



Alaska Notice of License Suspension or Revocation Checklist

Alaska does not impose a state individual income tax, which means individual residents do not face license suspension for unpaid state income tax. If you receive an Alaska Notice of License Suspension, it relates to one of three distinct contexts: business tax licenses administered by the Alaska Department of Revenue for unpaid business taxes, driver's license suspension by the Child Support Services Division for unpaid child support under Alaska Statutes Title 25, or professional occupational license actions by the Alaska Division of Corporations, Business and Professional Licensing for regulatory compliance issues.

Understanding which type of license suspension you are facing is essential for responding appropriately and protecting your ability to operate your business or maintain your professional credentials.

This notice is serious because license suspension can stop you from legally operating a business, practicing your profession, or affect your driving privilege, depending on which type of license is affected. Taking time to understand the notice, identify the issuing agency, and respond appropriately protects your interests and provides opportunities to resolve the underlying issue before suspension takes effect.

What This Notice Means

An Alaska Notice of License Suspension is a formal warning that a state agency intends to suspend or revoke one or more of your licenses unless you take corrective action within a specified timeframe. For business tax licenses issued by the Alaska



Department of Revenue, suspension typically results from unpaid corporate income tax, motor fuel taxes, tobacco taxes, alcoholic beverage taxes, or other business-related state taxes. For driver's licenses, suspension is administered by the Child Support Services Division for failure to pay court-ordered child support, as outlined in Alaska Statutes, including AS 28.15.241 and AS 28.15.251, which govern license revocation procedures.

For professional occupational licenses, the Alaska Division of Corporations, Business and Professional Licensing takes action for regulatory violations, unpaid fees, or failure to meet continuing education requirements. The notice specifies what triggered the suspension action, the amount owed (if applicable), the corrective action required, and the deadline for responding.

Why You Received This Notice

The issuing agency sends this notice when specific conditions that trigger license suspension have been met under Alaska Statutes or the Administrative Code. For business tax license suspension, the Alaska Department of Revenue sends a notice when a business has an unpaid business tax debt or unfiled business tax returns, after prior collection efforts have not resulted in payment or filing. The Department of Revenue utilizes license actions as a collection tool for business taxes because the inability to operate legally often motivates payment more quickly than other enforcement methods.

For driver's license suspension, the Child Support Services Division sends a notice when a parent owing child support has failed to make court-ordered payments and meets the statutory thresholds for enforcement action under Alaska Statutes, Title 25.



The department's revocation or suspension of driving privileges serves as an enforcement mechanism to encourage compliance with child support obligations. For professional occupational license actions, the Alaska Division of Corporations, Business and Professional Licensing sends the notice when a licensee has failed to renew on time, pay required fees, complete continuing education, or comply with other regulatory requirements specific to that profession.

What Happens If You Ignore This Notice

If you do not respond or take corrective action by the deadline stated in the notice, the issuing agency will likely proceed with suspending or revoking the license. For business tax licenses, once suspended by the Alaska Department of Revenue, you cannot legally operate your business under that license in Alaska. The Department of Revenue may also continue other collection actions for unpaid business taxes, including filing liens against business property, levying business bank accounts, or pursuing collection from business assets.

For a driver's license suspension by the Child Support Services Division, once suspended, you cannot legally exercise your driving privilege in Alaska. You will face additional penalties if caught driving on a suspended license. In some cases, maintaining mandatory insurance, such as SR-22 insurance, may be required as part of the reinstatement procedures after suspension.

For a professional occupational license suspension by the Alaska Division of Corporations, Business and Professional Licensing, you cannot legally practice your profession in Alaska. You may face additional disciplinary action if you continue practicing without a valid license.



What This Notice Does Not Mean

This notice does not automatically mean criminal charges have been filed against you. License suspension for business taxes, child support enforcement, and professional regulatory compliance are civil administrative processes, not criminal proceedings. The notice does not automatically seize your property or freeze your bank accounts. However, those collection actions may be pursued separately by the Alaska Department of Revenue for unpaid business taxes.

For a business tax license suspension, the notice does not mean you have lost all rights to dispute the debt or request a payment plan. Those options typically remain available during the response period specified in the notice. For a driver's license suspension related to child support, you retain the right to request a hearing or demonstrate compliance with payment obligations.

Checklist: What to Do After Receiving This Notice

Step 1: Identify the Issuing Agency and License Type

Locate the notice document and carefully read the header to determine which agency is responsible for issuing it. The Alaska Department of Revenue Tax Division issues business tax license suspension notices. The Child Support Services Division issues driver's license suspension notices for the purpose of enforcing child support.

The Alaska Division of Corporations, Business and Professional Licensing issues professional occupational license suspension notices. Write down the specific license mentioned, the issuing agency contact information, and the type of issue triggering the suspension.



Step 2: Record Critical Information From the Notice

Write down the date the notice was issued, the specific license number, the amount owed (if applicable), the type of business tax involved (corporate income tax, motor fuel tax, tobacco tax, etc.), if applicable, the deadline to respond, and the complete contact information.

Keep the original notice in a safe location and make copies for your records. If the notice references specific statutory provisions such as AS 28.15.241 or AS 28.15.251, note these references as they define your procedural rights.

Step 3: Verify the Underlying Issue

For business tax license suspension, review your business tax records to confirm whether your business filed all required Alaska business tax returns for the periods mentioned. For a driver's license suspension from the Child Support Services Division, review your child support payment records and court orders to confirm payment status. If the suspension involves point accumulation or failure to maintain mandatory insurance, verify your driving record and insurance status to ensure compliance.

For professional license actions, check your license renewal status, continuing education completion, and filing fee payment records.

Step 4: Gather Supporting Documents

For business tax license suspension, gather filed Alaska business tax returns, business tax payment confirmations, and correspondence with the Alaska Department of Revenue Tax Division. For driver's license suspension related to child support, gather court orders, payment receipts, and correspondence with the Child Support Services Division.



If mandatory insurance issues are involved, gather current insurance certificates and notice of policy documents. For professional license actions, gather proof of continuing education, renewal applications, and receipts for filing fees.

Step 5: Contact the Issuing Agency Immediately

Call or write to the agency listed on the notice before the deadline. For information on business tax license suspension, contact the Alaska Department of Revenue's Tax Division. For driver's license suspension, contact the Child Support Services Division or Alaska Driver Services as directed.

For professional license actions, contact the Alaska Division of Corporations, Business and Professional Licensing. Ask what corrective action is required, whether payment plans are available, what documentation is needed, and what the process is for requesting a hearing under state regulations.

Step 6: Request a Payment Plan if Needed

If the suspension relates to unpaid business taxes or child support, and you cannot pay the full amount immediately, request a payment plan. For business tax debts, contact the Alaska Department of Revenue Tax Division to ask about payment plan options and minimum monthly payments.

For child support arrears, contact the Child Support Services Division to discuss payment arrangements that may prevent or lift driver's license suspension. Request written confirmation of any payment plan agreement, including the payment schedule, and confirmation that license suspension will be prevented upon compliance.

Step 7: Request a Hearing if Disputing the Issue



If you believe the business tax debt is incorrect, the child support obligation is inaccurate, or the professional license action is unwarranted, you typically have the right to request a hearing under Alaska Administrative Code procedures.

The notice should explain your hearing rights and how to request one, which may include the right to oral argument before an administrative law judge. Submit your hearing request in writing with your license number, case number, and the basis for your dispute. Keep proof of submission, such as certified mail receipts, for your records.

Step 8: Take Corrective Action Before the Deadline

If you can resolve the issue before the suspension deadline, do so immediately. For business tax license suspension, pay the full business tax debt or establish a payment plan to avoid suspension. For driver's license suspension, pay child support arrears or develop a payment plan with the Child Support Services Division.

For professional license actions, complete continuing education, submit renewal applications, or pay outstanding filing fees. Obtain written confirmation that the corrective action has been received and that the license suspension will not proceed.

Step 9: Document All Communications

Keep detailed records of every phone call, letter, email, and payment related to the license suspension issue. For phone calls, document the date, time, name of the person you spoke with, and a summary of what was discussed. For written correspondence, keep copies of everything you send and receive. This documentation protects you if disputes arise later about whether you responded promptly or complied with the requirements.



Step 10: Monitor Your License Status and Understand Reinstatement Requirements

After responding and taking corrective action, monitor your license status through the appropriate agency. For business tax licenses, check with the Alaska Department of Revenue Tax Division. For driver's licenses, check with Alaska Driver Services or the Child Support Services Division. For professional licenses, check the Alaska Division of Corporations, Business and Professional Licensing online verification system.

If your license is suspended before you resolve the issue, ask the issuing agency what steps are required for reinstatement. These may include proof of payment, compliance with payment plans, payment of reinstatement filing fees, or evidence of mandatory insurance, such as SR-22 insurance, for driver's license matters.

Common Mistakes to Avoid

- Do not miss the response deadline stated in the notice. Once the deadline passes, the issuing agency can proceed with suspension immediately without further notice, resulting in loss of your driving privilege, business license, or professional license.
- Do not ignore follow-up notices or phone calls from the issuing agency. Subsequent communications often contain important updates or final warnings before suspension takes effect, as mandated by state regulations.
- Do not send incomplete responses or partial payments without clearly identifying which license, case number, or obligation the fee applies to. Ambiguous submissions may not be processed correctly and may not prevent suspension.
- Do not assume the issue will resolve itself or that the suspension will not actually occur. Alaska agencies proceed with license suspension actions when



requirements are not met, and suspension directly affects your ability to operate your business, practice your profession, or exercise your driving privilege legally.

- Do not fail to obtain written confirmation of payment plans, compliance, or agreements to prevent suspension. Verbal agreements may not be honored if disputes arise later about what was agreed or when compliance occurred.

Frequently Asked Questions

Does this notice mean I am under criminal investigation?

No, license suspension for business taxes, child support enforcement, and professional regulatory compliance are civil administrative actions. Criminal prosecution would be a separate process with different notices and procedures.

Can I appeal a license suspension?

Yes, you typically have the right to request an administrative hearing before the suspension takes effect, as outlined in Alaska Administrative Code procedures. The notice should explain how to request a hearing, including the deadline for doing so, and outline any procedures for oral argument. If the notice does not explain this, contact the issuing agency immediately to ask about your appeal rights.

If I pay the debt or resolve the issue, will my license be reinstated automatically?

Reinstatement typically requires proof of payment or compliance, along with a formal reinstatement request submitted to the issuing agency. Paying the debt or resolving the issue does not always result in the immediate restoration of the license. You may need to submit applications, pay reinstatement filing fees, provide proof of mandatory



insurance, such as SR-22 insurance, for driver's license matters, or complete additional paperwork as required by state regulations.

What if my business is no longer operating?

For a business tax license suspension, contact the Alaska Department of Revenue Tax Division and explain that your business is closed. Ask whether the business tax debt still applies and what options exist for resolving it. License suspension may still be processed even if the company is not currently operating, and the debt typically remains until it is resolved.

How long does a license suspension last?

The notice should state the duration or the conditions for lifting the suspension. For a business tax license suspension, it typically lasts until the business tax debt is paid or payment arrangements are made. For a driver's license suspension related to child support enforced by the Child Support Services Division, it remains in effect until compliance with payment obligations is demonstrated.

For professional licenses, the licensing board determines the duration based on the nature of the violation and compliance requirements under state regulations.



Received a State Tax Notice?

If you've received a state tax notice and aren't sure how to respond, we can help you review your options and next steps.

We offer:

- State tax notice review and response
- Penalty and interest reduction options
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