



CITY OF UNALASKA

PO BOX 610 UNALASKA, AK 99685

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www.unalaska.gov

SALES TAX REPORT

	QTR1 ☐	QTR2 ☐	QTR3 ☐	QTR4 ☐	
QTR ENDING	March 31	June 30	September 30	December 31	YEAR _____
	DUE April 30	DUE July 31	DUE October 31	DUE January 31	

A \$25 per month late filing fee will be assessed, even for zero sales reports.

BUSINESS NAME: _____ BUSINESS LIC. # _____

ADDRESS: _____

Final Report, Close Business License ☐**DETERMINATION OF ADJUSTED GROSS RECEIPTS**

1. GROSS RECEIPTS FOR QUARTER (INCLUDING SALES TAX COLLECTED)

A. RENTALS \$ _____

B. SALES \$ _____

C. SERVICES \$ _____

D. TOTAL GROSS RECEIPTS (Add A through C) \$ _____

2. NON-TAXABLE RECEIPTS (Complete Page 2) \$ _____

3. ADJUSTED GROSS RECEIPTS (Subtract Line 2 from 1D) \$ _____

DETERMINATION OF TAXABLE RECEIPTS

4. DIVIDE LINE 3 BY 1.03 (TAXABLE GROSS RECEIPTS) \$ _____

DETERMINATION OF TAX DUE

5. MULTIPLY LINE 4 BY .03 – SALES TAX DUE \$ _____

6. CREDIT OR AMOUNT DUE FROM PREVIOUS REPORTS \$ _____

7. CREDIT FOR SALE FOR RESALE REFUND \$ _____

8. TAX DUE (Line 5, plus or minus Line 6, minus Line 7) \$ _____

9. PENALTY AND INTEREST DUE (If applicable) \$ _____

10. TOTAL DUE (Line 8 plus Line 9) \$ _____

Sales Tax Reports due quarterly on the last day of the month following the end of a quarter. Report invalid unless completed in detail and signed. Report required even if there were no receipts for the quarter. Delinquent reports incur a \$25/mo. late fee up to \$100; 5% penalty/mo. or fraction thereof up to 20% & 15% interest per annum. Failure to file is a minor offense with the fines established by code up to \$500 per violation or day. The City's additional remedies for violations of sales tax ordinances are set out in Unalaska Code of Ordinances 6.40.100.

I CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT.

SIGNATURE _____ TITLE _____ DATE _____

PRINTED NAME _____ EMAIL ADDRESS _____

COMPLETED SALES TAX REPORT MAY BE EMAILED TO CITY CLERK'S OFFICE AT tax@unalaska.gov

Revised 08/28/2025

CITY OF UNALASKA SALES TAX REPORT

Name _____ Quarter Ending: _____

License # _____

NON-TAXABLE TRANSACTIONS

1. SALES TO CITY OR OTHER GOVERNMENT AGENCIES 6.40.030(L)

\$ _____

SOLD TO:

AMOUNT:

2. SALES RELATED TO CITY PUBLIC WORKS PROJECTS 6.40.030 (AA)

\$ _____

SOLD TO:

AMOUNT:

3. SALES NOT "MADE IN THE CITY" 6.40.010(C)

\$ _____

SOLD TO & LOCATION:

AMOUNT:

4. ALL OTHER SALES CLAIMED EXEMPT

\$ _____

City Sales Tax Exemption Certificate Number
or other justification

SOLD TO:

AMOUNT:

_____	_____
_____	_____
_____	_____
_____	_____

TOTAL ALL NON-TAXABLE TRANSACTIONS

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\$ _____