



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.



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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)	
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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.	

COMPUTERS & SOFTWARE

ITEM DESCRIPTION	ACQUISITION COST	YEAR ACQUIRED	ACCRUED DEPRECIATION	MARKET VALUE

OFFICE EQUIPMENT

ITEM DESCRIPTION	ACQUISITION COST	YEAR ACQUIRED	ACCRUED DEPRECIATION	MARKET VALUE

FURNITURE, FIXTURES & LEASEHOLD

ITEM DESCRIPTION	ACQUISITION COST	YEAR ACQUIRED	ACCRUED DEPRECIATION	MARKET VALUE

MACHINERY & EQUIPMENT

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

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	ACQUISTION COST	YEAR ACQUIRED	ECONOMIC LIFE	ACCRUED DEPRECIATION	MARKET VALUE
			4		
			4		

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OFFICE EQUIPMENT

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

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FURNITURE, FIXTURES & LEASEHOLD

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

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MACHINERY & EQUIPMENT

ITEM DESCRIPTION	ACQUISTION 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	ACQUISTION COST	YEAR ACQUIRED	YEAR BUILT	MAKE / MODEL	MARKET VALUE

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