



Assessor's Office
City and Borough of Sitka
100 Lincoln St., Room 106
Sitka, Alaska 99835
(907) 747-1822
(907) 747-6138 fax

2010 BUSINESS PROPERTY RETURN

DUE DATE: FEBRUARY 15, 2010

INSTRUCTIONS FOR BUSINESS PROPERTY STATEMENT

THIS RETURN IS SUBJECT TO AUDIT, COMPLETE A SEPARATE RETURN FOR EACH LOCATION OR OWNER. RETURN THIS COPY.

- A** EVERY PERSON SHALL, according to law, submit to the assessor a return for any business property owned by him or controlled by him in a representative capacity, based on values existing as of **January 1, 2010**, and to be filed and returned to the assessor's office on or before **February 15, 2010**. Any filing received after this date will be deemed delinquent.
- B** VALUATION – Property shall be declared at its full and true value in money, as of January 1 of the assessment year. In determining the full and true value of property in money, the person making the return shall not adopt a lower or different standard of value because the same is to serve as a basis of taxation, nor shall he adopt as criterion of value the price for which the property would sell at auction, or a forced sale, but he shall value the property at such sum as he believes the same to be fairly worth in money at the time of assessment.
- C** **NO BUSINESS PROPERTY** – Persons not having taxable business property within the City and Borough of Sitka shall indicate “no business property” and return this form to the assessor's office.
- D** ALL ITEMS OWNED OR OTHERWISE CONTROLLED by the taxpayer on January 1 of the current assessment year shall be listed subject to the assessor's examination and/or revision.
- E** MOBILE EQUIPMENT such as boats and airplanes that are normally kept within the City & Borough of Sitka are taxable even though they may have been temporarily out of the municipality on January 1.
- F** PLEASE NOTE: THE CITY & BOROUGH OF SITKA DOES NOT PRO-RATE TAXES. IF YOU HAVE SOLD OR REMOVED PROPERTY AFTER JANUARY 1, YOU WILL OWE THE TAX FOR THAT ENTIRE YEAR.
- G** LEASED OR CONSIGNED goods and equipment must be listed. Note lessor's or consignor's name and address on a separate schedule if they are contracted to pay property taxes.
- H** CHANGES IN OWNERSHIP – Person making return shall note the name of any person to whom he conveyed or received property during the previous year and a brief description of the property so conveyed.
- I** DUE DATE IS FEBRUARY 15. However, for good cause shown, the assessor may grant an extension of up to 29 days. The extension must be applied for before the due date.
- J** **WARNING: If you fail to file this return, your tax bill will be based on an estimated amount.**

PENALTY FOR FAILURE TO FILE A RETURN

DUE DATE: FEBRUARY 15, 2010

I HEREBY DECLARE OWNERSHIP OR CONTROL OF THE FOLLOWING TAXABLE BUSINESS PROPERTY

NO CHANGE FROM PREVIOUS YEAR

ASSETS	Cost	Accrued Depreciation	Present Value	For Assessor's Use Only
1. SUPPLIES (operational)				
2. MACHINERY AND EQUIPMENT (list below)				
3. BOATS				
4. OFFICE FURNITURE, FIXTURES AND FURNISHINGS				
5. CONSIGNED GOODS AND EQUIPMENT				
6. OTHER TANGIBLE ASSETS (leasehold improvements, law libraries, etc.)				
7. LEASED GOODS OR EQUIPMENT				
8. AIRCRAFT (list below)				
9. FURNITURE, APPLIANCES & FIXTURES (rental units)				
Number of units _____				

TOTAL

PLEASE COMPLETE FOR ADDRESS CHANGE ONLY		
NAME OF BUSINESS		
NAME OF OWNER		
MAILING ADDRESS		
City	State	Zip Code
LOCATION OF BUSINESS		
No. and Street Name		Nature of Business

I, THE UNDERSIGNED, HEREBY DECLARE THAT THIS STATEMENT IS TO THE BEST OF MY KNOWLEDGE AND BELIEF TRUE, CORRECT AND COMPLETE, AND THAT IT INCLUDES ALL BUSINESS PROPERTY, NOT EXEMPTED FROM TAXATION, OWNED BY ME ON JANUARY 1, 2010.

SIGN HERE _____

PRINT NAME _____

PHONE NO. _____ DATE _____

REF. NO.	NAME AND MAKE OF MACH. OR EQUIP.	YEAR	DATE ACQUIRED	MODEL	TYPE	EXTRA ATTACHMENTS	REPLACEMENT COST	PRESENT VALUE		
AIRCRAFT	Year	Make	Reg. No.	Model	Radio	H.P.	Floats	Skis	Replacement Cost	Present Value
MOBILE HOMES	Year	Make	Size	Court-Space No.	Street Number				Replacement Cost	Present Value
BOATS	Year	Make	Length	AK Number	Name	Location			Replacement Cost	Present Value

CHANGES IN OWNERSHIP - Real, Personal or Boats

SELLER	BUYER	DATE	DESCRIPTION	LOCATION	SALE PRICE

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