

Change of Address/Name
Kenai Peninsula Borough
Finance Department – Sales Tax Division

144 N. Binkley Street
Soldotna, Alaska 99669-7599

Phone: (907) 714-2175
Fax: (907) 714-2376



FOR OFFICIAL USE ONLY

You must notify the Sales Tax Division when your business mailing address or business name changes. Return the information requested below to the Sales Tax Division.

Sales Tax Registration No.:		
Business Name:		
NEW MAILING ADDRESS		
Mailing Address:		
City:	State:	Zip:
Phone:	Cell:	Fax:
Email Address:*		
NAICS Code:	Alaska State Business License No.:	
Social Security No. or Federal Employer ID No. (FEIN):*		
NEW AUTHORIZED CONTACT		
New Authorized Contact:		
NAME CHANGE**		
DBA Name Change**:		
<p>* Email address and social security number or FEIN will be required to create a secure login if you choose to file online in the future.</p> <p>** Changes to the "Doing Business As (DBA)" name only. This should match your Business License issued by the State of Alaska. In most cases, changes in ownership require you to close your current sales tax account and reopen a new account reflective of the new ownership.</p>		
_____ Signature of Owner		_____ Date
_____ Printed Name of Owner		_____ Contact Phone No.