

Request to Change Sales Tax Filing Frequency - QUARTERLY

All sales tax accounts default to a monthly filing frequency. Per Wasilla Municipal Code (WMC 5.16.120) accounts meeting timely remittance and certain annual taxable revenues in the prior calendar year may request a change to the filing frequency by attesting to the requirements below. The request is subject to approval by the Finance Director.

Business Name: _____

Account Number: _____ Contact Name: _____

Phone: _____ Email: _____

- The business’s taxable sales are under \$150,000 annually.
- The tax account is and shall remain timely in payment. (No late filings in the previous calendar year)
- Accounts that close prior to quarter end must file a final sales tax return due within 15 days of the date of closure. A business shall request a final tax return be assigned to their online account for final payment or file a paper return indicating closure date.
- Remittance is four times per year on the following schedule:

January – March	Tax Periods	Due April 30 th
April – June	Tax Periods	Due July 31 st
July – September	Tax Periods	Due October 31 st
October – December	Tax Periods	Due January 31 st
- If the request is made between tax periods, the frequency change will begin the next quarter tax period dependent upon when the request is received by our office.
- Continued timely sales tax filings and payments are a requirement to maintain quarterly frequency.

By electronically signing below, the business meets and agrees to requirements listed above.
 Failure to maintain the terms may result in denial or revocation of the request upon written notice to the business.

Owner/Authorized Signer:

X

Return the completed form to the City of Wasilla Finance Department via email: salestax@ci.wasilla.ak.us or to City of Wasilla, 290 E Herning Avenue, Wasilla, AK 99654. An approval email will be sent to the MUNIRev account user(s) on file or by mail if filing paper returns. **Continue to file all monthly tax notices assigned until confirmation of your approved request is received.**

For office use only:

Date Reviewed	Reviewed By	Frequency Changed in system	Notified Business	First Effective Tax Period
Approved / Denied		By:		