



How to Amend a Sales Tax Return

Program Administrators Contact: 907-790-5300, AMSTP@akml.org

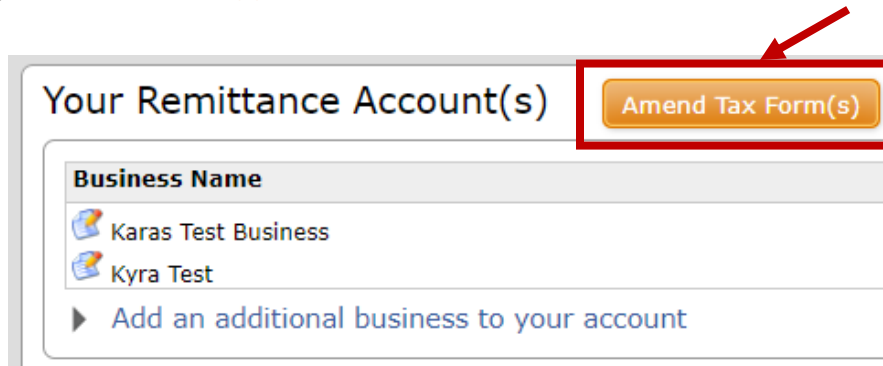
Alaska Remote Sellers Sales Tax Commission Filing Portal <https://arsstc.munirevs.com/>

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.

DO NOT USE AMENDMENTS TO CHANGE THE PAYMENT METHOD – contact us if you paid the wrong method.

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

2. Search: [] Copy CSV Excel

| 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

3. 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 |

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.

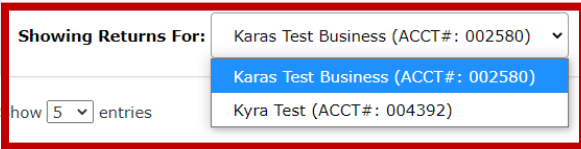

Amend a Tax Filing

- 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.

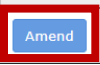
Amended Returns File & Manage Tax Form Amendments

Amendable Tax Forms by Business

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

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Showing 1 to 1 of 1 entries Previous Next

Amendments Tracker

Show 5 entries

Search:

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| 32 | 62496 | 002580 | Remote Sales Tax Calculation Form (May 2021) | 1 ... | Clinton Singletary (9954) | 2021-06-14 15:07:31 | Rejected | 2021-06-30 | <input type="button" value="Manage"/> |

- 3) Enter Reason for Amendment

4) Select applicable jurisdictions.

If you are [amending sales in a nested borough](#), you must **amend both the borough and city level**. Affected jurisdictions include Kenai Peninsula Borough and its cities: Homer, Kenai, Seldovia, Seward, and Soldotna; and Ketchikan Gateway Borough and its cities: Ketchikan, and Saxman.

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

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 |

5. [Initiate Amendment](#)

6) Update gross sales, deductions, and excess tax in the Amend To column.

- Click the Deduction grid to get list of applicable exemption categories.
- 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.

- You must save all forms before submitting the amendment.
- 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) Reminder: if you are amending a nested jurisdiction, you need to amend sales and exemptions for both the city line and borough line. The borough lines must be equal or greater than the sum total of the nested cities.
 - a. Kenai Peninsula Borough
 - i. Homer, Kenai City, Seldovia City, Seward, Soldotna
 - b. Ketchikan Gateway Borough
 - i. Ketchikan City, Saxman

- 11) Click the blue **Submit Amendment Request** button.
 - a. Once you submit an amendment, you can no longer make any changes.

- 12) 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.

| 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 | | | |

DUE DATE
06-30-2021

AMEND DATE
07-26-2021

MONTHS PAST
1

NOTES
0

STATUS
Unsaved

Clear
Add Note
Save