



**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

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

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<b>NAME:</b> _____	<b>BUSINESS LIC. #</b> _____
<b>ADDRESS:</b> _____	
_____	
_____	<i>Final Report, Close Business License</i> <input type="checkbox"/>

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### 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.**

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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:
_____	_____
_____	_____
_____	_____
_____	_____

<b>TOTAL ALL NON-TAXABLE TRANSACTIONS</b>	.....	\$ _____
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