



Special Event Business License Application

Valid 7 Consecutive Days Fee \$10.00

City of Wasilla, Finance Department

290 East Herring Avenue Wasilla, Alaska 99654-7091

Phone 907.373.9088 Fax 907.373.9085 Email: salestax@ci.wasilla.ak.us

SECTION 1: SPECIAL EVENT INFORMATION

Date Event Begins:

(License expires 7 days from this date)

Event Name/Location:

SECTION 2: OWNERSHIP TYPE (Check Only One)

Individual/Sole Proprietor

Partnership
(LLP Agreements Required)

Limited Liability Company (LLC)
(State Documents Required)

Corporation
(State Documents Required)

Non-Profit
(IRS 501 (C) Documents Required)

Church or Religious Organization
(State Certificate Required)

SECTION 3: BUSINESS CONTACT AND LOCATION INFORMATION

Business/Vendor Name

Business Contact - Name

Business Mailing Address (P.O. or Street Address)

City

State

Zip Code

Business Phone

Cell Phone or Add'l No.

Email

Business Physical Address (No P.O. Boxes)

City

State

Zip Code

**Business Federal Tax ID
or Social Security #**

SECTION 4: BUSINESS DESCRIPTION AND LICENSING

Briefly Describe Business Conducted:

State SIC/NAICS Code

SECTION 5: SALES TAX COLLECTION

Per WMC 5.16.100, sales tax may be collected in one of two methods. Note that notice of sales tax collection must be posted at premise or printed on receipt.

Select which method will be used to collect sales tax

Select method for receipt of sales tax packet:

Sales tax will be shown separately on the invoice.

Received sales tax packet _____ (initial)

Sales tax will be included in the sales price.

Please mail sales tax packet _____ (date mailed by City of Wasilla)

No taxable sales or services will be made at the event, explain below _____

Please email sales tax packet _____
(email address, if different than above)

SECTION 6: OWNER/REGISTERED AGENT/ RESPONSIBLE PARTY INFORMATION

1	Name – Last, First, MI		Drivers License		Date of Birth	
	Mailing Address				Last 4 of Social Security #	
	City		State		Zip Code	Phone No.

IMPORTANT: The fee for a Wasilla Special Event Business License is \$10.00 to be paid upon submitting application. Operating, conducting or carrying on a trade business or profession in the City limits of Wasilla without this license is a violation of WMC 6.04. The code provides for fines up to \$1,000.00. This license shall not be taken as permission to do business in the State of Alaska or Matanuska Susitna Brough without having complied with the requirements of the laws of each or of the United States. Some activities require a professional license or other federal, state or local permits. All applications must be reviewed and approved by the Finance and Planning Departments in accordance with Wasilla Municiple Code 6.04.035 before a license may be issued.

I DECLARE, UNDER PENALTY OF PERJURY, THAT THE APPLICATION IS TRUE AND COMPLETE. I ACCEPT THE LICENSE AUTHORIZED AND ISSUED IN RESPONSE TO THE APPLICATION WITH THE CONDITION THAT I REPORT TIMELY AND PAY ANY AND ALL TAXES DUE BY THE BUSINESS TO THE CITY OF WASILLA WITHIN 15 DAYS OF THE EXPIRATION OF THE LICENSE. BY SIGNING THIS APPLICATION, I AM PROVIDING A PERSONAL GUARANTEE FOR ANY DELINQUENT TAXES AND RELATED CHARGES OR FEES OWED BY THE PARTNERSHIP, CORPORATION, OR LIMITED LIABILITY CORPORATION.

Print Name

Signature

Title

Date

Office Use Only

Planning Dept Approved by: _____ Date: _____

Finance Department: (reviewed by: _____)

Land use permit: Not required Required No. _____

No Sales Tax, Utilities, Special Assessment Owed to City

Payment Delivery: By Mail Over Counter By Phone

Rec'd by:

Business License No. _____

Method of Payment: Cash Check Credit Card

Sales Tax License No. _____

CITY OF WASILLA SPECIAL EVENT SALES TAX RETURN

NOTICE: Wasilla Municipal Code Chapter 5.16 details the application, exceptions, collections & remittance of sales tax.

DATE(S) OF EVENT:

DUE DATE:

**ALL RETURNS MUST BE FILED – INCLUDING NO SALES
FOR ASSISTANCE CALL 907.373.9088**

ADMINISTRATOR COMMENTS:

This is a sales tax return for the special event:
 THIS RETURN
 MUST BE SUBMITTED 15 DAYS FROM THE
 CONCLUSION OF THE EVENT
 Zero sales must be reported.

BUSINESS NAME & ADDRESS:

[1] GROSS SALES (not including tax):																			
[2] EXEMPT SALES:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td> <td style="width: 45%;">a. Sales to government agencies</td> <td style="width: 50%;"></td> </tr> <tr> <td></td> <td>b. Amount over first \$500 of each separate sales</td> <td></td> </tr> <tr> <td></td> <td>c. Non-profit organization exemptions</td> <td></td> </tr> <tr> <td></td> <td>d. Sales for resale (wholesale)</td> <td></td> </tr> <tr> <td></td> <td>e. Other claimed exemptions</td> <td></td> </tr> <tr> <td></td> <td>TOTAL EXEMPT SALES (add items 2a through 2e)</td> <td></td> </tr> </table>		a. Sales to government agencies			b. Amount over first \$500 of each separate sales			c. Non-profit organization exemptions			d. Sales for resale (wholesale)			e. Other claimed exemptions			TOTAL EXEMPT SALES (add items 2a through 2e)	
	a. Sales to government agencies																		
	b. Amount over first \$500 of each separate sales																		
	c. Non-profit organization exemptions																		
	d. Sales for resale (wholesale)																		
	e. Other claimed exemptions																		
	TOTAL EXEMPT SALES (add items 2a through 2e)																		
[3] NET TAXABLE SALES (line 1 less line 2)																			
[4] 2.5% SALES TAX DUE (2.5% or .025 of line 3)																			
[5] ADJUSTMENTS:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td> <td style="width: 45%;">a. Credit for prompt payment (2% up to \$100)</td> <td style="width: 50%; text-align: center;">()</td> </tr> <tr> <td></td> <td>b. Late filing fee \$25.00</td> <td></td> </tr> <tr> <td></td> <td>c. Penalty for late payment (5% per month not to exceed 25%)</td> <td></td> </tr> <tr> <td></td> <td>c. Interest for late payment (see instructions for calculation)</td> <td></td> </tr> <tr> <td></td> <td>d. Other adjustments</td> <td></td> </tr> <tr> <td></td> <td>TOTAL ADJUSTMENTS (add items 5a through 5d)</td> <td></td> </tr> </table>		a. Credit for prompt payment (2% up to \$100)	()		b. Late filing fee \$25.00			c. Penalty for late payment (5% per month not to exceed 25%)			c. Interest for late payment (see instructions for calculation)			d. Other adjustments			TOTAL ADJUSTMENTS (add items 5a through 5d)	
	a. Credit for prompt payment (2% up to \$100)	()																	
	b. Late filing fee \$25.00																		
	c. Penalty for late payment (5% per month not to exceed 25%)																		
	c. Interest for late payment (see instructions for calculation)																		
	d. Other adjustments																		
	TOTAL ADJUSTMENTS (add items 5a through 5d)																		
[6] TOTAL TAX AND ADJUSTMENTS DUE (add line 4 and line 5)																			

I CERTIFY UNDER PENALTY OF PERJURY THAT THIS RETURN (INCLUDING ANY ACCOMPANYING STATEMENTS) HAS BEEN EXAMINED BY ME AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IS A TRUE, CORRECT AND COMPLETE RETURN.

SIGNATURE

DATE

PHONE

IF SALES TAX DUE IS ZERO, THE COMPLETED SALES TAX RETURN CAN BE EMAILED OR FAXED
EMAIL: SalesTax@ci.wasilla.ak.us FAX: (907) 373-9085

MAKE COPY FOR YOUR RECORDS THEN MAIL COMPLETED FORM WITH
 PAYMENT TO: City of Wasilla, 290 E Herning Avenue, Wasilla AK 99654
 OR DROP IN CITY DROP BOXES LOCATED ON HERNING STEET OR
 PARKING LOT BUILDING ENTRANCES

INSTRUCTIONS:

GENERAL: The Sales Tax Return is used to report and remit sales tax collected on behalf of the City of Wasilla. A zero return must be filed for each reporting period even when no tax is due. If you do not receive a return, contact the city at (907) 373-9088 before the due date to avoid late filing penalties. Sales tax must be received by the city no later than 5 p.m. on the last business day of the month immediately following the reporting period month. (5.16.120 C)

CHANGE OF OWNERSHIP: If there has been a change of ownership do not use the return with the name and account number of the former owner. Send the return with a notice of change to the City of Wasilla. A business license application will be sent to the business, this registers your business for sales tax reporting.

CHANGE OF ADDRESS OR BUSINESS STATUS: If you change your location or mailing address or discontinue business, complete those areas on the return as necessary. New addresses will receive an updated license.

ITEM 1: Enter the total gross sales, service or rents during the reporting period, not including sales tax, whether for cash or credit. If your gross amount includes sales tax, divide that amount by **1.025** for your gross not including tax. (5.16.100)

ITEM 1A: Sales to government agencies. (5.16.050 A9)

ITEM 2B: Sales exceeding first \$500 of each separate sale, service or rent. (5.16.035)

ITEM 2C: Sales, services or rents to Non Profit customers. (5.16.050 B 5&6) Must have a current tax exempt card from City of Wasilla.

ITEM 2D: Wholesale sales, for resale by others. (5.16.050 B 1,2,7&8) Must have a current tax exempt card from the City of Wasilla.

ITEM 2E: All other allowable exemptions. (5.16.050 A & B)

ITEM 4: Enter the sales tax due by multiplying line 3 by **2.5% (2.5%) or (.025)**. (5.16.030)

ITEM 5A: Credit is based on total monthly taxable sales from all locations covered by each license. To qualify for the credit you must file a correct return and pay the sales tax on or before the due date. To figure the credit multiply the tax due on line 4 by 2% or (.02). This credit is limited to \$100 per reporting period. (5.16.120 E)

ITEM 5B: Penalty for late payment is 5% per partial or full month until a cumulative late penalty payment of 25% is reached. To figure the penalties multiply line 4 by the appropriate penalty. Penalties begin on the first day after due date of return. (5.16.120 D)

ITEM 5C: Interest for late payment is 15% per annum. To figure the interest multiply line 4 by 15% (.15), divide that by 365, then multiply by the number of days the sales tax is past due. Interest begins on the first day after due date of return. (5.16.120 D)

ITEM 5D: Enter any previous balance owing or any credit due from amended returns.

ITEM 6: Enter the total of lines 4 and line 5.

SUBMITTING RETURN AND PAYMENT: Make check or money order for the amount on line 6 payable to the CITY OF WASILLA. **Credit cards will not be accepted for payment of sales tax.** Checks returned by the bank will be subject to a fee of \$25 and other penalties that apply. When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. Mail return with payment to the City of Wasilla Finance Department. For inquiries, call (907) 373-9080. Sales tax not received on or before the due date is delinquent. **QUESTIONS:** If you have any questions regarding this return, contact the city before the due date to avoid late filing penalty: Phone (907) 373-9088 Fax (907) 373-9085, or write CITY OF WASILLA 290 E Herning Avenue Wasilla AK 99654, or email to SalesTax@ci.wasilla.ak.us