

## Request to Change Sales Tax Filing Frequency - ANNUAL

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 \$6,000 annually.
- The tax account is and shall remain timely in payment. (No late filings in the previous calendar year)
- Accounts that close prior to the end of the year must file sales tax 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 on the following schedule:  

January – December	Tax Periods	Due January 31 <sup>st</sup>
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- If the request is made between tax periods, the frequency change will begin at the start of the next annual filing period.
- Continued timely sales tax filings and payments are a requirement to maintain annual frequency.

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

Owner/Authorized Signer: \_\_\_\_\_

Return the completed form to the City of Wasilla Finance Department via email: [salestax@ci.wasilla.ak.us](mailto:salestax@ci.wasilla.ak.us) or to City of Wasilla, 290 E Herring Avenue, Wasilla, AK 99654. An approval email will be sent to the MUNIRev account user(s) on file or by mail. 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: _____		