



**CITY OF UNALASKA**  
 PO BOX 610 UNALASKA, AK 99685  
 Phone (907) 581-1251 Fax (907) 581-1417  
 www.ci.unalaska.ak.us

**SALES TAX REPORT**

	QTR1 <input type="checkbox"/>	QTR2 <input type="checkbox"/>	QTR3 <input type="checkbox"/>	QTR4 <input type="checkbox"/>	
<b>QTR ENDING</b>	March 31	June 30	September 30	December 31	<b>YEAR</b> _____
	<b>DUE April 30</b>	<b>DUE July 31</b>	<b>DUE October 31</b>	<b>DUE January 31</b>	

**NAME:** \_\_\_\_\_ **BUSINESS LIC. #** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Final Report, Close Business License*

**DETERMINATION OF ADJUSTED GROSS RECEIPTS**

1. **GROSS RECEIPTS FOR QUARTER (INCLUDING SALES TAX COLLECTED)**
  - A. RENTALS ..... \$ \_\_\_\_\_
  - B. SALES ..... \$ \_\_\_\_\_
  - C. SERVICES ..... \$ \_\_\_\_\_
  - D. **TOTAL GROSS RECEIPTS** (Add A through C) ..... \$ \_\_\_\_\_
2. **NON-TAXABLE RECEIPTS** (Complete Page 2) ..... \$ \_\_\_\_\_
3. **ADJUSTED GROSS RECEIPTS** (Subtract Line 2 from 1D) ..... \$ \_\_\_\_\_

**DETERMINATION OF TAXABLE RECEIPTS**

4. **DIVIDE LINE 3 BY 1.03 (TAXABLE GROSS RECEIPTS)** ..... \$ \_\_\_\_\_

**DETERMINATION OF TAX DUE**

5. **MULTIPLY LINE 4 BY .03 – SALES TAX DUE** ..... \$ \_\_\_\_\_
6. **CREDIT OR AMOUNT DUE FROM PREVIOUS REPORTS** ..... \$ \_\_\_\_\_
7. **CREDIT FOR SALE FOR RESALE REFUND** ..... \$ \_\_\_\_\_
8. **TAX DUE** (Line 5, plus or minus Line 6, minus Line 7) ..... \$ \_\_\_\_\_
9. **PENALTY AND INTEREST DUE** (If applicable) ..... \$ \_\_\_\_\_
10. **TOTAL DUE** (Line 8 plus Line 9) ..... \$ \_\_\_\_\_

Sales Tax Reports must be filed on a quarterly basis, due on the last day of the month following the end of a quarter. This report is invalid unless completed in detail and signed. Report must be filed even if there were no receipts for the quarter. Delinquent reports incur a penalty of 5% per month or fraction thereof up to 20%, plus interest at 15% per annum. Failure to file is a minor offense with the fines established by code up to \$500 per violation or day. The City's additional remedies for violations of sales tax ordinances are set out in Unalaska Code of Ordinances 6.40.100.

**I CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT.**

_____ SIGNATURE	_____ TITLE	_____ DATE
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_____ PRINTED NAME	_____ EMAIL ADDRESS
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COMPLETED SALES TAX REPORT MAY BE EMAILED TO CITY CLERK MARJIE VEEDER AT [mveeder@ci.unalaska.ak.us](mailto:mveeder@ci.unalaska.ak.us)

# CITY OF UNALASKA SALES TAX REPORT

Name \_\_\_\_\_ Quarter Ending: \_\_\_\_\_

License # \_\_\_\_\_

## NON-TAXABLE TRANSACTIONS

1. SALES TO CITY OR OTHER GOVERNMENT AGENCIES 6.40.030(L) \$ \_\_\_\_\_

**SOLD TO:**

**AMOUNT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. SALES RELATED TO CITY PUBLIC WORKS PROJECTS 6.40.030 (AA) \$ \_\_\_\_\_

**SOLD TO:**

**AMOUNT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. SALES NOT "MADE IN THE CITY" 6.40.010(C) \$ \_\_\_\_\_

**SOLD TO & LOCATION:**

**AMOUNT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. ALL OTHER SALES CLAIMED EXEMPT ..... \$ \_\_\_\_\_

City Sales Tax Exemption Certificate Number  
or other justification

**SOLD TO:**

**AMOUNT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOTAL ALL NON-TAXABLE TRANSACTIONS** ..... \$ \_\_\_\_\_