



City & Borough of Sitka

Assessor's Office, 100 Lincoln St, Room 108, Sitka, AK 99835

Phone: 907-747-1822 Fax: 907-747-6138 Email: assessing@cityofsitka.org

Business Property Return is also available for electronic filing (Excel) at www.cityofsitka.com

2016 – Business Property Return

Account Number:	Type of Business:
Owner:	Business Name & Subsidiary/DBA (if Applicable):
	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, float houses, and personal aircraft are not to be declared on this form. Include a leased equipment list, 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 and examples of machinery and equipment year life tables can be found on pages 9 through 12. 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.

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 15th deadline? Upon formal request by the taxpayer prior to the February 15 th deadline, the Assessor may grant an extension of up to 29 days.
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 of 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 a penalty as provided in SGC 1.12.010.

THIS FORM IS TO BE FILED ON OR BEFORE FEBRUARY 15, 2016

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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)

Not applicable for 1st time filing

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

Page No.	Acquisition Cost	Accrued Depreciation	Market Value	Office Use Only
3 & 4	Office Equipment & Computers			
5	Furniture, Fixtures & Leasehold			
6	Machinery and Equipment			
	Total (round \$100)			
7	Leased Assets	SEE PAGE 7		
7	Sold or disposed Assets	SEE PAGE 7		

AIRCRAFT & HELICOPTERS

8	Aircraft	Market Value
		<input style="width: 100%; height: 20px;" type="text"/>

Sold Aircraft

Transfer price (aircraft)		Buyers Name	
Transfer Date		Mailing Address	

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 the company on January 1, 2016.

Signature/Title of person preparing return

Date

Print Name

Phone No.