



City of Fairbanks

Office of the City Clerk

800 Cushman Street

Fairbanks, AK 99701

(907)459-6702

Fax (907)459-6710

Sales Tax filers,

Below you will find important information concerning completing your sales tax forms.

- 1) **FORMS** - Attached are forms for your use. If you have Microsoft Excel, these forms can be emailed to you. It is recommended you use the Excel form as it has been designed to be completed electronically and will compute automatically. To request your Excel form, please email us at CityTaxFiling@fairbanks.us.
- 2) **SUBMITTALS** – There are several ways in which you can submit your filing timely. Please keep in mind effective February 1, 2013, 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 timely payments.
 - 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 no later than 4:00 PM on the due date.
- 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(s) 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 note under SUBMITTALS).
- 4) **FILING/PAYMENT DEADLINE** - POSTMARKS have been eliminated from consideration of timeliness. Please note the date stamp on faxed and emailed filings will be used as the received date for those submittals.
 - a) To avoid penalties, both the **filing and payment must be received** by 4:00 PM the last business day of the month at the City Clerk’s Office. If the due date falls on a holiday or on a weekend, payments/filings must be received the business day prior.
 - b) The first penalty (\$100) begins on the first day of the month following the month taxes are due. The second penalty (\$1000) begins on the first day of second month following the month 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.
- 5) **SELLER’S COLLECTION DISCOUNT** – Filings and payments received in the Clerk’s Office by 4:00 PM on or before the 15th of the month in which the filing is due will receive a 2% discount of the net taxes due. If the 15th falls on a weekend or on a holiday, payments/filings must be received the business day prior in order to be eligible for the seller’s collection discount.

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) 459-6730.