STATEMENT OF APPEAL
UNDER $500
SALES TAX

Use this appeal form if the total dollar amount of your appeal is less than $500. THIS FORM MUST BE SUBMITTED TO THE CITY TREASURER, 155 South Seward, Juneau, AK 99801.

Name of Business: ___________________________ Phone: ____________
Sales Tax Account Number: ___________________________
Type of Appeal:

<table>
<thead>
<tr>
<th>Penalty and Interest</th>
<th>Audit Results</th>
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<tbody>
<tr>
<td>Exempt Sale Interpretation</td>
<td>Filing Requirements</td>
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<tr>
<td>Ordinance Interpretation</td>
<td>Collection Actions</td>
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Dollar Amount of Appeal: $ __________________________
Date Appellant Learned of Decision/Action by Sales Tax Office: __________________________
Date Served on City Treasurer: __________________________

STATEMENT OF APPEAL: The statement of appeal shall have attached to it:

1. A copy or statement of all relevant Sales Tax Ordinance sections;

2. Attach a written statement in ordinary and concise language of how the position taken by the Sales Tax Office does not comply with the ordinance, including the particular circumstances, events, or occurrences which show the appellant has complied with the ordinance;

3. Any documents supporting the appellant's position; and

4. The signature of the appellant.

The Statement of Appeal, with attachments, presents your case to the City Treasurer. The case must clearly show you have followed the requirements of the Sales Tax Ordinance and what decision you wish the City Treasurer to make. Statements judged by the City Treasurer to be incomplete may be dismissed until such documentation is provided.

Appellant’s Name: ___________________________ Phone: ________________
(Date Print)

Date: ___________________________ Signature: ___________________________

The City Treasurer (586-0375) can answer any questions you may have.

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