

City and Borough of Juneau Sales Tax Timely Discount Instructions

Timely Online Filing Discount & Payment

The sales tax ordinance allows an optional discount to sellers that keep their sales tax accounts current and file their returns online. All sellers who file their return on the eGovern online portal, regardless of their reporting frequency, may take a discount of **\$30.00** from the total sales tax due. A discount can reduce tax to zero, but cannot create a credit balance.

Discounts will not be granted on **late filed returns**, on **returns not submitted through the online portal**, on **periods with underpaid sales tax**, or on **accounts that have an unpaid balance**.

Because the discounts are optional, they have to be keyed into the online system to apply. If the merchant does not indicate the discount, one will not be granted.

Note: the discount is tied to online filing of the sales tax return – paying online is not necessary to qualify for the timely discount. **However, payments still must be made by the filing deadline.**

How to take the discount

Merchants who wish to opt into the discount must **enter \$30 on first page of the online return form**. This is line 6 on 5% only returns and line 7 on combined returns. If the amount owed is less than \$30, the system will only reduce the tax amount due to \$0. It will **NOT** create a credit balance.

Account Number	01003633	Business Name	TEST ACCOUNT ONE 155 S SEWARD ST JUNEAU AK 99801
Reporting Period	Monthly	Date	4/7/2022
Period Covered *	2	Due Date	3/31/2022

1	AREAWIDE S
1. GROSS SALES: *	
2A. Resale of Goods	
2B. Resale of Services	
2C. Government Agencies	
2D. Goods/Svcs Ordered Outside	
2E. Senior citizens	
2F. Non-Profit Agencies	
2G1. Other Exemption	
2G2. Other Exemption	
2G3. Other Exemption	
2G4. Other Exemption	
2G5. Other Exemption	
Other Exemption	
Other Exemption 2 Amount	
Other Exemption 3 Amount	
Other Exemption 4 Amount	
Other Exemption 5 Amount	
3. TOTAL EXEMPT SALES	
4. NET TAXABLE SALES	
5. SALES TAX	
6. OPTIONAL DISCOUNT	0.00



FAQ – Timely Discount

I can't get the optional discount to work/the optional discount is greyed out.

Because the discount is optional, you have to opt into taking it by entering the discount amount on your sales tax return. Enter your discount amount on line six (6) of the sales tax return on the data entry page (before selecting continue.)

If you are on the page where all the boxes are greyed out, then you have gone one page too far. Please select “Previous” on the bottom of the page and then enter the discount amount on line six (6) before clicking continue.

3. TOTAL EXEMPT SALES	\$0.00
4. NET TAXABLE SALES	\$1,000.00
5. SALES TAX	\$50.00
6. OPTIONAL DISCOUNT	

If you see this, choose previous and enter discount here

I have already submitted my return but forgot to key the discount.

We offer to restore the discount once for every merchant. Please contact the sales tax office between 8am and 4:30 pm, Mon-Fri at 907-586-5215 ext. 4901 or email sales.tax.office@juneau.org.

I entered the discount but it's not showing up on my confirmation page.

Discounts will not be granted on late returns or on accounts with outstanding balances. Additionally, if you take the discount on your online return but make your payment late, you will lose the discount in addition to accruing late payment penalties.

If you believe your discount is being disallowed in error, contact the sales tax office between 8am and 4:30 pm, Mon-Fri at 907-586-5215 ext. 4901 or email sales.tax.office@juneau.org

I owe \$20 in sales tax and took a \$30 discount. Will I get a credit to use next period?

A discount can reduce tax to zero, but cannot create a credit balance. If you owe less than \$30, you can take a discount of the total tax due.

I took a \$30 discount but paid the tax due in full. Will I get a credit to use next period?

A discount cannot create a credit on account. If you pay your tax liability in full without reducing the amount due by the discount, then will not receive the discount.