



# Municipality of Skagway

GATEWAY TO THE KLONDIKE

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[www.skagway.org](http://www.skagway.org)

## SKAGWAY NEW BUSINESS PACKET

### BUSINESS LICENSING AND SALES TAX REQUIREMENTS

#### ❖ Before doing business in Skagway, both a Municipal and a State license are required.

- In accordance with Skagway Municipal Code ([SMC 5.01.050](#)), businesses are required to adhere to all state and municipal laws, subject to corrective action if noncompliant. Alaska Statutes ([AS 43.70.020\(a\)](#)) mandates that an Alaska business license is essential for engaging in business in the State of Alaska, with only a few exemptions outlined in AS [43.70.105](#). The Alaska business license application can be found [here](#). FAQ in regards to the State of Alaska business license requirements can be found [here](#).
- The municipal business license application can be found on the municipal website [here](#). As a brand new business, this application needs to be sent to [s.anderson@skagway.org](mailto:s.anderson@skagway.org), dropped off at City Hall, or mailed to the address above. Once a new business application has been approved, you will be able to renew your license, and pay the associated fee on Skagway's online Business License portal found [here](#).

#### ❖ Are you a remote seller?

- If you do not have a physical presence in Skagway, you may be considered a remote seller.
- The Municipality of Skagway adopted [Resolution 23-36R](#) & [Ordinance 23-27](#), joining the Alaska Remote Seller Sales Tax Commission and adopting the Alaska Remote Seller Sales Tax Code.
- If you are a remote seller with sales that are delivered to Skagway, you are required to register with ARSSTC. Their online portal is [here](#).

#### ❖ Sales Tax Remittance

- Please familiarize yourself with [SMC 4.08 Sales Taxation](#).
- Sales tax forms and payments are due quarterly on the last day of the month following the end of the quarter. You are required to remit quarterly sales tax forms regardless of whether there is activity.
- Forms will be emailed to you and will also be available on the municipal website [forms page](#). Please note your business license number is the same as your sales tax.
- Sales tax can only be paid with cash or check. If paid by check, please ensure that the sales tax payment is paid separate from any other municipal payments. **Also, stay tuned! We will be rolling out an online portal with an echeck option in 2024.**

## EXPLORE SKAGWAY ~ THE MUNICIPALITY OF SKAGWAY VISITOR DEPARTMENT

### ❖ **Business Assistance Resources:**

A department of the Municipality of Skagway and Skagway's primary destination marketing and management organization (DMMO). Explore Skagway offers a variety of resources to assist you in promoting your business and training new employees.

- **Visitor Information Website:** <https://www.skagway.com/>
- **Municipality of Skagway Visitor Department Microsite:** <https://www.skagway.org/svd>
- **Visitor Center in the Arctic Brotherhood (AB) Hall Contact Information:**  
(907) 983-2854 [skagwayinfo@skagway.org](mailto:skagwayinfo@skagway.org)

### ❖ **Free Business listings on Skagway.com:** <https://www.skagway.com/partnership/>

Any business with a current Skagway business license may have a free listing on the Skagway Visitor Department's website, [www.skagway.com](http://www.skagway.com). Visit the link above to learn more.

### ❖ **Skagway Relocation Guide:** <https://www.skagway.org/svd/page/relocation-guide>

This community introduction provides new employees with much of the information they will need to make the most of their time in Skagway.

### ❖ **Skagway Visitor Guide Advertising information:** <https://www.yukoninfo.com/virtualskagway/>

The Skagway Visitor Department partners with PR Services in Whitehorse to publish the annual Skagway Visitor Guide. Contact PR Services to advertise in the guide.

### ❖ **Tourism Best Management Practices (TBMP):** <https://www.skagwaytbmp.com/>

Cooperative program intended to minimize the impacts of tourism, addressing resident and industry concerns and enhances the visitor experience in Skagway.

### ❖ **Discounted pricing to join Alaska Travel Industry Association (ATIA):** <https://www.alaskatia.org/>

## SKAGWAY INFORMATION AND NOTIFICATION SERVICES

There is a lot going on in Skagway. The following sources will help you to stay informed:

- <https://www.skagway.org/> is the Municipal website where you can find public notices, meeting schedules, Skagway Municipal Code, forms, etc.
- <https://www.skagway.com/> is the visitor departments website where you can find things to do, events, activities, and other general information.

### ❖ **Municipal Notices:**

<https://www.skagway.org/clerksoffice/webform/request-public-notices>

Municipal meeting notices and other MOS information updates. **Sign up online.**

### ❖ **Port of Skagway Everbridge:**

**LINK AND/OR TEXT CODE COMING SOON!**

Port notification system. Includes dock assignment changes, ship cancellations, traffic notices, rockslide alerts, and more. **Sign up online or via text.**

### ❖ **Skagway Police Department NIXLE:**

<https://www.skagway.org/police/page/nixle>

Public safety communication forum. Includes road closure notices, weather advisories, flood warnings and more. **Sign up online.**

### ❖ **Visitor Department Community Notification Service:**

<https://www.skagway.com/local-services/notification-list-sign-up/>

Tourism-related notices, event information and ship docking changes. **Sign up online.**

**WELCOME TO THE SKAGWAY BUSINESS COMMUNITY!**