



City of Palmer

231 W. Evergreen Avenue

Palmer, Alaska 99645-6952

Main Phone (907) 745-3271 Fax (907) 745-0930
financedepartment@palmerak.org www.palmerak.org

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. ei... 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/>

If you need assistance, please contact: Susan Fouch at (907) 761-1324
Email: sfouch@palmerak.org Fax: (907) 761-1384