



CITY OF WASILLA

Finance Department

290 East Herning Avenue

Wasilla, Alaska 99654-7091

Phone (907) 373-9080 Fax (907) 373-9085

Thank you for inquiring about licensing in the City of Wasilla! The City of Wasilla has launched its **online** business licensing and sales tax system (called MUNIREvs). This letter includes instructions below on how to get started in obtaining your business license.

What will I be able to do in MUNIREvs?

- ✓ Obtain a new or renew a business license online
- ✓ Obtain a new or renewal a sales tax exemption certificate
- ✓ Receive electronic tax notices
- ✓ File sales tax returns online
- ✓ Make sales tax payments online with e-check, debit, or credit card options
- ✓ View your account information and historical tax revenues
- ✓ Print your business license on demand

Important notes

- Any unfiled sales tax returns or outstanding items should appear in your Open Tasks section in the Business Center.
- Keep your email account current.
Going forward, our primary method of communication will be through email. The online filing reminders, license renewals, and other routine communication will be sent via email exclusively. It will be extremely important to keep your account information current.
- Your account may have multiple users.
Do you have an employee or firm that manages and pays sales tax on your behalf? Simply provide them a copy of this letter and they will be able to create their own user login to manage your account.

Registration Steps

1. Go to <https://wasilla.munirevs.com>
2. On the left-hand side, click on the green "Go" button for New User Registration.
3. Enter your email address. The system will send you a validation email to that address.
4. Open the validation email and follow the instructions. It will prompt you to click a link that brings you to a secure User Profile screen.
5. Create your User Profile and click "Continue to Business Profile" (orange button)
6. Choose the option "I have a new business and I need to apply for a new license or new tax-exempt card." (may need to scroll down to see option)
7. Input Business Name, Form of Ownership, your Role and the Physical Location of the business. If there is a location inside the City of Wasilla, enter that location, if there is no location in the City enter the main physical location of the business and select the Orange Continue Button. The system will ask you to validate the address by choosing from a list of address matches located in the Matanuska Susitna Borough. If the location is not in the Mat-Su Borough, select

“No Physical Address”. If the address is in the Mat-Su Borough and it does not populate the address you entered in the results, after verifying you have entered the correct address and format, select “Address Not Found”. Press Continue Button in Orange.

8. If the location validated above is located inside the City of Wasilla or the business is a mobile food vendor, City permitting may be required. If you have not already contacted the Planning Department, please do so by phone at 907-373-9020 or email planning@cityofwasilla.gov to inquire if a permit is required and instructions to apply.
9. Complete all required questions on the New Registration Questionnaire and click Submit.
10. Once submitted, it will be sent to the Finance Department for approval.
11. Once the account request has been approved, you will receive an email and will be instructed to log back in as an existing user and your license/exemption application, fees, and any other forms will be available to complete in your Business Center under Open Tasks.
12. Complete all forms/fees under Open Tasks and submit. It will come to Finance for approval and once the license is approved, an email will be sent with instruction on how to view/print the license.

Need assistance? No problem.

For system-related questions (registration, user setup, profile update, navigating site, finding forms, etc.), please contact:

MUNIREvs

Monday-Friday 6am – 3pm (excluding holidays)

Phone: (888) 751-1911

Email: support@munirevs.com

For tax/license-related questions and/or system-related questions, please contact:

City of Wasilla Finance Department

Monday-Friday 8am – 5pm (excluding holidays)

Phone: (907) 373-9088

Email: salestax@ci.wasilla.ak.us

Thank you for your patience as we transition to this online system and for choosing to do business in our community.

Regards,

Joan Miller

Finance Director