



Calendar Year _____
Personal/Business Property Assessment Return
DUE DATE: FEBRUARY 1 (POSTMARK DATE)

City of Dillingham
 PO Box 889
 Dillingham, Alaska 99576
 P: 907.842.5225 F: 907.842.5691

Directions: **THIS IS AN ANNUAL FILING.** Please print clearly. Use additional sheets as necessary.
 Complete a separate return for each entity within the City of Dillingham.

Boats and vessels used for commercial purposes shall be considered personal property and valuation shall be determined on an assessed valuation prepared by the City's Assessor. Other personal property whose total combined value is greater than \$10,000 shall be reported on this form. Please refer to the attached Instruction Sheet for a list of assessed property items.

Name/Business Name: _____		Phone: _____	Fax: _____
Contact Person: _____		Email: _____	
Mailing Address: _____		(PO Box Number)	(City) (State) (Zip Code)

AFFIDAVIT

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 and/or personal property, not exempted from taxation, owned, claimed possessed or controlled by me the first day of January _____ at 12:01 am Alaska Standard Time.

Signature _____ Date: _____

Property Sold or No Longer in Business

Sold Property/Business (new owner name): _____
 Phone: _____ Date of Sale: ____/____/_____
 Address: _____
 Personal Property Item Sold: _____
 Closed-Out of Business DATE OF CLOSURE: ____/____/_____ *If property not disposed, must declare below.*

Commercial Fishing Vessels/Set Net/Herring Skiff

DMC 4.15.040 – Boats and Vessels

All boats and vessels used for commercial purposes shall be considered personal property and the valuation shall be determined on an assessed valuation prepared by the City's Assessor.

F/V Name	Year	Make/Model	Length/Width	Fuel Type Diesel/Gas	Material	ADF&G #	Assessor's Valuation

Schedule 1 – Inventory (at year end) \$ _____	Schedule 2 – Supplies on Hand \$ _____
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On the next page apply **Full and True Value** to the appropriate schedules. Full and True Value is the estimated price that the property would bring in an open market and under the then prevailing market conditions in a sale between a willing seller and a willing buyer both conversant with the property and with prevailing general price levels. All values may be subject to blue book verification. Personal property used for business use includes all property held for use on a full or part-time basis, whether owned, gifted, leased, or rented, even if the property is fully depreciated or expensed for federal income tax purposes.

Schedule 3—Electronic & Data Processing Equipment			Schedule 4—Store, Restaurant & Warehouse Equipment		
Year	Item Description	*Full & True Value	Year	Item Description	*Full & True Value

Schedule 5—Machinery & Manufacturing Equipment		
Year	Item Description	*Full & True Value

Schedule 6—Aircraft (If business use, but not located in Dillingham-Include Number of Landings and Time on Ground within the City)					
Regis #: N	Year	Make/Model/HP	Business: No. of Landings	Business: Time on Ground	Assessor's Valuation
Floats-Make:		Model:	Year:	Size:	
Skis-Make:		Model:	Year:	Size:	

Schedule 7—Leased Business Property					
Lessor Name	Item Description	Lease Date	Lease Term	Lease Amount	Assessor's Valuation

Schedule 8—Other Miscellaneous-fuel tanks (Not household), etc.		
Year	Item Description	*Full & True Value

Personal/Business Property Assessment Return

Instruction Sheet

Personal/Business Property Assessment Returns

On or before the first business day in February, every person or business shall submit a property return of any property owned or owns an interest in, whose total combined value is greater than ten thousand dollars (>\$10,000). The return shall be based on property values existing as of January 1st of the year in which the return is made, or in the case of business inventories, values shall be computed on the year end method. It is NOT necessary in the case of mobile equipment, such as aircraft, that the property actually be located in the City of Dillingham by the assessment date. If the property was within City limits and will be returned to the City, it is considered taxable.

Commercial boats and vessels are not included in figuring whether the property owner has more than ten thousand dollars (>\$10,000) in personal property, but must be reported annually on the return. The person filing the return shall provide the current mailing address to which all notices required to be given may be mailed or delivered. The return shall show the nature, quantity, description, amount and value of all personal property, and the place where the property is situated. The return shall include additional information as assessor may prescribe, and shall be signed and verified by the person liable or by an authorized agent or representative.

Once the assessment returns are received by the City, the City's Assessor (or designee) shall verify values on each item and mail each person or business named in the tax roll a Notice of Assessment by March 15 or the next business day should the 15th fall on a weekend or holiday.

General Information

All real and personal or business property not expressly exempt by the City of otherwise assessed shall be subject to annual taxation at its full and true value as of January 1st of the assessment year. DMC 4.15.020 A

Provide information on the following sample items: *Filling in all requested information results in a more accurate valuation.*

Commercial Fishing Vessel (F/V), Set Net, Herring Skiff – all boats and skiffs used for any commercial purpose must be claimed

Inventory – items for resale based on the year end method

Supplies – items used for the business not for resale such as office supplies, engine parts, fuels, bedding for transient lodging, soap, bags, paper products, hair equipment

Electronic & Data Processing Equipment – phone, cell/BETRS, calculator, cash register, computer, fax machine, copier

Store, Restaurant & Warehouse Equipment - stove, oven, refrigeration system, forklift

Machinery & Manufacturing Equipment - gravel or cement making equipment, fish processing equipment, clothing & craft manufacturing, loaders, graders, forklifts

Aircraft – planes, floats, skis

Business Aircraft not stored in Dillingham – number of landings and time on ground

Leased Equipment & Other Miscellaneous – lease equipment, any other property for personal or business use, Bobcat, backhoe, fuel tanks for non personal use

Notice: Violations/Penalties for Failing to File an Assessment Return

For failing to file an Assessment Return or filing a false statement in an attempt to evade taxation, the City may impose upon the property owner a force filing fee of one hundred dollars (\$100). DMC 4.15.100

Taxpayers failing to file a Personal/Business Property Assessment Return in person or postmarked on or before the first business day in February will be charged a late filing fee of fifty dollars (\$50). DMC 4.15.080 B

Reminder: A copy of your completed assessment form will be mailed to the address indicated on the Assessment Return or address of record with the City of Dillingham. Please review all information carefully.