Application for Nonprofit Sales Tax Exemption Certificate

1) ORGANIZATION NAME
(Legal name as provided on Articles of Incorporation, or if unincorporated, the governing document)

2) ORGANIZATION MAILING ADDRESS
Street Address or P.O. Box number
City
State/Province
Zip Code
Country if outside U.S.

3) CONTACT INFORMATION OF REPRESENTATIVE SUBMITTING THIS APPLICATION
Name
Title
Email Address
Daytime Phone and Extension

4) READ AND INITIAL

I hereby apply* for a Sales Tax exemption Certificate under Provision 12 of the Sales Tax Ordinance CBJ 69.05.040.

I certify the attached evidence of our Internal Revenue Service classification of 501 (c) (3) or 501 (c) (4) is in good standing

I am aware that all nonprofit organizations that maintain a physical presence within the City and Borough of Juneau

I am aware this certificate exempts the organization’s purchases and those sales that are not subject to federal income tax.

5) Signature ____________________________________ Date ________________

* Applications MUST be accompanied by the following required attachments:

  1) A copy of the letter from the Internal Revenue Service announcing your classification status as a 501 (c) (3) or a 501 (c) (4), and
  2) Payment of the $20.00 application fee, and
  3) A completed CBJ Business Registration Form - This only applies to nonprofit organizations that maintain a physical presence within the City and Borough of Juneau that have not previously registered with the Sales Tax Office.

Applications received without the required documents or payment will not be processed.

FOR OFFICE USE ONLY

Certificate Number __________________________________________ Date __________________

____________________________________ Fee Paid $ ________ Cash ___ Check # __________

Clinton Singletary
Sales Tax Administrator