

**2017  
Business Personal  
Property  
Assessment Return**



**Bristol Bay Borough**  
PO Box 189  
Naknek Alaska 99633-0189  
Phone: 907.246.4224 Extension 303  
Fax: 907.246.6633  
Email: [taxes@bbbak.us](mailto:taxes@bbbak.us)

**This form must be completed and mailed or returned personally to the Assessor's office on or before February 15, 2017.**

Complete a separate return for each Plant and Business owned. Every business shall, according to law, submit to the Borough a return showing property owned, held or controlled in a representative capacity on January 1, 2017. Any property that is not filed on can be picked up at a later date and is subject to assessment penalties. **FULLY COMPLETE THIS FORM! FORMS STATING "SAME AS LAST YEAR" WILL BE CONSIDERED AN INVOLUNTARY RETURN AND BE ASSESSED A 20% INVOLUNTARY FILING FEE!**

Business Name		
Mailing Address		
City	State	Zip Code
Phone	Email	
Fax	Web-address	
Indicate if business has closed or sold		Date closed

New Owner Name/Address

I declare under the penalties of perjury that this return (including any accompanying schedules and statements) contains a correct statement of all property subject to taxation in the Bristol Bay Borough which I owned, claimed, possessed or controlled on January 1, 2017.

Preparer's Name	Date
Preparer's Signature	Phone No
Preparer's Title	Fax No

Use additional sheets as necessary or attach sheets. Additional forms may be downloaded at the Borough's website at [www.bbbak.us](http://www.bbbak.us)

<b>Schedule 1 – Inventory on hand: \$</b>				<b>( Total value of business inventory for resale )</b>							
<b>Schedule 2 – Supplies on hand: \$</b>				<b>( Total value of business supplies not for sale )</b>							
<b>Schedule 3 – Electronic &amp; Data Processing Equipment</b>				<b>Schedule 4 – Store, Restaurant, Office &amp; Warehouse Equipment</b>							
Year Acquired	Purchase Cost	Item Description	Office Use Only	Year Acquired	Purchase Cost	Item Description	Office Use Only				
<b>Schedule 5 – Machinery, Manufacturing, Warehouse, Construction, Mining, and Processing Equipment</b>											
Year Acquired	Purchase Cost	Item Description	Office Use Only	Year Acquired	Purchase Cost	Item Description	Office Use Only				
<b>Schedule 6 – Other / Miscellaneous Items</b>				<b>Schedule 7 – Lease Equipment</b>							
Year Acquired	Purchase Cost	Item Description	Office Use Only	Lessor/Owner Name & Address		Type of Equip. & Lease Amount					
<b>Schedule 8 –Vessel</b>				<b>Schedule 9 – Rental Units, Motel, Hotel, Bed &amp; Breakfast</b>							
Vessel Name :		ADFG /Coast Guard # :		Qty	Item	Age	Office Use Only	Qty	Item	Age	Office Use Only
Builder	Year	Gas	Diesel		Stove				Desk		
Wood	Aluminum	Fiberglass	# Engines:	Jets: 1 2 3		Fridge			TV		
RSW: Yes No		LENGTH			Table				Lamp		
<b>Schedule 10 –Skiffs</b>					Chair				Washer		
Year	Make	Wood Aluminum Fiberglass	Length		Beds				Dryer		
Year	Make	Wood Aluminum Fiberglass	Length		Sofa				Other		
<b>Schedule 11– Automotive</b> - all motorized road use vehicles other than heavy equipment that are <b>not registered locally with AK DMV</b>											
Year	Make	Model	No. of Doors	4 wheel drive	Cab size	Office Use Only					
<b>Schedule 12 – Commercial Aircraft</b> – Please include number of landings and time on ground for each aircraft											
N – Number	Year	Model/HP	No. of Landings	Time on Ground	Office Use Only						

**BBB 3.08.070 Taxable property designated**

All real and personal property not expressly exempt by the assembly is subject to annual taxation at its full and true value based upon the actual value of property assessed.

A. Responsibility of Persons subject to taxation to keep current address on file.

It shall be the responsibility of every person who owns or controls real or personal property subject to tax by the Borough to file with the Office of the Assessor the address where he/she will receive notices, bills or other correspondence regarding taxation. No person shall be excused from paying taxes or penalties thereon for the reason that he/she did not receive a tax notice, bill or any other correspondence due to an improper mailing of assessment notice, billing or other correspondence.

**BBB 3.08.170. Personal property return – Required – Contents – Procedure.**

A. Every person shall submit to the Assessor a personal property return of any property owned by him, or controlled by him in a representative capacity as of January 1<sup>st</sup> of each year. The return shall be filed on or before January 15 of each year, except that returns including property used for licensed business purposes shall be filed on or before February 15 each year.

B. Violations – Penalties and Interest.

A penalty of twenty percent of the tax due shall be added to all taxes that are delinquent. A separate penalty of twenty percent of the tax due shall be assessed if the personal property return is filed after the due date set forth in subsection A of this section.

**GENERAL INFORMATION**

**Business Personal Property: (Must provide business license number)**

**Schedule 1** – Inventory – items for resale

**Schedule 2** – Supplies – items used for the business not for resale such as engine parts, fuels, bedding, soaps, bags, paper products, hair equipment, office supplies, rods & reels, etc.

**Schedule 3** – Electronic and Data Processing Equipment – phones, cell/BETRS, calculators, cash register, computer, copiers, radios, etc.

**Schedule 4** – Store, Restaurant, Office & Warehouse Equipment – registers, booths, tables, desks, chairs, plates, flatware, cups, glasses, stoves, grills, cookware, car lifts, tools, etc.

**Schedule 5** – Machinery, Manufacturing, Warehouse, Construction, Mining and Processing Equipment – gravel or cement making equipment, loaders, graders, forklifts, boat trailers, cranes, cats, and all other heavy equipment used in the construction business, any equipment used in fish processing. (You must report all heavy equipment not licensed locally through the Alaska Department of Motor Vehicles).

**Schedule 6** – Other/Miscellaneous – Any other miscellaneous property used for business

**Schedule 7** – Leased Equipment

**Schedule 8** –Vessel

**Schedule 9** – Rental Units/motel/hotel/ Bed & Breakfast furnishings – Rental furnishings – Stoves, refrigerators, microwaves, tables, chairs, beds, sofas, desks, televisions, stereo equipment, phones, washers, dryers.

**Schedule 10** – Commercial Skiffs

**Schedule 11** – Automotive (not registered locally with AK DMV)

**Schedule 12** – Commercial Aircraft

**Personal:**

Heavy Work Trucks, Heavy Equipment, Pleasure Boats, Skiffs, Outboards, Boat Trailers, Ranger/Track Vehicles. Camp/House Trailers, Storage Vans, Conexes, Furnishings for Rental/Bed & Breakfasts, Fishing Vessels, Commercial Fish Nets, Set Net Skiffs, Seine Skiffs, Herring Skiffs, Set Net Cabins, all related equipment used for commercial fishing.

**Important Dates for Property Taxation**

Event	Type	Due Date
Statutory lien date for assessed property values	Real and Personal	January 1
Personal Property Filing Deadline	Personal	January 16
Senior Citizen/Disabled Veteran Exemption Application Filing Deadline	Real	January 16
Residential Real Property Tax Exemption Application Filing Deadline	Real	February 1
Business Personal Property Filing Deadline	Personal	February 15
Property Assessment Notices Mailed out	Real and Personal	March 15
Property Valuation Appeal Deadline	Real and Personal	April 17 4:30pm
Real and Personal Property Tax Bills mailed out	Real and Personal	June 1
Property Tax due date - In Full	Real and Personal	August 31
Personal Property Filing forms mailed out	Personal	December 1
Business Personal Property Filing forms mailed out	Personal	December 1