



How to File Sales Tax Returns

Alaska Municipal Sales Tax Program Filing Portal <https://amstp.munirevs.com/>
Program Administrators Contact: 907-790-5300, AMSTP@akml.org

The system will generate a sales tax form on the first day of the month that the filing is due. For example: quarter 1 filing (January 1 – March 31) will be generated on April 1.

Log in and See Available Tasks

- 1) Login and you will land at your Business Center Home Page.
- 2) Sales tax filings and account balances are listed under the OPEN TASKS section of the Business Center. The task should list the community name. You cannot file a sales tax return without the task. If you do not see one and you think you should be filing, please contact Program Administrators.
- 3) If you manage accounts for multiple communities, each account will be listed separately by community. Please use the naming structure of **Business Name (Community)**.

The screenshot shows the Business Center interface. At the top, it says "Business Center 16" and "AMSTP > Business Center". The main content area is titled "Action Center" and includes a "MESSAGES 1" section with a welcome message and an FAQ link. Below that is an "ALERTS 1" section with a warning icon and the text "You have 5 Tasks to complete." The "OPEN TASKS 5" section has a bell icon and the text "You have 16 unread messages" and a "past due tasks" link. The tasks are listed by business name: "Kara's Test Business (Thorne Bay)" with a task for "Thorne Bay Sales Tax and Transient Occupancy Tax Return (2023Q1)", "Sporadic Filer (Selawik)" with tasks for "Selawik Sales Tax Return (Apr 2023)" and "Selawik Sales Tax Return (May 2023)", and "Sporadic Filer (Thorne Bay)" with tasks for "Thorne Bay Sales Tax and Transient Occupancy Tax Return (Apr 2023)" and "Thorne Bay Sales Tax and Transient Occupancy Tax Return (May 2023)".

Submit the Sales Tax Filing

- 1) Click on the filing task.

- 2) Depending on which community you are filing for, the form will look a little different. Some communities have an additional “bed tax” or “transient occupancy tax” or “rooming accommodation tax” that is separately itemized on the return.

ALASKA MUNICIPAL SALES TAX PROGRAM

Selawik Sales Tax Return (May 2023)

000742
Sporadic Filer (Selawik)

Period: 05/01/2023 Due: 06/30/2023 Current Time: 06/16/2023 06/16/2023 Late: NO

Selawik Sales Tax Return		
SALES TAX CALCULATION		
1	Gross Receipts - SALES *	1000.00
2	Gross Receipts - SERVICES *	500.00
3	Gross Receipts - ENTERTAINMENT & AMUSEMENT *	0.00
4	Gross Receipts - Other	0.00
	Gross Receipts - Other Explanation	
5	Total Gross Receipts	1500.00
6	Total Exempt Sales	200.00
7	TOTAL TAXABLE SALES (Gross Receipts less exempt sales)	1300.00
TAX FORM PENALTIES AND INTEREST		
8	TOTAL TAX DUE (6.5% x Line 7)	84.50
9	VENDOR FEE (2.0% of Line 8 up to \$100)	1.69
10	PENALTY (Late Filing Fee) (Click for Description)	0.00
11	PENALTY (Late Payment Fee) (Click for Description)	0.00
12	INTEREST (1.25% x Line 8 per month)	0.00
13	TOTAL TAX AND FEES DUE (ADD LINES 8, 10, 11, AND 12, LESS OUT LINE 9)	82.81

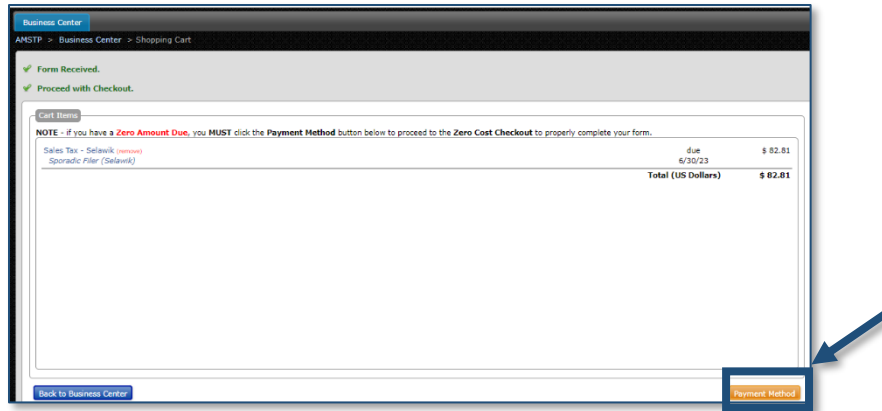
I DECLARE, UNDER PENALTY OF PERJURY THAT TO THE BEST OF MY KNOWLEDGE, THE INFORMATION PROVIDED HEREIN IS TRUE, CORRECT, AND COMPLETE. FAILURE TO PAY ALL REQUIRED TRANSIENT LODGING TAXES, CAN RESULT IN A CITY ISSUED CITATION AND/OR FINES.

NAME (as electronic signature) *	Title (Owner, Manager, Etc.) *	Date *
<input type="text"/>	<input type="text"/>	<input type="text"/>

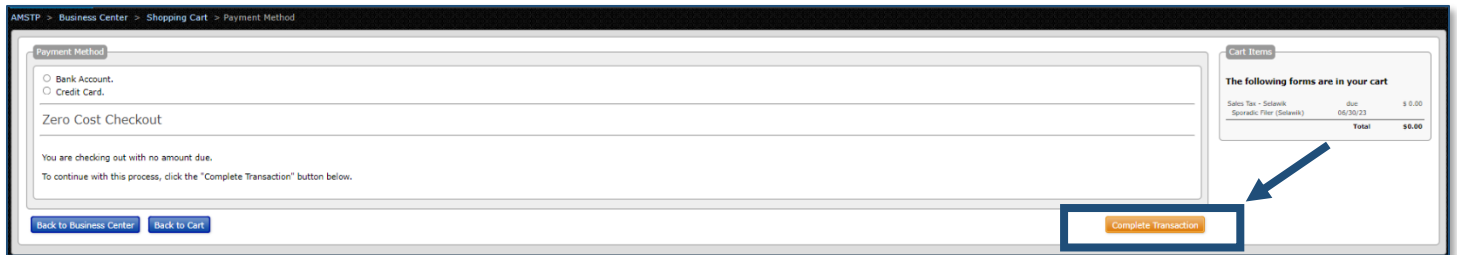
Save and Return to Business Center
Submit

- 3) Once in the tax form, enter the taxable sales, services, entertainment, and rents into the applicable boxes. The fillable cells are highlighted yellow.
- 4) Enter any exemptions in the appropriate line.
- 5) The system will calculate all relevant sales tax, early filing compensation (if applicable), late fees and penalties. Double check that all values look correct.
- 6) Sign and date and click the orange **Submit** button.

- 7) You are now in the shopping cart. Review the summary and click the orange **Payment Method** button at the bottom of the screen. Even if you have \$0 to file, you must go through the Payment Method process.

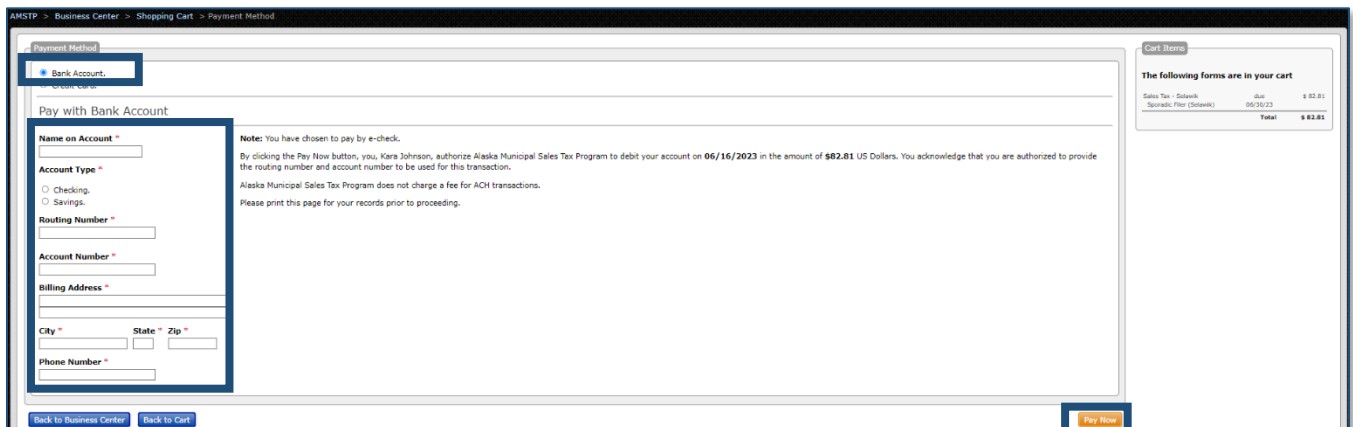


- 8) You are now at the Payment Method page. Payment is due by 11:59pm Alaska Standard Time on the last day of the month following the tax period. If the due date falls on the weekend or holiday, the due date is extended until the end of the next business day.
- 9) Even if you filed a \$0, you must complete this step. This is the screen you will see if you file zeros. You must click the orange **Complete Transaction** button:



If money is owed, select the payment method. **Payment information is not saved in the system.** You will have to enter the information with each filing. You must pay electronically by selecting one of the payment methods:

- a. **Bank Account.** This is for e-check or ACH debit. Enter your bank account and routing information. The system does not save account information – you will need to enter it each time you remit.



b. **Credit Card.** Please note there will be a 3% convenience fee assessed and there is a maximum payment limit of \$5,000.00 for credit card transactions.



AMSTP > Business Center > Shopping Cart > Payment Method

Payment Method

Credit Card

Pay with Credit Card

Name on Card *

Card Number *
  

Expiration Date * CVC *
1 2023

Billing Address *

City * State * Zip *

Phone Number

Notes: You have chosen to pay by credit card.
Dispute or cancellation of this transaction may cause your account to become delinquent and penalties & interest may apply.
By electing to pay by credit card, you, Kara Johnson, agree to a credit card convenience fee of 3.5% of the amount of tax, penalty & interest owed.
By clicking the Pay Now button, you, Kara Johnson, authorize Alaska Municipal Sales Tax Program to charge your account on 06/16/2023 in the amount of \$85.71 US Dollars
Please print this page for your records prior to proceeding.

[Back to Business Center](#) [Back to Cart](#) [Pay Now](#)

Cart Items

The following items are in your cart

Sales Tax - Sitewrk	due	\$ 82.81
Specials: Free Getaways	06/30/23	
CC Convenience Fee		\$ 2.90
Total		\$ 85.71

How to File a Pending Sales Tax Returns

A filing is considered “pending” if the yellow form has been filed out, but not finalized through the shopping cart. If a filing is not completely submitted before the end of the month, the user must re-submit the form and be assessed late filing fees, penalties and interest.

If payment is not received by the end of the month, the Program Administrators will reset the filing transaction to a pending status (B below).

🕒 past due tasks.

A. Submit Town Sales Tax Calculation Form (new)

The data has not been entered nor submitted to the system.

Kara's Test Business (Thorne Bay)

- A** Thorne Bay Sales Tax and Transient Occupancy Tax Return (2023Q1)
 - ▶ [Submit Thorne Bay Sales Tax and Transient Occupancy Tax Return \(new\)](#) 🕒
- B** Thorne Bay Sales Tax and Transient Occupancy Tax Return (2023Q2)
 - ▶ [Complete Thorne Bay Sales Tax and Transient Occupancy Tax Return \(pending\)](#)

B. Complete Town Sales Tax Return (pending)

The data has been entered, but the tax form has not been confirmed with a signature nor submitted to the system. OR the transaction was reset by an administrator.

- 1) click the “Complete Town Sales Tax Return” link under Open Tasks.
- 2) If the filing has past the due date, you will see the late fees assessed.
- 3) Review the form, sign and date, and click the orange **Submit** button at the bottom.
- 4) On the next screen, select the orange **Payment Method** button, even if you have a \$0 balance.
- 5) On the next screen, select your payment method and click the orange **Pay Now** button.

Overview of Business Center

The screenshot shows the Business Center interface with the following sections and callouts:

- 1. Action Center:** Contains a welcome message, online services, special notices, alerts (5 tasks to complete), and open tasks (19 unread messages).
- 2. Activity:** A table showing recent transactions with columns for Business, Action, Status, Due Date, Amount, and Form.
- 3. Alerts:** A notification icon indicating 5 tasks to complete.
- 4. Manage Your Account(s):** A table listing accounts with columns for Account Name, DBA, Lic#, and Code.
- 5. Manage Your User Account:** Instructions on how to update user information and remove an account.

Business	Action	Status	Due Date	Amount	Form
Kara's Test Business (Thorne Bay)	Thorne Bay Sales Tax and Transient Occupancy Tax Return	Pending	07/31/23	\$24.00	
Sporadic Filer (Selawik)	Selawik Sales Tax Return (May 2023)	Complete	06/30/23	\$0.00	
Sporadic Filer (Angoon)	Angoon Sales Tax & Transient Occupancy Return	Complete	02/07/23	\$97.82	
Sporadic Filer (Angoon)	Angoon Sales Tax & Transient Occupancy Return	Complete	02/07/23	\$0.30	
Sporadic Filer (Angoon)	Angoon Sales Tax & Transient Occupancy Return	Complete	01/26/23	\$2.77	
Sporadic Filer (Angoon)	Angoon Sales Tax & Transient Occupancy Return	Complete	01/24/23	\$0.30	
Sporadic Filer (Angoon)	Angoon Sales Tax & Transient Occupancy Return	Complete	01/23/23	\$17.76	
Kara's Test Business (Thorne Bay)	Thorne Bay Sales Tax and Transient Occupancy Tax Return (Mar 2022)	Complete	04/30/22	\$0.00	
Kara's Test Business (Thorne Bay)	Account Balance	Complete	03/25/22	\$0.00	

Account Name	DBA	Lic#	Code
Kara's Test Business (Selawik)	N/A	000588	QHCC7J
Kara's Test Business (Thorne Bay)	N/A	000586	P7Q4MM
Sporadic Filer (Angoon)	N/A	000740	H9CHMS
Sporadic Filer (Selawik)	N/A	000742	AE9NMK
Sporadic Filer (Thorne Bay)	N/A	000744	NRVATQ

1. Messages

These are static messages that indicate basic guidelines.

2. Open Tasks

This area shows the assigned tasks for a business. Click on a task to complete the action.

A. Name of Business

If a user is associated with multiple businesses, each business will be listed individually with the associated tasks below it. In this example, the businesses are Kara's Test Business (Thorne Bay), Sporadic Filer (Selawik) and Sporadic Filer (Thorne Bay).

B. Tasks

Tasks include registration information, sales tax filings and account balances. New tasks that have not been started are blue, pending tasks are green, and past due tasks have a red icon next to them. To use an account credit on a sales tax filing, you must open the credit task and add it, along with the sales tax filing, to the Shopping Cart.

3. Activity

This section shows the tasks that are completed or pending.

Information includes:

- A. Business name
- B. Action: a list of submitted filing tasks
- C. Status of tax returns
- D. Due Date of filing task
- E. Amount paid
- F. Form. Clicking on the Form link will take you to the yellow form that was approved and submitted. The form cannot be changed once it has been submitted.

Business	Action	Status	Due Date	Amount	Form
Kara's Test Business (Thorne Bay)	Thorne Bay Sales Tax and Transient Occupancy Tax Return	Pending	07/31/23	\$24.00	
Sporadic Filer (Selawik)	Selawik Sales Tax Return (May 2023)	Complete	06/30/23	\$0.00	
Sporadic Filer (Selawik)	Selawik Sales Tax Return	Complete	02/07/23	\$97.82	
Sporadic Filer (Angoon)	Angoon Sales Tax & Transient Occupancy Return	Complete	02/07/23	\$0.30	
Sporadic Filer (Angoon)	Angoon Sales Tax & Transient Occupancy Return	Complete	01/26/23	\$2.77	
Sporadic Filer (Angoon)	Angoon Sales Tax & Transient Occupancy Return	Complete	01/24/23	\$0.30	
Sporadic Filer (Angoon)	Angoon Sales Tax & Transient Occupancy Return	Complete	01/23/23	\$17.76	
Kara's Test Business (Thorne Bay)	Thorne Bay Sales Tax and Transient Occupancy Tax Return (Mar 2022)	Complete	04/30/22	\$0.00	
Kara's Test Business (Thorne Bay)	Account Balance	Complete	03/25/22	\$0.00	

4. Manage Your Accounts

This section gives an overview of each business account the user is associated with. A user can add or remove a business by clicking on the link at the bottom of the section. Address and contact updates can also be submitted through this section.

- A. Account name
- B. DBA name

Account Name	DBA	Lic#	Code
Kara's Test Business (Selawik)	N/A	000588	QHCC7J
Kara's Test Business (Thorne Bay)	N/A	000586	P7Q4MM
Sporadic Filer (Angoon)	N/A	000740	H9CHMS
Sporadic Filer (Selawik)	N/A	000742	AE9NMK
Sporadic Filer (Thorne Bay)	N/A	000744	NRVATQ

[Add or remove accounts from your user login by clicking here.](#)

- C. License number is the system registration number and is unique for each community. If a business has physical presence in different communities, then they need a registration for each community.
- D. Portal access code which is necessary to add a user to a business account

5. Manage Your User Account

This shows the different accounts a user is associated with.

- A. User/Login or Email Address Update. Each user must have the account number and portal code to add a business profile.
- B. No Longer Manage an Account? Use this link to remove a business from your user account.

Manage Your User Account i

A **USER/ LOGIN OR EMAIL ADDRESS UPDATE:** Click [HERE](#) to register a new email address. Be sure to jot down your 6 Digit Account Number and 6 Digit Activation Code from the Manage Your Account section above first!

B **NO LONGER MANAGE AN ACCOUNT?** To remove this user email from managing an account, Click [HERE](#), and use the red "Remove" Button to remove yourself from the account.

