



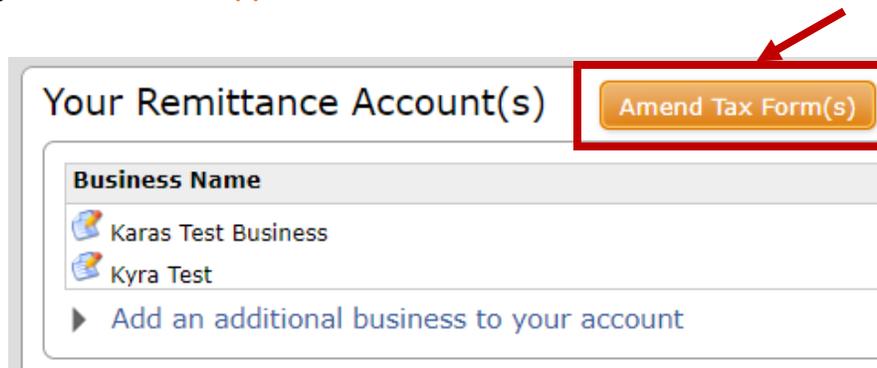
How to Amend a Sales Tax Return

Program Administrators Contact: 907-790-5300, 907-790-5303, 907-790-5307, AMSTP@akml.org
 Alaska Remote Sellers Sales Tax Commission Filing Portal <https://arsstc.munirevs.com/>

Tax filings can be amended once per jurisdiction. If you need to amend a jurisdiction filing for a second time, please contact a Program Administrator.

Go to the Amendment Tool

- 1) Login to the Business Center Home Page.
- 2) Scroll to the bottom of the page to the Your Remittance Account(s) section.
- 3) Click the orange **Amend Tax Form(s)** button.



Amendment Tool Landing Page

This page provides an overview of filings and shows which ones can be amended, which ones have been amended, and the result of the amendment.

Amended Returns File & Manage Tax Form Amendments

Amendable Tax Forms by Business

1. Showing Returns For: Karas Test Business (ACCT#: 002580)
 Karas Test Business (ACCT#: 002580)
 Kyra Test (ACCT#: 004392)

Show 5 entries

Form #	Account #	Tax Form	Jurisdiction(s)	Amended	Amount Paid	Date Due	Date Filed	
62496	002580	Remote Sales Tax Calculation Form (May 2021)	43	3	0.00	2021-06-30	2021-06-14	Amend

Showing 1 to 1 of 1 entries

Amendments Tracker

Show 5 entries

Amendment #	Form #	Account #	Tax Form	Amended Jurisdictions	User	Amendment Date	Status	Date Due	
34	62496	002580	Remote Sales Tax Calculation Form (May 2021)	2 ...	Clinton Singletary (9954)	2021-06-14 17:05:41	Rejected	2021-06-30	Manage
32	62496	002580	Remote Sales Tax Calculation Form (May 2021)	1 ...	Clinton Singletary (9954)	2021-06-14 15:07:31	Rejected	2021-06-30	Manage

1. **Available business list.**
 - a. A list of all the business accounts a user profile has access to.

2. **Past filings and amendment summary for each filing.**
 - a. Tax return by filing period.
 - b. Number of jurisdictions in the filing.
 - c. Number of jurisdictions that have already been amended.
 - d. Amount owed or credited based on the amended information.
 - e. Amend button.
 - i. This allows you to begin an amendment.

3. **Amendment Tracker.**
 - a. Tax return by filing period.
 - b. Number of jurisdictions that were amended.
 - c. Name of person filing amendment.
 - d. Status of amendment request.
 - e. Manage button.
 - i. This allows you to edit a saved, but not yet submitted, amendment.

Amend a Tax Filing

- 1) If you manage multiple business accounts, select the desired business from the Showing Returns For dropdown.

- 2) Select the filing to amend from the list of entries by clicking the blue **Amend** button.

Amended Returns File & Manage Tax Form Amendments

Amendable Tax Forms by Business

Showing Returns For: Karas Test Business (ACCT#: 002580) 1.

how 5 entries

Search: Copy CSV Excel 2.

Form #	Account #	Tax Form	Jurisdiction(s)	Amended	Amount Paid	Date Due	Date Filed	
62496	002580	Remote Sales Tax Calculation Form (May 2021)	43	3	0.00	2021-06-30	2021-06-14	Amend

Showing 1 to 1 of 1 entries Previous 1 Next

Amendments Tracker

Show 5 entries

Search: Copy CSV Excel

Amendment #	Form #	Account #	Tax Form	Amended Jurisdictions	User	Amendment Date	Status	Date Due	
34	62496	002580	Remote Sales Tax Calculation Form (May 2021)	2 ...	Clinton Singletary (9954)	2021-06-14 17:05:41	Rejected	2021-06-30	Manage
32	62496	002580	Remote Sales Tax Calculation Form (May 2021)	1 ...	Clinton Singletary (9954)	2021-06-14 15:07:31	Rejected	2021-06-30	Manage

- 3) Enter Reason for Amendment

- 4) Select applicable jurisdictions.

- 5) Click blue **Initiate Amendment** button.

Tax Return Information

TAX FORM
Remote Sales Tax Calculation Form (May 2021)

BUSINESS NAME
Karas Test Business

ACCOUNT NUMBER
002580

DATE DUE
06-30-2021

DATE FILED
06-14-2021

Amendment Details

Reason For Amendment
Did not collect tax on shipping charges.

Jurisdictions Selected
3

5. [Initiate Amendment](#)

Jurisdiction Selection ALL NONE INVERT

4. Jurisdiction	Gross Amount	Status	Jurisdiction	Gross Amount	Status
<input type="checkbox"/> Adak	\$0.00	AMENDABLE	<input type="checkbox"/> Merchant Fees	\$0.00	AMENDABLE
<input type="checkbox"/> Aleknagik	\$0.00	AMENDABLE	<input type="checkbox"/> Mountain Village	\$0.00	AMENDABLE
<input type="checkbox"/> Anchorage Alcoholic Beverage Tax	\$0.00	AMENDABLE	<input checked="" type="checkbox"/> Nome	\$0.00	AMENDABLE
<input checked="" type="checkbox"/> Bethel	\$0.00	AMENDABLE	<input type="checkbox"/> North Pole	\$0.00	AMENDABLE
<input type="checkbox"/> Bethel Alcoholic Beverage Tax	\$0.00	AMENDABLE	<input type="checkbox"/> North Pole Alcoholic Beverage Tax	\$0.00	AMENDABLE
<input type="checkbox"/> Cordova	\$0.00	AMENDABLE	<input type="checkbox"/> Palmer	\$0.00	AMENDABLE
<input type="checkbox"/> Craig	\$0.00	AMENDABLE	<input type="checkbox"/> Petersburg Borough	\$0.00	AMENDABLE
<input type="checkbox"/> Craig Alcoholic Beverage Tax	\$0.00	AMENDABLE	<input checked="" type="checkbox"/> Saint Paul	\$0.00	AMENDABLE

- 6) Update gross sales, deductions, and excess tax in the Amend To column.
 - a. Click the Deduction grid to get list of applicable exemption categories.
 - b. The system will calculate applicable interest and penalties.
- 7) You can clear the form if you made a mistake, add a note, and save each amendment.
 - a. You must save all forms before submitting the amendment.
 - b. If you save the amendment, it will display under the Amendment Tracker on the Amendment Tool Landing Page and you can continue to edit it by clicking the blue **Manage** button.
- 8) Click the grey **Next** button to go to another jurisdiction.
- 9) Repeat steps 6-9 until you have entered all the jurisdiction amendments.
- 10) Click the blue **Submit Amendment Request** button.
 - a. Once you submit an amendment, you can no longer make any changes.
- 11) Wait for a Program Administrator to contact you and let you know if the amendment was approved, needs more information, or rejected.
 - a. Once approved, the Program Administrator will add a credit balance or balance due to your account.

Tax Return Information

TAX FORM
Remote Sales Tax Calculation Form (May 2021)

BUSINESS NAME
Karas Test Business

ACCOUNT NUMBER
002580

DATE DUE
06-30-2021

ORIGINAL DATE FILED
06-14-2021

Amendment Details

AMENDMENT #
118

ORIGINAL FORM #
62496

AMENDMENT STATUS
IN PROGRESS (last updated: 2021-07-26 19:37:58 MST)

REASON FOR AMENDMENT
Did not collect tax on shipping charges.

JURISDICTIONS INCLUDED
Bethel, Nome, Saint Paul

10

Submit Amendment Request

Amendment Form(s) By Jurisdiction

JURISDICTION
Bethel (9008)

prev next 8.

TOTAL FORMS 3
SAVED & READY 0

7.

DUE DATE 06-30-2021 AMEND DATE 07-26-2021 MONTHS PAST 1 6. NOTES 0 STATUS Unsaved Clear Add Note Save

Jurisdiction: Bethel		Filed As	Amend To	Adjustment
1	Gross Sales	0.00		
2A	Add: Bad Debts Collected	0.00		
2B	Total Income (Line 1+2A)	0.00		
TOTAL DEDUCTIONS	Total Deductions	0.00		
4	Net Taxable Sales & Service	0.00		
5	Amount of Sales Tax	0.00		
6	Excess Tax Collected	0.00		
7	Adjusted Tax	0.00		
8	Timely Vendor Fee Discount	0.00		
9	Total Amount Due	0.00		
10A	Late Filing Fee			
10B	Interest Per Month	0.00		
10C	Penalty Per Month	0.00		
10D	Total Penalty & Interest Due	0.00		
11	TOTAL DUE AND PAYABLE	0.00		
12	Vendor Discount Amount over Cap	N/A		
13	Total Due and Payable			