



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"/>		
QTR ENDING March 31	June 30	September 30	December 31	YEAR _____	
DUE April 30	DUE July 31	DUE October 31	DUE January 31		

Beginning with 2022 Q4 Report due 1/31/2023, a \$25 per month late filing fee will be assessed, even for zero sales reports.

BUSINESS NAME: _____	BUSINESS LIC. # _____
ADDRESS: _____	

_____	<i>Final Report, Close Business License</i> <input type="checkbox"/>

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)	\$ _____
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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 due quarterly on the last day of the month following the end of a quarter. Report invalid unless completed in detail and signed. Report required even if there were no receipts for the quarter. Delinquent reports incur a \$25/mo. late fee up to \$100; 5% penalty/mo. or fraction thereof up to 20%; & 15% interest 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'S OFFICE AT tax@ci.unalaska.ak.us

Revised 07/18/2023

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

..... \$ _____