



City of North Pole QUARTERLY SALES TAX Remittance Form

Payments must accompany tax submission for a complete filing. Tax submissions are for the previous sales month and are due by the last day of the following month by 5 pm (i.e., June sales are filed and paid by July 31). Zero sales months still require a filing to be completed.

Mail To: THE CITY OF NORTH POLE
125 SNOWMAN LANE
NORTH POLE, AK 99705

Phone: 907-488-8536

Online Filing: www.xpressbillpay.com

DATE: _____
BUSINESS LICENSE NUMBER: _____
BUSINESS NAME: _____

Check here if your physical address or phone number has changed, or if the business is closing. Note changes on the back of this form. New owners must apply for a business license.

1. Gross Sales for **Quarter Ending:** _____ \$ _____
2. **Credit Card Service Fees** \$ _____
3. **Non-Taxable Sales** (see chp.4, Sec. 4.08.020 & 4.08.050 of North Pole Code) \$ _____
4. **Gross Taxable Sales** \$ _____
(Subtract lines two and three from line one)
5. **Sales Tax Due (5.5% of line four)** (\$16.50 cap per transaction) \$ _____
6. **Fees:** (Calculate the following charges based on line five)
 - a. **Returns 1 - 29 days past due** add \$25 or .00875 of sales tax due, whichever is greater, in addition to the total amount due.
Incomplete returns (filing without payment) add a penalty of \$15 \$ _____
 - b. **Returns 30- 60 days past due** add \$50 or .00875 of sales tax due, whichever is greater, in addition to all previous fees and penalties.
Incomplete returns will incur an additional penalty of \$15. \$ _____
 - c. **Returns 61 days past due** will incur a reoccurring monthly fee of \$50 in addition to all previous fees, and interest. Sellers failing to file complete returns & full remittance will be subject to revocation of their business license and a lien against the seller's property will be administered. \$ _____
7. **TOTAL FEES DUE** \$ _____
8. **TOTAL SALES TAX/FEES DUE** \$ _____
(Add lines 5,6 & 7 to show the amount here)

Interest at the rate of 10.5% per annum, applied monthly, shall accrue on all delinquent taxes & fees starting from the due date until paid in full.

I DECLARE, SUBJECT TO THE FEES PRESCRIBED, THAT THIS RETURN (INCLUDING ACCOMPANYING STATEMENTS) HAS BEEN EXAMINED BY ME, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IS A TRUE, CORRECT, AND COMPLETE RETURN.

DATE: _____ **OWNER/AGENT:** _____

PHONE: _____ **EMAIL:** _____

CHANGE OF ADDRESS/PHONE

Mailing Address Change:

STREET ADDRESS

CITY, STATE, ZIP

Business Location Change:

STREET ADDRESS

CITY, STATE, ZIP

Correspondence:

PHONE

EMAIL

FILING YOUR BUSINESS TAX JUST GOT EASIER!!

Ask for your unique PIN number then go to www.xpressbillpay.com

1. select the “**SIGN UP**” button at the top of the screen on the Home Page.
2. **Set Up New Account Information**
3. **Verify your email address** and log into your account
4. **Select** the billing organization, **City of North Pole**. If the organization is not listed, type the name in the field below and search.
5. Add a new Account – **Select** the “**Online Business Tax**” option.
Enter your account # and pin #.
6. **Select** an **unfiled return** to file and submit **or pay on a filed return.**
7. Cart checkout - if this is the only bill you want to pay, select “**Proceed to checkout**”. If there are additional filings you wish to pay, select “**Add more Bills to the Cart**”. Enter the information on the “**Select Pay Method**” screen. Be sure to **verify the billing address** as an incorrect billing address can cause a delay or decline of the card.
8. Payment Receipt – **please print a receipt for your records.**