



**Municipality of Anchorage, Treasury Division**  
**APPLICATION FOR A CERTIFICATE OF REGISTRATION**  
**RETAIL SALES TAX ON MARIJUANA AND MARIJUANA PRODUCTS**  
**Registration Expires: September 30 Each Year**  
**INSTRUCTIONS**

**IMPORTANT NOTICE**  
Send original form to:  
Municipality of Anchorage  
Treasury Division, Marijuana Tax  
632 W 6th Ave, Ste. 330  
P.O. Box 196650  
Anchorage, AK 99519-6650

## **RENEWAL ONLY**

### **General Information**

You must submit this application if:

- You are a sole proprietor, partnership, corporation, LLC or other organization which intends to engage in the retail sales of marijuana and marijuana products in the Municipality of Anchorage, Alaska.
- You will be responsible for collecting and/or remitting the municipal marijuana retail sales tax.

For assistance:

- If you have any questions about this application, filing tax returns or any other municipal marijuana retail sales tax-related matters, contact the Treasury Tax Enforcement Officers at (907) 343-6670.
- A variety of information, including AMC 12.50 and forms, is available on our web site at [www.muni.org/marijuanatax](http://www.muni.org/marijuanatax).

Additional instructions are included in the appropriate section of the application.

Use the appropriate stand-alone schedule if additional rows are needed for physical locations, marijuana handlers, and responsible parties.

For renewals only, one responsible party may initial each of the declarations, certifications and binding agreements on behalf of all responsible parties for the business. EXCEPTION: If a new responsible party has joined the business since the last application filed with Treasury, then the new responsible party must complete a Declarations and Certifications form.

An application is considered complete only when all applicable information and any required financial guarantee have been provided to Treasury.

Treasury requires at least five business days after the application is deemed complete in order to verify the information and documentation provided before issuing the certificate of registration.

Attach the following documents to your application:

1. Current State of Alaska business license (AMC 12.50.090A3).
2. Current State of Alaska Alcohol & Marijuana Control Office license (AMC 12.50.090A4).
3. If needed, continuation forms for physical locations, responsible parties and employees.
4. Current Retail Sales Establishment license issued by the Municipal Clerk (AMC 12.50.090A10)

Complete this application and mail to:

Municipality of Anchorage  
Finance Dept., Treasury Div.  
Marijuana Sales Tax  
PO Box 196650  
Anchorage, AK 99519-6650



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**SECTION I. RETAILER TO BE REGISTERED (must be completed)**

Alaska business license #:  Retailer name as shown on the State business license:  Business start date (mm/dd/yyyy):

Alaska Entity # (if applicable):  Name of entity as shown in Alaska corporate records (if applicable):

**SECTION II. PREMISES TO BE REGISTERED (must be completed)**

Check box if there has been no change of physical address, AMCO license number, METRC account number, Municipal Clerk license number and/or square footage since the last application submitted to Treasury and initial the box to the right.

Street name and number, city and zip code of each location:  AMCO license number and consumption endorsement number:  METRC Account Number:  Municipal Clerk license number:  Square footage:

**SECTION III. CONTACT INFORMATION (must be completed)**

Check box if there has been no change in contact information since the last application submitted to Treasury and initial the box to the right.

Name:  Title:

Phone:  Fax:  Email:

Mailing address of business organization:  Business phone number(s):  Business website(s):

**SECTION IV. RESPONSIBLE PARTIES - OWNERS, OFFICERS, DIRECTORS, ETC. (must be completed)**

Check box if there has been no change in responsible parties since the last application submitted to Treasury and initial the box to the right.

Full Name (Print)	Title/Relationship to Retailer	Phone Number

**SECTION V. CURRENT MARIJUANA HANDLER PERMIT HOLDERS (must be completed)**

Check box if there has been no change in employees who require a marijuana handler's permit since the last application submitted to Treasury and initial the box to the right.

Handler's Full Name (Print)  Marijuana Handler Permit Number



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Retailer Name:

**SECTION VI. SECURITY FOR FIDUCIARY PERFORMANCE (reminder)**

AMC 12.50.160 Security for fiduciary performance.

If the requirement for a security for fiduciary performance has not yet been waived, you must ensure a guarantee is currently in place and will remain in place until you apply for a waiver and you have been notified in writing that the waiver has been granted.

The guarantee required shall be provided by the retailer or by personal guarantee from an owner(s), partner(s), member(s), officer(s), director(s), or responsible party(ies) of the retailer, or any combination thereof.

The approved methods are surety bond, deposit in escrow, or letter of credit as described in AMC 12.50.160C.

After 24 consecutive reporting periods of filing tax returns and remitting taxes due by the due date, the retailer may request, in writing, a waiver of the requirement to post a guarantee.

Treasury may review the adequacy of any financial guarantee during the time a financial guarantee must be in effect, and may require an increase in the financial guarantee based on your level of sales activity as reported on tax returns and/or as determined by audit.

**SECTION VII. DECLARATIONS AND CERTIFICATIONS (must be completed)**

Check box if no new responsible parties have been added for the applicant business since the last application submitted to Treasury and initial the box to the right to signify affirmation on behalf of all responsible parties.

All signatures and initials on prior applications shall remain valid until such time that individual is no longer affiliated with the applicant business and the time allowed for Treasury to audit the applicant business during that individual's association with the applicant business has expired.

**A new responsible party added to the applicant business must initial each declaration or certification in the box provided to signify affirmation. If you are unable to affirm a declaration or certification, attach a narrative describing the reason(s) why a declaration cannot be affirmed. Treasury will then review the adequacy of the explanation.**

**All signatures and initials on prior applications shall be valid until such time that individual is no longer affiliated with the applicant business and the time allowed for Treasury to audit the applicant business during that individual's association with the applicant business has expired.**

In the most recent five-year period I, as an owner, partner, member, or responsible party for my business as described in AMC 12.50.090A2, have not been convicted of a crime related to theft of tax dollars, attempted theft of tax dollars, failure to remit taxes due, embezzlement, felony theft, or similar financial crimes (AMC 12.50.0704a, AMC 12.50.100A6).

I, as an owner, partner, member, or responsible party for my business as described in AMC 12.50.090A2, at any time during the most recent five-year period, have not had a certificate of registration under this chapter revoked (AMC 12.50.0704b, AMC 12.50.100A5).

I, as an owner, partner, member, or responsible party for my business as described in AMC 12.50.090A2, do not have any delinquent tax obligations to the municipality or have substantial unpaid delinquent financial obligations to the municipality (AMC 12.50.07D4, AMC 12.50.090D, AMC 12.50.100A4).

I, as an owner, partner, member, or responsible party for my business as described in AMC 12.50.090A2, do not have any unresolved issues regarding a prior certificate of registration issued under this chapter (AMC 12.50.070A4d).

I, as an owner, partner, member, or responsible party for my business as described in AMC 12.50.090A2, have not structured the retailer's business organization in a manner that avoids payment of taxes, penalties, interest or costs due under this chapter (AMC 12.50.100A3).



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**SECTION VIII. BINDING AGREEMENTS (must be completed)**

Check box if no new responsible parties have been added for the applicant business since the last application submitted to Treasury and initial the box to the right to signify affirmation on behalf of all responsible parties.

- All signatures and initials on prior applications shall remain valid until such time that individual is no longer affiliated with the applicant business and the time allowed for Treasury to audit the applicant business during that individual's association with the applicant business has expired.

**Binding agreements are required by AMC 12.50.090. Applicant(s) must initial each of the listed agreements below for this application to be completed. Compliance with AMC Chapter 12.50 requirements ensures continuing eligibility to conduct retail sales of marijuana and marijuana products to consumers. These binding agreements apply to the retailer, its owners, and all existing and new responsible parties.**

**All signatures and initials on prior applications on behalf of any responsible party shall be valid until such time that individual is no longer affiliated with the applicant business and the time allowed for Treasury to audit the applicant business during that individual's association with the applicant business has expired.**

Any contemporaneous or future complaints against the applicant filed by the department in the Alaska Court System related to responsibilities, duties, consequences, or disputes associated with this chapter shall at all times be within the venue of the Anchorage District or Superior Courts located in Anchorage, Third Judicial District (AMC 12.50.090A7a).

In the event an owner, partner, managing member, responsible party, or employee of the retailer subsequently commits civil fraud, as defined by this chapter and demonstrated by a preponderance of the evidence to have occurred, the aforementioned parties shall remit to the municipality an amount that equals the taxes that would have been paid to the municipality if all the retail sales taxes collected had been remitted, pursuant to this chapter (AMC 12.50.090A7b).

The retailer and any person involved in a civil fraud, as defined by this chapter and demonstrated by a preponderance of the evidence to have occurred, will become ineligible to register or hold a certificate under this section for a period of five (5) years, beginning with the date of conviction of fraud or the date of revocation of the retailer's registration in accordance with AMC 12.50.130 (AMC 12.50.090A7c).

The State of Alaska is authorized to release information provided by or related to the retailer in accordance with Alaska Statute (AS) 17.38 to the department at the request of the department (AMC 12.50.090A8).

Applicant fully understands the applicable requirements and responsibilities of AMC 12.50 (AMC 12.50.090A10).

Retailer will remain in compliance with all relevant municipal and State of Alaska laws and administrative requirements related to the registered business, including but not limited to: business license, retail marijuana licenses, special land use permit and any related periodic reporting (AMC 12.50.90C).

Application for and acceptance of the certificate of registration issued under AMC 12.50 constitutes confirmation and acknowledgment on behalf of the retailer and all responsible parties for the retailer of the fiduciary duties pursuant to this chapter (AMC 12.50.090G).



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Retailer Name:

**SECTION IX. REQUIRED FEE (must be completed)**

**REQUIRED:**

Amount of Fee  
Enclosed

\$250.00 registration fee for the first location, plus \$25.00 for each additional location with the same business license number, must accompany this application. Examples: fee to register one location is \$250.00, fee to register two locations is \$275.00, fee to register three locations is \$300.00, etc. (AMC 12.50.11 0A)

If the additional location is operating under a separate business number, a separate application must be completed.

**SECTION X. AFFIRMATION AND SIGNATURE (must be completed)**

By signing below, I declare that I have examined this application, including any accompanying listings, and to the best of my knowledge and belief, it is true, correct, and complete. I certify that I have received a copy of Anchorage Municipal Code (AMC) Chapter 12.50, Retail Sales Tax on Marijuana and Marijuana Products, and understand the fiduciary responsibilities, liabilities, and requirements set forth therein. I further certify that I am an owner, trustee, managing partner, managing member, corporate officer, or other person duly authorized to contractually bind, in the State of Alaska, the business named on this application.

I also acknowledge a certificate issued under this chapter is a privilege for a retailer to have and there is no right, entitlement or property interest created by the issuance of a certificate to a retailer.

Name (Print):

Title (Print):

Signature:

Date: