



CITY AND BOROUGH OF SITKA

Assessor's Office, 100 Lincoln St., Sitka, AK 99835

Phone: 907-747-1822 Email: assessing@cityofsitka.org

The Business Property Return is also available in an electronic version (Excel) request one by e-mailing

assessing@cityofsitka.org

2023 - BUSINESS PROPERTY RETURN

THIS FORM IS TO BE FILED ON OR BEFORE FEBRUARY 15, 2023

Account Number:	Type of Business:
Owner Name:	Business Name/DBA
Mailing Address:	Location/Address of Property:

Person to Contact Concerning This Report	
Name:	Title:
Phone:	E-Mail:

Instructions for filing Business Property Return: This return should be used for any retail, wholesale, industrial, hotel, service, professional or other enterprises. Commercially used aircraft are to be declared on this return. Property that is temporarily out of the City & Borough of Sitka on January 1st is taxable. Licensed vehicles, boats, and float houses are not to be declared on this form. Include a leased equipment listing, so that the lessor may be contacted.

Fair market value should be given for each category of assets listed. **IRS depreciation is not acceptable.** Depreciation table instructions can be found on pages 9. Examples of machinery and equipment corresponding to the 5,10,15 and 20 year life tables can be found on our website <https://www.cityofsitka.com/departments/Assessing>. Note separately any assets sold or discarded during the preceding year. All returns are subject to the Assessor's Office review and/or revision. Incomplete forms may be returned to the taxpayer or considered invalid.

ITEMIZATION IS REQUIRED; A PRINTOUT OF ASSETS MAY BE ATTACHED TO THIS FORM.

Who must file? Every person, association, corporation or firm (regardless of residency) who owns or controls business property which is not specifically exempt in the City & Borough of Sitka.	What must be listed? All business property located in the City & Borough of Sitka that was in the control of, or use by, the taxpayer on January 1. This includes assets owned, leased by, loaned to, or borrowed by the taxpayer.
How Do I File? Complete this report by reviewing steps 1 through 8 on the BP Summary page. The electronic form will self calculate depreciation and market value for assets.	Can't make the February 15 filing deadline? Upon formal request by the taxpayer prior to the February 15 deadline, the Assessor may grant an extension of up to February 28th.

The Assessor's Office will declare a value for returns not received by the due date and the property assessment will be based upon the Assessor's declared value.

SGC 4.12.055. Failure to file return - Fee - Penalty.

(A) A taxpayer who **fails to file** a return as provided in SGC 4.12.50A shall be **subject to a fee of \$100.00** for the cost of the assessor's preparation of a valuation based on information available or obtained by the assessor for the taxable property as allowed under SGC 4.12.030 (also referred to as "forced filing"). The taxpayer shall be notified of the fee as of the date of mailing of business property and personal property assessment notices.

(B) A person or entity that knowingly makes a false affidavit to a business property or personal property return required by this section relative to the amount, location, kind or value of property subject to taxation with the intent to evade the taxation, is guilty of a violation. Upon conviction, the violator shall be subject to penalty as provided in SGC 1.12.010.



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This form is to be filed on or before February 15, 2023 to avoid a failure to file fee of \$100.00

2023 BUSINESS PROPERTY RETURN

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

NO CHANGE FROM PREVIOUS YEAR?	(Enter "No Change" at right, sign & date return)	
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NO LONGER IN BUSINESS?	(Complete lines 1,2,&3 below, sign & date return)
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- 1 When did your business close or cease conducting business in the City & Borough of Sitka:

- 2 Did you sell your business:

- 3 If so, who is the new owner:

ASSETS

	ACQUISITION COST	ACCRUED DEPRECIATION	MARKET VALUE	FOR OFFICE USE ONLY
<u>Pages 3 & 4</u> OFFICE EQUIPMENT AND COMPUTERS				
<u>Page 5</u> FURNITURE, FIXTURES AND LEASEHOLD				
<u>Page 6</u> MACHINERY AND EQUIPMENT				
TOTAL (RND \$100)				
<u>Page 7</u> LEASED ASSETS	SEE PAGE 7			
<u>Page 7</u> SOLD OR DISPOSED ASSETS	SEE PAGE 7			

AIRCRAFT & HELICOPTERS

			MARKET VALUE
<u>Page 8</u> AIRCRAFT	Gross weight of light aircraft needs to be submitted to qualify for an exemption of tax	Gross Weight#	
SOLD AIRCRAFT			
TRANSFER PRICE (AIRCRAFT)		BUYERS NAME	
TRANSFER DATE		MAILING ADDRESS	

SIGNATURE/TITLE OF PERSON PREPARING RETURN _____	DATE _____
Please print name(s) here so that we may correctly identify the contact person for this report if needed.	

TAX YEAR

2023

CITY AND BOROUGH OF SITKA ASSESSOR'S OFFICE JANUARY 1, 2023 BUSINESS PERSONAL PROPERTY VALUE TABLES

Computers		Machinery and Equipment *							
4-Year Life		5-Year Life		10-Year Life		15-Year Life		20-Year Life	
Year	Factor	Year	Factor	Year	Factor	Year	Factor	Year	Factor
2022	80%	2022	85%	2022	92%	2022	95%	2022	97%
2021	60%	2021	69%	2021	84%	2021	90%	2021	93%
2020	40%	2020	52%	2020	76%	2020	85%	2020	90%
2019	20%	2019	34%	2019	67%	2019	79%	2019	86%
Prior	10%	2018	23%	2018	58%	2018	73%	2018	82%
		Prior	20%	2017	49%	2017	68%	2017	78%
				2016	39%	2016	62%	2016	74%
				2015	30%	2015	55%	2015	70%
				2014	24%	2014	49%	2014	65%
				2013	21%	2013	43%	2013	60%
				Prior	20%	2012	37%	2012	55%
				Use this Column for Furniture & Fixtures		2011	31%	2011	50%
						2010	26%	2010	45%
						2009	23%	2009	40%
						2008	21%	2008	35%
						Prior	20%	2007	31%
								2006	27%
								2005	24%
								2004	22%
								2003	21%
								Prior	20%

* Examples of Machinery and Equipment corresponding to the 5,10,15 and 20-year life tables can be found on our website.

IRS Depreciation Is Not Acceptable

Calculation Instructions

Select the table to use (i.e.: 5-years, 10-years, etc). Scan down the table until you find the year you purchased the personal property.

The percentage next to the year of purchase should be used to value the personal property. For example, using the 15-year table, property acquired in 2022 at an original cost of \$5,000 would be valued at 95% of cost. The amount to be declared would be calculated as follows: **\$5,000 X 95% = \$4,750**

Note: Artwork is to be reported at original cost.

This document is updated annually. If you have any questions as to the filing of your statement, please do not hesitate to contact the Assessing Department at (907) 747-1822.

COMPUTERS & SOFTWARE

ITEM DESCRIPTION	ACQUISITION COST	YEAR ACQUIRED	ECONOMIC LIFE	ACCRUED DEPRECIATION	MARKET VALUE
			4		
			4		

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OFFICE EQUIPMENT

ITEM DESCRIPTION	ACQUISITION COST	YEAR ACQUIRED	ECONOMIC LIFE	ACCRUED DEPRECIATION	MARKET VALUE
			5		
			5		

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FURNITURE, FIXTURES & LEASEHOLD

ITEM DESCRIPTION	ACQUISITION COST	YEAR ACQUIRED	ECONOMIC LIFE	ACCRUED DEPRECIATION	MARKET VALUE
			10		
			10		

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MACHINERY & EQUIPMENT

ITEM DESCRIPTION	ACQUISITION COST	YEAR ACQUIRED	ECONOMIC LIFE	ACCRUED DEPRECIATION	MARKET VALUE
			5-10-15-20		
			5-10-15-20		

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LEASED AND SOLD ASSETS

LEASED / SOLD ITEM DESCRIPTION	LEASE (L) SOLD (S)	LESSOR / BUYER	ADDRESS

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AIRCRAFT AND HELICOPTERS

REG. NUMBER	ACQUISITION COST	YEAR ACQUIRED	YEAR BUILT	MAKE / MODEL	MARKET VALUE

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