Welcome to doing Business in the City of Palmer

Now that you have gotten your City of Palmer Business License, here is some helpful information for you.

- **All businesses that conduct business inside city limits must have a City of Palmer business license, this includes information only businesses & advertising your business inside city limits.**

- **Annual business licenses** are good for one calendar year, expiring on December 31st.
- **Biennial business licenses** are good for two calendar years, expiring on December 31st.
- **Special Event licenses** are good for 1-3 days.
- **AK State Fair Licenses** are good from the start of the fair to the last day of the fair.
- **When you open a business license account you will also have a sales tax account attached to it.**
- **In this packet you are receiving 3 months of sales tax remit forms**, if you have an annual and biennial license. Special Event & State Fair license holders receive 1 sales tax form.
- **Additional Sales Tax forms** can be found at cityofpalmer.org. Under: doing business in the city, then: sales tax remittance forms, choose: monthly, quarterly, semiannual sales tax.
- **Sales tax remit forms are due in the city office by 5pm on the last business day of the month following the month being reported**, They must be in our office, not just postmarked. e.g... Jan 1st- Jan 31st is due Feb 28th.
- A sales tax form must be remitted even if there was no business/sales in the month. This would be a 0 filing.
- If you do not file in the time frame required, there is a $20.00 late fee. In addition, penalties & interest accrue if there is taxable revenue.
- City of Palmer sales tax is 3% on each transaction up to $1000(tax cap). The first $1000 of any sale/transaction is taxed at 3%. You will never collect more than $30.00 per transaction.
- Sales tax has to be paid to the city with cash or check only, no credits or debit cards.
- First time business license holders, are required to file monthly for at least one year.
- Filing status can be changed, but only after 1 year of being in good standing.
- To change your filing status, you must fill out a Change of Filing Status form, if approved you will be notified.
- When an Annual & Biennial business licenses expires, this does not mean your account is closed. If you want your account closed, you must fill out a business license closure form and submit it. BL Closure Forms can be found on the cities website.
- All business licenses must be displayed prominently at the place of business.
- Businesses licenses are not transferable.

All forms regarding doing business and sales tax are available at: cityofpalmer.org
City of Palmer code can be found at:  [http://www.codepublishing.com/AK/Palmer/](http://www.codepublishing.com/AK/Palmer/)

If you need assistance, please contact: Susan Fouch at (907) 761-1324
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