

**HAINES BOROUGH**  
**P.O. BOX 1209**  
**HAINES, ALASKA 99827**

**PHONE: 907-766-6406**  
**FAX: 907-766-2716**

**HAINES BOROUGH BUSINESS REGISTRATION APPLICATION**

This registration is required of all "sellers" doing business within the Haines Borough who:

- (1) Perform services, whether in conjunction with the sale of goods or not; does not include services rendered by an employee to an employer.
- (2) Make sales to a buyer or consumer within the Borough.
- (3) Maintain any office, distribution, sales house, warehouse or any other place of business, or solicit business or receive orders through any agent, sales person or other type of representation within the borough.
- (4) Rent or lease property, either real or personal.
- (5) Are Itinerant Business Merchants. (Required to deposit a \$250.00 cash bond with Borough Clerk.)

No individual or entity may engage in business in the Haines Borough without first having been issued a Haines Borough Business license (HBC 5.02.010). This application form must be filed with the Haines Borough office before engaging in any retail sales, rent collection or performance of services. A "Seller" is defined as "every person making sales to a buyer or consumer, renting or leasing property, either real or personal, or performing services for consideration" (HBC 3.80.020).

**BUSINESS NAME:** \_\_\_\_\_

**OWNER/OPERATOR:** \_\_\_\_\_

**EMAIL ADDRESS OF SALES TAX ACCOUNTANT:** \_\_\_\_\_

**DATE BUSINESS TO BE ACTIVE IN THE HAINES BOROUGH:** \_\_\_\_\_

**FILING OF SALES TAX RETURNS WILL BE:**     MONTHLY         QUARTERLY\*         OTHER    

\* ONLY MARK "OTHER" IF ALL SALES ARE EXEMPT FROM SALES TAX - NOTE: AN ANNUAL RETURN IS REQUIRED

**\*\*PHYSICAL LOCATION:**

**MAILING ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PHONE: (Business)** \_\_\_\_\_

**(Home):** \_\_\_\_\_

**TYPE OF BUSINESS:** \_\_\_\_\_

**AK.STATE BUS.LICENSE#:** \_\_\_\_\_ **ST. ACTIVITY CODE ( two digits ) :** \_\_\_\_\_

**FEE:** A fifty (\$50.00) dollar payment is required at the time of registration, which is valid for two years; the remainder of the calendar year in which you apply and all of the following year. Thereafter, a registration renewal fee of \$50.00 dollars will be required biannually by March 1<sup>st</sup> following the year of expiration. New registrations shall be automatically mailed to businesses that are current in remitting the registration fee, sales tax and reports through December of the previous year.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**\*\*CHECK WITH THE PLANNING & ZONING DEPT., AT 766-6400 REGARDING POSSIBLE ZONING REQUIREMENTS OR RESTRICTIONS RECOMMENDED WITHIN THE TOWNSITE.**

\*\*\*\*\*

**FOR OFFICE USE ONLY:**

**Issued By:** \_\_\_\_\_

**AMOUNT PAID:** \_\_\_\_\_

**CHECK:** \_\_\_\_\_

**Registration License #:** \_\_\_\_\_

**DATE PAID:** \_\_\_\_\_

**CASH:** \_\_\_\_\_