



City of Fairbanks

800 Cushman Street
Fairbanks, AK 99701

Office of the City Clerk

Phone (907)-459-6702
Fax (907)-459-6710

Sales Tax Filers,

Below you will find important information concerning your City of Fairbanks sales tax return(s).

- 1) **FORMS** - In most cases you are e-mailed filing forms. If you have Microsoft Excel, it is recommended you use the Excel form as it has been designed to be completed electronically and will compute automatically. If you have not already received your e-version, please contact us at citytaxfiling@fairbanks.us. Upon request we will also mail them to you.
- 2) **SUBMITTALS** - There are 4 ways you can submit your filing timely:
 - a) Complete, sign, scan and email to citytaxfiling@fairbanks.us
 - b) Complete, sign, and fax to (907)-459-6710 (City Clerk's Office)
 - c) US Mail or expedited service to the address above
 - d) Drop off at the City Clerk's Office before 4:00 PM on or before the 15th of the month in which it is due. Please note that if the 15th falls on a holiday or weekend your filing must be submitted on the last working day before the 15th to be considered timely.
 - e) **REMINDER** - ALL transactions dropped in the outside drop box will be considered "Next Day's Business," so please come into the Clerk's Office during regular hours for filings/payments being made on the 15th.
- 3) **PAYMENT OPTIONS**
 - a) Automated Clearing House (ACH) or Wire Transfers (see attachment for account and routing numbers). Remember, these can take up to 2 days for the bank to process and payment must still be received by the deadline to be considered timely.
 - b) Cash will be taken at the Clerk's Office only. Do not mail or drop cash in the outside drop box.
 - c) Checks can be mailed by US mail, expedited service, submitted to the City Clerk's Office or dropped in the outside drop box (see REMINDER under SUBMITTALS)
- 4) **FILING/PAYMENT DEADLINE** - POSTMARKS are not a consideration of timeliness. Please note the date stamp on faxed and emailed filings will be used as the received date for those returns.
 - a) Both the filing and payment must be received in the City Clerk's Office by 4:00 PM on or before the 15th of the month in which it is due to be considered timely and eligible for the 2% Seller's Collection Discount, **regardless of the day of the week.**
 - b) ACH Payments are accepted, but the funds must be received into the City's account by the 15th of the Month in which it is due in order to receive the 2% Seller's Collection Discount. Please note that if the 15th falls on a holiday or weekend your filing must be submitted on the last working day before the 15th to be considered timely.
 - c) The first penalty (**\$100.00**) begins on the first day of the month following the month in which taxes are due. The second penalty (**\$1,000.00**) begins on the first day of second month in which taxes are due. Interest accrues at **1.25%** per month on past due principal balances effective the first day of the month following the due date.

For additional information and examples on filing, payments, and forms, please see the City of Fairbanks website at www.fairbanksalaska.us.

If you have additional questions or need further assistance, please contact either the City Clerk's Office at (907)-459-6702 or the Finance Department at (907)-459-6713.