

CITY AND BOROUGH OF SITKA BUSINESS REGISTRATION APPLICATION

Deposit Required to Open the Following Accounts:

- * \$100.00 Taxi
- * \$50.00 Itinerant (plus daily fee)

Send completed application and deposit payment, if applicable, to:

City and Borough of Sitka
Finance Department - Sales Tax
100 Lincoln Street
Sitka, Alaska 99835

Via email: tax@cityofsitka.org
Call 907-747-1818 to make deposit payment.

Business Identification	Is this a: () New Business () Re-Opening () Change in Ownership *See Page 2*		
	Business Name:		
	Line of Business:		
	Alaska Business License Number:		EIN/Social Security Number (please do not email SSN):
Contact Information	Mailing Address:		
	City:	State:	Zip:
	Contact Name and Title:		
	Phone Number:		Email Address:
Specifics	We only have the option to <u>either</u> mail or email returns. We <u>cannot</u> do both. Please let us know if you would like a mailed or emailed copy of your return:		
	Physical Address in Sitka where business is based or occurring:		
	Nature of Business:		
	Start Date of Business Activity in Sitka (<u>Itinerants: Provide End Date</u>):		

Continued on next page. Applicants must complete both pages.

CBS USE ONLY		
Sales Tax Account Number:		
Date:	SIC:	Reviewed By:
Taxi/Itinerant Deposit:	Itinerant Fee \$2/day (min \$6) or \$25/year (100-300-320-3201-007):	
Planning Department Clearance		
Zone:	Date:	Approved By:
Assessing Department Copy		
Date:	Submitted By:	

Individual information is required for ALL owners of the business.

Owner Information	Full Legal Name:	
	Mailing Address:	
	Physical Address:	
	Primary Phone Number:	
	Secondary Phone Number:	
	Social Security Number <u>OR</u> Driver's License Number/State:	
	Office/Title:	Date of Birth:
Owner Information	Full Legal Name:	
	Mailing Address:	
	Physical Address:	
	Primary Phone Number:	
	Secondary Phone Number:	
	Social Security Number <u>OR</u> Driver's License Number/State:	
	Office/Title:	Date of Birth:
Owner Information	Full Legal Name:	
	Mailing Address:	
	Physical Address:	
	Primary Phone Number:	
	Secondary Phone Number:	
	Social Security Number <u>OR</u> Driver's License Number/State:	
	Office/Title:	Date of Birth:
Previous Owner Information	Name:	Phone Number:
	Address:	

I attest that to the best of my knowledge, that the information provided is true and correct.

Signature

Date

Printed Name

Corporation Personal Guaranty

Sitka General Code 4.25.330(d) requires "the corporate officers, directors, or shareholders of a corporation to provide a personal guaranty and assumption of liability for the payment of the tax due under this chapter." This form must be attached to the business registration when applying.

Corporation Name:

Doing Business as: (if applicable)

Alaska Business License #: _____ EIN: _____

Officer/director/shareholder information:

(As listed on back of registration in the owner information area)

Name: _____

Mailing Address: _____

City, State, Zip: _____

Physical Address: _____

City, State, Zip: _____

Work Phone #: _____

Cell Phone #: _____

Office/Title: _____

I understand that I am providing a personal guaranty and am assuming liability for the payment of any sales tax incurred by the above-named corporation.

Signature

Date

FOR OFFICE USE ONLY

Sales Tax Acct. #: _____

Date: _____

Received by: _____

General Information on the Collection and Filing of Sales Tax

Business Registration - A city business registration form is required of anyone engaging in business or has a rental in the City and Borough of Sitka. A deposit of \$100.00 is required for all taxi accounts and \$50.00 for itinerant accounts. For non-resident business or itinerant business, please see the section below "Itinerant Business."

Sales Tax Rates (subject to change) – All sales, rentals and services provided during the months of:

- October, November, December, January, February, and March are taxed at 5%.
- April, May, June, July, August, and September are taxed at 6%.

Itinerant Businesses – Itinerant businesses are all persons temporarily engaging in the sale of any goods and services. Itinerant businesses are required to register and remit tax in full prior to leaving the City and Borough, or within 24 hours after expiration of their license. There is a fee of \$2.00 per day (\$6.00 minimum) or \$25.00 per year maximum. To apply for an Itinerant License, see online for more information (SGC 6.05.010-120 & SCG 4.25.270.A4)

Long Term Residential and Commercial Rent - *Residential* Long-Term Rent paid for thirty (30) consecutive days or more, or an entire calendar month is exempt from sales tax. *Other long-term rentals*, including commercial property, trailer space and lot fees, rented for thirty (30) or more consecutive days or an entire calendar month by a single person or persons of a room, set of rooms, structure or suite such as trailer spaces, is tax year-round at a rate of 5%.

Short Term Residential and Commercial Rent – Transient Room Tax (Bed Tax) is 6% year-round for short term rentals (less than 30 consecutive days). This tax shall be in addition to the general sales tax of the municipality and is required to file quarterly returns. See Sales Tax Rates above.

Filing a Return – Each person engaged in business or non-casual sales in the City and Borough of Sitka is subject to taxation under Section 4.25.010 and shall file a return. **Important Note:** Returns must be filed even if there are no sales made in that particular quarter. Returns are mailed or emailed to you prior to the filing deadline. If you do not receive a return by quarter end dates (listed below), it is your responsibility to obtain one. Forms are available online at www.cityofsitka.com/collectingandfilingsalestax or from the tax office, located at 100 Lincoln Street, 1st Floor Finance. Tax is charged on the first \$12,000 of a single sale or billing unit.

Quarterly Return and Due Dates:

Q1	Ending March 31 st	Due April 30 th
Q2	Ending June 30 th	Due July 31 st
Q3	Ending September 30 th	Due October 31 st
Q4	Ending December 31 st	Due January 31 st

***Late fees, penalties, and interest are charged on all late returns. Returns become delinquent one month following the end of the quarter. See the section "Late Fees, Penalties, and Interest" for more information. ***

- **Discounts for Quarterly Filers** - Monthly tax payments are encouraged and are available for all businesses that meet the following guidelines. A 3% discount (up to \$100.00) will be available when a business files their quarterly returns, and only for those business whose accounts are current and make on-time consecutive monthly payments by the 15th of each month. Quarterly returns are still required to be filed (showing revenue for all three months). If your business made no sales, a quarterly return is still required.

- **Yearly** – The yearly sales tax return is due January 31st or each year, for the prior year's revenue.

To qualify for a Yearly Filing Returns

- *Business must be current on their sales tax filings,*
- *File on-time quarterly returns, for a calendar year,*
- *The total amount collected and remitted to the City and Borough of Sitka is two hundred dollars (\$200.00) or less. SGC 4.25.270.A3*
- *Applicant must request this option by filling out a Yearly Filer Request Form.*

Exemptions - The following sales are exempt from taxation per SGC 4.25.100:

- **Wholesalers** who do not wish to pay sales tax must have completed an annual Resale Exemption Application and be current with their sales tax. The card must be presented to the retailer and the item wishing to be tax exempt must fall under the category listed on the card in order to qualify for tax exemption. The business not charging tax must maintain this number in their records to justify their exemptions on the sales tax return.
- **Government agencies** are tax exempt.
- **Non-profit organizations** that derive 50% or more of their gross revenue from local, state, or federal government sources are exempt if they complete the exemption application, and it is approved by the City & Borough of Sitka.
- **Tax Cap Exemption** is only to be charged on the first \$12,000.00 of a single sale or billing units, (i.e., if you sold an appliance for \$14,100.00, you would only charge tax on the first \$12,000.00). SGC 4.25.100(n)
- **Other exemptions** are available. See SGC 4.25.100 Exemptions.

Late Fees, Penalties, and Interest - Late fees, penalties, and interest are charged on all late returns. Returns become delinquent one month following the end of the quarter. See quarterly due dates above.

- Late filing fees are charged at a minimum of \$15.00 increasing to a maximum of \$100.00.
- Penalty is charged at 5% of delinquent tax per month up to 25%.
- Interest is charged at 12% of delinquent tax per annum.

Months Late	Late Filing Fee	Penalty	Interest**Calculation below
1	\$ 15.00	5%	12% per annum
2	\$ 40.00	10%	12% per annum
3	\$ 65.00	15%	12% per annum
4	\$ 90.00	20%	12% per annum
5	\$ 100.00	25%	12% per annum

****Interest calculation: Tax Due * .12 * (# of days late/365)**

Filing Instructions - For filing instructions, see the back side of your blue quarterly return. Returns are mailed or emailed to you for completion by no later than the last day of the quarter. If you do not receive a return by March 31st, June 30th, September 30th, or December 31st, it is your responsibility to obtain one from the city offices or online at www.cityofsitka.com/collectingandfilingsalestax

Change in Ownership or Closing your Business - A final return must be filed for a business that has sold or has closed permanently within 10 days of closing the business.

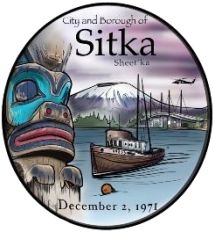
- On the front side of return, mark the box "**CLOSED: Permanently or Sold.**"
- Update mailing address: if you have a deposit on file, we will use the address on file to mail the deposit back.
- Back side of return: Fill in the new owner's information.
- A final return must be submitted no later than 10 days after selling the business. If you are just closing the account, you may wait until the end of the quarter to file your return.

Additional Taxes and Fess

- **Cigarette & Tobacco Products Excise Tax** = \$.1392 per cigarette (changes annually)/90% of the wholesale price on Tobacco Products
- **Fish Box Tax** = \$10.00 per box
- **Drivers Facility Charge** = 4% on rentals of motorized passenger vehicles.

Contact your sales tax office about licensing and forms for remitting these additional taxes and fees.

Need More Information?
Visit us Online.
www.cityofsitka.com
Call: 907-747-1840
Email: tax@cityofsitka.org



City and Borough of Sitka

PROVIDING FOR TODAY...PREPARING FOR TOMORROW

A Coast Guard City

SALES TAX EXEMPTION LOG

Per Sitka General Code 4.25, ALL sales tax exemptions are subject to audit.

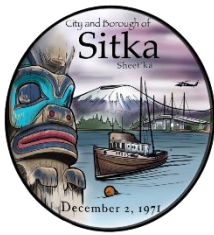
Any misuse is a violation punishable by a fine of not more than \$300.00. Additionally, the court may order the return of the exemption card or certificate. All exempt sales must have an accompanied tax-exempt number.

Wholesale: must be for a readily identifiable product being directly resold by a registered business.

Senior: PERSONAL USE ONLY – no family (except spouse), friends, or business use allowed.

Amount of Sales

Name	Exempt #	Senior	Wholesale	Government	Gov. Supported
<i>Customer Name</i>	5555	\$60.00			
<i>Vendor Name (Resale)</i>	W21-1231		\$200.00		



City and Borough of Sitka

PROVIDING FOR TODAY...PREPARING FOR TOMORROW

A Coast Guard City

SALES/BED TAX MONTHLY PAYMENT FORMS

To take 3% collection discount at the end of the quarter (maximum of \$100.00 discount allowed), you must pay sales and bed tax monthly. The amount to be paid for the first two months of the quarter is to be the estimated tax collected during the month, but not less than one third of the total tax paid during the previous quarter, or during the same quarter of the previous year. Payments must be received each month to be eligible to receive the discount.

Tax collected during:	Must be paid by:	Include with payment:
January	February 15 th	Copy of monthly payment form
February	March 15 th	Copy of monthly payment form
March	April 30 th	Blue Quarterly tax return
April	May 15 th	Copy of monthly payment form
May	June 15 th	Copy of monthly payment form
June	July 31 st	Blue Quarterly tax return
July	August 15 th	Copy of monthly payment form
August	September 15 th	Copy of monthly payment form
September	October 31 st	Blue Quarterly tax return
October	November 15 th	Copy of monthly payment form
November	December 15 th	Copy of monthly payment form
December	January 31 st	Blue Quarterly tax return

CITY AND BOROUGH OF SITKA MONTHLY SALES/BED TAX PAYMENT

Tax collected during the month of * February 2021
Month & Year

Office Use Only

Received

Check

Cash

* 01-00001

Account Number

Sales Tax: \$ 100.00

* The Cookie Shop

Name of Business

Bed Tax: \$

* John Smith

Contact person

* 907-555-5555

Contact phone number

Total Tax Remitted: \$ 100.00

REQUIRED FIELDS

Mail to: City & Borough of Sitka, 100 Lincoln St, Sitka, AK 99835

CITY AND BOROUGH OF SITKA MONTHLY SALES/BED TAX PAYMENT

Tax collected during the month of * _____
Month & Year

Office Use Only

Received

Check

Cash

*

Account Number

Sales Tax: \$

*

Name of Business

Bed Tax: \$

*

Contact person

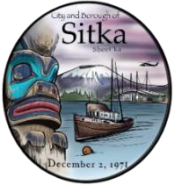
*

Contact phone number

Total Tax Remitted: \$

REQUIRED FIELDS

Mail to: City & Borough of Sitka, 100 Lincoln St, Sitka, AK 99835



QUARTERLY SALES & TRANSIENT ROOM TAX RETURN

Send completed return and payment to:
 City and Borough of Sitka
 Finance Department - Sales Tax
 100 Lincoln Street
 Sitka, Alaska 99835
 Via email: tax@cityofsitka.org
 Questions call 907-747-1840

For the quarter ending: _____

Check here if no business activity this period. Sign, date, and return form on time to avoid late filing fee.

Account #: _____
Name: _____
Address: _____

CHANGE ADDRESS: (Additional forms online)
Mailing: _____
Physical: _____
 CLOSED: Permanently or Sold. Please complete information on the back of this form.

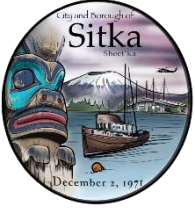
See reverse side for instructions and exemptions.

	(October - March) Sales Tax 5%	(April - September) Sales Tax 6%	(All Year) Transient Room Tax 6%
1. GROSS RECEIPTS (EXCLUDING TAX)			
A. Sales/service	_____	_____	_____
B. Rentals of Real Property (long-term)	_____	XX (always 5%) XX	_____
C. Rentals of Equipment (long-term)	_____	_____	_____
D. Rentals of Real Property (less than 30 days)	_____	_____	_____
E. Rentals of Equipment (less than 30 days)	_____	_____	_____
2. TOTAL RECEIPTS (Add lines A-E)	_____	_____	_____
3. LESS EXEMPTIONS			
A. Wholesale/resale	_____	_____	_____
B. Long-term residential rentals	_____	XXXXXXXXXXXXXXXXXX	_____
C. Outside municipality	_____	_____	_____
D. Sales to senior citizens with exemption card	_____	_____	_____
E. Government agencies	_____	_____	_____
F. Government supported exempt agencies	_____	_____	_____
G. Sales over the taxable limit	_____	_____	_____
H. Other exemptions -attach list: REQUIRED-	_____	_____	_____
4. TOTAL EXEMPTIONS (Add exemptions A-H)	(_____)	(_____)	(_____)
5. Net Taxable Receipts (Subtract Line 4 from Line 2)	_____	_____	_____
	X .05	X .06	X .06
6. Calculate Tax (multiple line 5 by tax rate)	_____ (1) +	_____ (2) +	_____ (3)
7. Fish Box Tax: _____ containers x \$10.00 sales tax = _____			
8. Subtotal Tax (Total Line 6 columns (1-3) and Line 7)			\$ _____
A. Less tax paid: First month			(_____)
B. Less tax paid: Second month			(_____)
C. Credit from previous returns			(_____)
D. Less discount 3% of Line 8 **if timely monthly payments were made – maximum \$100.00			(_____)
9. Add: Late Filing Fee (\$15.00 for first month to \$100.00 – see back for schedule)			_____
10. Add: Penalty (5% per month or part thereof to 25% - see back for schedule)			_____
11. Add: Interest (12% of delinquent tax per annum – calculation on back)			_____
12. Amount due from previous return(s)			_____
13 TOTAL DUE WITH RETURN			\$ _____

I declare, subject to penalties prescribed by ordinance, that this return (including and attachments) has been examined by me and to the best of my knowledge is a true, correct, and complete return.

Signature: _____
 Printed Name: _____
 Email: _____
 Date: _____ Phone #: _____

Check here if form is being signed by a paid preparer.



CITY AND BOROUGH OF SITKA

RESALE EXEMPTION APPLICATION – NO FEE

Send completed application to:

City and Borough of Sitka
Finance Department - Sales Tax
100 Lincoln Street
Sitka, Alaska 99835
Via email: tax@cityofsitka.org

All businesses making purchases for resale must apply for and obtain a Resale Exemption Certificate for exemption. Resale Exemption Certificates are only issued to businesses that are registered. Certificates will not be issued if an account is not in compliance.

Certificates are valid on a calendar year basis and must be presented at time of purchase requesting sales tax exemption.

This is a NEW APPLICATION _____ RENEWAL _____ for January 1 through December 31, _____

Sales Tax Account #: _____ Phone #: _____

Business Name: _____

Owner Name: _____

Business Activity Type: _____

Mailing Address: _____

Number of cards requested _____ (Limit 5)

RENEWALS: Review last year's Resale Card.

Do you want the same codes? **Circle: YES or NO**

If you circled NO, please select new codes, and enter below. Please list all codes, not just changes.

TYPES OF ITEMS TO BE PURCHASED FOR RESALE (limit 4) - Please see Resale Codes listing.

NEW APPLICATIONS and RENEWALS requesting code changes: Enter Resale Codes below.

1. _____ 2. _____ 3. _____ 4. _____

I declare subject to the penalties prescribed in City and Borough ordinances that this application has been examined by me and to the best of my knowledge and belief is a true and complete application. I acknowledge that I am solely responsible for purchasing within the categories listed, and I am responsible for sales tax liability resulting from misuse of the resale certificate. I understand that misuse of the Resale Certificate is unlawful and subject to prosecution, fine, and loss of usage (SGC 4.25.240).

Signature: _____ Name: _____ Date: _____

For Sales Tax Office Use Only

Sales Tax Exemption Number _____ Expiration Date: _____

of Cards Issued: _____ Issue Date: _____ Staff Authorization: _____

Businesses must be registered for sales tax in order to receive a resale exemption certificate. Certificates will not be issued if an account is not in compliance. Failure to present the certificate at time of purchase will result in sales tax being charged on purchases.

The buyer will be responsible for restricting purchases to the types of items listed on the certificate. Purchases made with the use of a resale certificate for any other reason are not permitted. If items that do not qualify for the exemption are purchased along with exempt items, the buyer is responsible for separating taxable items from non-taxable items at the point of purchase.

Up to five cards may be issued to a business, but the applicant is responsible for educating all persons authorized to use the resale certificate on the proper use of the buyer's resale certificate privileges.

Misuse of the resale certificate is unlawful and subject to prosecution and fine.

RESALE CODES

Please review the list below and select a maximum of four categories that describe the types of items your business purchases in Sitka for resale. Please note that we have added new categories and edited others. If you need help in selecting the categories that adequately meet your needs, please call.

AA	AUTO-ACCESSORIES/PARTS/TIRES	GP	GRAPHICS - LETTERING & MATERIALS
AB	ALCOHOLIC BEVERAGES	GR	GROCERIES-FOOD & BEVERAGE ONLY
AC	AIRCRAFT-PARTS-ACCESSORIES-OIL	HA	HAULING - TRUCKING SERVICES
AP	APPLIANCE -PARTS & ACCESSORIES	HC	HEATING / COOLING PARTS
AR	ARTIST - MEDIUM/PAPER/CLAY ETC	HD	HIDES - FUR - LEATHER ETC
AT	ARTWORK - FRAMING/PRINTING ETC	HP	HIDE PROCESSING - TANNING
AU	AUTO RENTAL	HY	HYDRO TESTING
BO	BOATS-EQUIPMENT / MARINE REPAIR /PARTS	IN	RETAIL INVENTORY ITEMS
BU	BUILDING-MATERIAL/SERVICES ETC	LA	LANDSCAPEING-SUPPLIES & SERVICE
CG	CHARTER-GUIDE SERVICE/CHARTERS/TOURS	LB	LODGING-HOUSING INCLUDE BED TX
CJ	CRAFT-JEWELRY/CRAFT SUPPLIES	LO	LODGING-HOUSING/SALES TX ONLY
CL	CLOTHING-GARMENTS/ACCESSORIES	MT	METAL FABRICATION METAL
CM	COMPUTOR- HARD / SOFTWARE	PA	PAINT - PAINT ONLY
CN	CLEANING SERVICES	PH	PHOTOGRAPHY SUPPLIES
CO	CONCRETE-SUPPLIES/PREPARATION	PL	PLUMBING-MATERIALS/SERVICES
CS	CONSULTING	PP	PROPANE - LIQUID PROPANE
CW	CONTRACTED WORKERS	PR	PRINTING - PLUBLISHING
CT	CONTAINERS-TAKEOUT SUPPLIES	RF	REFUSE/DEMOLITION DISPOSAL
EC	ELECTRONICS - PARTS / UNITS	RO	ROCK / GRAVEL
EL	ELECTRICAL-MATERIALS & SERVICE	RS	RESTAURANTS-PREPARED FOOD
ER	EQUIPMENT RENTAL	SA	ROAD SALT ONLY
ES	ENGINEERING & SURVEY SERVICES	SN	SEWING NOTIONS - FABRIC/THREAD
EX	EXCAVATION- ROCK & EXCAVATION	TE	TOUR AND ENTERTAINMENT
FA	FUEL ADDITIVES - ADDITIVES FOR FUEL	TR	TRANSPORTATION-WATER/LAND TAXI
FI	FISH - FISH & SEAFOOD	TS	TUTORING SERVICES
FL	FUEL - ADDITIVES & FUEL	VI	VIDEO/AUDIO-SUPPLY/PREPARATION
FO	FOOD - GROCERIES / RESTAURANTS	WO	WOOD / LUMBER FOR ART / CARVING
FP	FISH PROCESSING		

**Please contact Seth Charlton at the Assessing
Department about Declaring Business Personal Property**

907-747-1822

assessing@cityofsitka.org

100 Lincoln St Rm 201

Sitka, AK 99835

- **Declarations are due February 17, 2025**
- **\$100 dollar penalty for Not Declaring and Late Declarations**
- **\$25,000 Exemption for on time Declarations**



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) at

<https://www.cityofsitka.com/departments/Assessing>

2025 - BUSINESS PROPERTY RETURN

THIS FORM IS TO BE FILED ON OR BEFORE FEBRUARY 17th, 2025

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 value table instructions can be found on page 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 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 Business Property Form Summary page. The electronic form will self calculate depreciation and market value for assets.	Can't make the February 17 filing deadline? Upon formal request by the taxpayer prior to the February 17 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 4.35.055. Failure to file return - Fee - Penalty.

(A) A taxpayer who **fails to file** a return as provided in SGC 4.35.050A 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 4.35.030 (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 1.45.010.



CITY AND BOROUGH OF SITKA

Assessor's Office, 100 Lincoln St., Sitka, AK 99835
 Phone: 907-747-1822 Email: assessing@cityofsitka.org

This form is to be filed on or before February 17, 2025 to avoid a failure to file fee of \$100.00

2025 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)	
-------------------------------	--	--

NO LONGER IN BUSINESS?	(Complete lines 1,2,&3 below, sign & date return)
------------------------	---

- 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.	

COMPUTERS & SOFTWARE

ITEM DESCRIPTION	ACQUISITION COST	YEAR ACQUIRED	ACCRUED DEPRECIATION	MARKET VALUE

MACHINERY & EQUIPMENT

ITEM DESCRIPTION	ACQUISTION COST	YEAR ACQUIRED	ECONOMIC LIFE	ACCRUED DEPRECIATION	MARKET VALUE

LEASED AND SOLD ASSETS

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

TAX YEAR

2025

CITY AND BOROUGH OF SITKA ASSESSOR'S OFFICE JANUARY 1, 2025 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
2024	80%	2024	85%	2024	92%	2024	95%	2024	97%
2023	60%	2023	69%	2023	84%	2023	90%	2023	93%
2022	40%	2022	52%	2022	76%	2022	85%	2022	90%
2021	20%	2021	34%	2021	67%	2021	79%	2021	86%
Prior	10%	2020	23%	2020	58%	2020	73%	2020	82%
		Prior	20%	2019	49%	2019	68%	2019	78%
				2018	39%	2018	62%	2018	74%
				2017	30%	2017	55%	2017	70%
				2016	24%	2016	49%	2016	65%
				2015	21%	2015	43%	2015	60%
				Prior	20%	2014	37%	2014	55%
				Use this Column for Furniture & Fixtures		2013	31%	2013	50%
						2012	26%	2012	45%
						2011	23%	2011	40%
						2010	21%	2010	35%
						Prior	20%	2009	31%
								2008	27%
								2007	24%
								2006	22%
								2005	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 cityofsitka.com/departments/Assessing
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 2024 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 a 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		

Page 3

OFFICE EQUIPMENT

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

Page 4

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		

Page 6

LEASED AND SOLD ASSETS

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

Page 7

AIRCRAFT AND HELICOPTERS

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

Page 8

4.35.020 Property subject to tax.

A. All property within the corporate limits of the city and borough, both real and personal, of every nature, not exempt under the laws of the United States or the state of Alaska, is subject to taxation for school and municipal purposes, and taxes upon such property must be assessed, levied and collected as provided herein, except the following property shall not be subject to taxation:

1. Personal property consisting of boats and vessels, light aircraft, household goods, jewelry, intangibles and personal effects, including motorcycles and snowmobiles not used in business and all motor vehicles subject to the motor vehicle registration tax.

4.35.050 Property owners' returns.

A. *Submission Basis.* By no later than February 15th of each [year](#), every [person](#) shall submit to the [assessor](#) a return of any [business property](#) or [personal property](#), subject to taxation, owned by him, or in which he has an interest, and of the [property](#) held or controlled by him in a representative capacity, in the manner prescribed in this title, which return shall be based upon [property](#) values existing as of January 1st in the same [year](#). For good cause shown, prior to delinquency, an extension of time of up to 29 [days](#) may be granted by the [assessor](#), but he may grant no extension ending later than March 15th of the tax [year](#).

B. *Contents.* The [person](#) making the return in every case shall [state](#) an address to which all notices required to be given to him under this title may be mailed or delivered.

The returns shall show the nature, description, and true value of the [property](#) and the place where the [property](#) is situated and the return shall be in such form and [include](#) such additional information as the [assembly](#) may prescribe, and shall be signed and verified by the [person](#) liable or his or its authorized agent or representative.

In addition the [person](#) making the return shall give the name or names of any [person](#) or [persons](#) to whom he conveyed [property](#) during the previous [year](#) and a brief description of the [property](#) so conveyed sufficient to identify it on the tax records.

C. *Additional Information.* The [assessor](#) may, by notice in writing to any [person](#) by whom a return has been made, require from taxpayer a further return containing additional details and more explicit particulars and upon receipt of the notice, that [person](#) shall comply fully with its requirements within 14 [days](#). (Ord. 13-29 § 4, 2013; Ord. 82-518 § 4, 1982; Ord. 76-257 § 4, 1976; Ord. 72-20 § 3, 1972; B.C.S. § 3.20.050; S.G.C. § 4.12.050.)

4.35.055 Failure to file return – Fee – Penalty.

A. A taxpayer who fails to file a return as provided in SGC [4.35.050\(A\)](#) 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 [4.35.030](#) (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 [1.45.010](#). (Ord. 13-29 § 4, 2013; S.G.C. § 4.12.055.)

4.35.025 Exemptions.

K. A taxpayer who files a timely [business property](#) return with the [assessor](#) shall be exempted the first \$25,000 of assessed value of [business property](#) owned by each taxpayer from taxation as an optional exemption as set forth in AS [29.45.050\(c\)](#). For taxpayers with multiple [business property](#) accounts, the optional exemption will be distributed among all of the accounts pro rata, based on the proportion of the assessed value in each account to the total assessed value of taxpayer's [business property](#). This exemption shall not apply to [personal property](#) affixed to land or improvements to land, float houses, nor to motor vehicles subject to a registration tax under AS [28.10.431](#) and as such statute may be hereafter amended, revised, or replaced. (Ord. 22-23 § 4; Ord. 16-45 § 4, 2016; Ord. 13-29 § 4, 2013; Ord. 13-26 § 4; Ord. 11-23 § 4; Ord. 06-50 § 4, 2007; Ord. 02-1658 § 4; Ord. 01-1616 § 4; Ord. 89-895 § 4; Ord. 86-694 § 4; S.G.C. § 4.12.025.)