



City and Borough of Juneau, Alaska
Finance Department, Sales Tax Office
155 South Seward Street
Juneau, AK 99801
Ph (907) 586-5265 Fax (907) 586-0365

**APPLICATION FOR SALES TAX EXEMPTION CERTIFICATE
FOR NONPROFIT ORGANIZATIONS**

I, _____, _____
Name Title

representing _____, a nonprofit
Organization Name

organization whose mailing address is

Mailing Address

City, State, Zip

hereby apply* for a Sales Tax exemption Certificate under Provision 12 of the Sales Tax Ordinance CBJ 69.05.040. I certify the attached evidence of our Internal Revenue Service classification of **501 (c) (3) or 501 (c) (4)** is in good standing.

My organization DOES DOES NOT maintain a physical presence in the City/Borough of Juneau.

I am aware that all nonprofit organizations that maintain a physical presence within the City and Borough of Juneau must register with the Sales Tax Office and report their sales.

I am aware this certificate exempts the organization's purchases and those sales that are not subject to federal income tax.

Signature Date

*** Applications MUST be accompanied by the following required attachments:**

1. A copy of the letter from the Internal Revenue Service announcing your classification status as a 501 (c) (3) or a 501 (c) (4), and
2. Payment of the \$20.00 application fee, and
3. A completed CBJ Business Registration Form - This requirement only applies to nonprofit organizations that maintain a physical presence within the City and Borough of Juneau that have not previously registered with the Sales Tax Office.

Applications received without the required documents or payment will not be processed.

FOR OFFICE USE ONLY

Certificate Number _____ Date _____
Fee Paid \$ _____ Cash _____ Check # _____

Joan Roomsburg
Sales Tax Administrator