



**City of Gustavus**  
PO Box 1  
Gustavus, Alaska 99826  
Phone: (907) 697-2451

**APPLICATION FOR SALES TAX EXEMPTION CERTIFICATE**

**Fee \$10.00**

I, \_\_\_\_\_, \_\_\_\_\_  
Name Title

Representing \_\_\_\_\_, a nonprofit  
Organization Name

organization whose mailing address is \_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip

hereby apply for a Sales Tax Exemption Certificate under Section 4.15.040 of the City of Gustavus Sales Tax Ordinance. I certify the attached evidence of our Internal Revenue Service classification of 501 (c)(3) or 501(c) (4) is in good standing.

My organization \_\_\_\_ DOES \_\_\_\_ DOES NOT maintain a physical presence in the City of Gustavus.

I am aware that all nonprofit organizations that maintain a physical presence with the City of Gustavus must register with the City Treasurer, or the official administering this ordinance and report their sales.

I am aware this certificate exempts the organization's purchases and those sales that are not subject to federal income tax.

\_\_\_\_\_  
Signature Date

**Applications MUST be accompanied by the following required attachments:**

1. A copy of the letter from the Internal Revenue Service announcing your classification status as a 501 (c) (3) or a 501 (c) (4), and
2. Payment of the \$10.00 application fee, and
3. A completed City of Gustavus Business Registration Form – This requirement only applies to nonprofit organizations that maintain a physical presence with the City of Gustavus that have not previously registered with the City Clerk or the official administering this ordinance.

**Applications received without the required documents or payment will not be processed.**

**FOR OFFICE USE ONLY**

**Certificate Number** \_\_\_\_\_ **Date** \_\_\_\_\_

**Fee Paid\$** \_\_\_\_\_ **Cash** \_\_\_\_\_ **Check #** \_\_\_\_\_

\_\_\_\_\_  
City Treasurer, Gustavus