



# KETCHIKAN GATEWAY BOROUGH

Department of Assessment, 1900 First Avenue, Suite 219, Ketchikan, AK 99901

Phone: 907.228.6640 Fax: 907.228.6655 Email: [bp@kgbak.us](mailto:bp@kgbak.us)

The Business Personal Return is also available for electronic filing (Excel) at [www.kgbak.us](http://www.kgbak.us)

## 2017 BUSINESS/PERSONAL PROPERTY RETURN

**THIS FORM IS TO BE FILED ON OR BEFORE JANUARY 15th, 2017**

Account Number:	Type of Business:
Owner Name:	Business Name & Subsidiary/Alias (If Applicable):
Mailing Address:	Location/Address of Property:

Person to Contact Concerning This Report	
Name:	Title:
Phone:	E-Mail:

**Instructions for filing Business/Personal Property Return:** This return should be used for any retail, wholesale, industrial, hotel, service, professional, or other enterprises and aircraft are to be declared on this return. Property that is temporarily out of the City of Ketchikan on January 1st is taxable. Licensed vehicles, boats, and inventory 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. Note separately any assets sold or discarded during the preceding year. All returns are subject to the Department of Assessment review and/or revision. Incomplete forms may be returned.

### ITEMIZATION IS REQUIRED; A PRINTOUT OF ASSETS MAY BE ATTACHED TO THIS FORM.

The Department of Assessment will declare a value for returns not received by the due date and the property assessment will be based upon the Department's declared value.

<b>Who must file?</b> Every person, firm, association, or corporation - regardless of residency - who owns or controls personal property which is not specifically exempt in the City of Ketchikan.	<b>What must be listed?</b> All personal property located in the City of Ketchikan that was in the control of, or in use by, the taxpayer on January 1. This includes assets owned, leased by, loaned to, or borrowed by the taxpayer.
<b>How Do I File?</b> Complete this report by reviewing steps 1 through 10 on the BPP Summary page. The electronic form will self calculate depreciation and value for assets.	<b>When and where do I file?</b> Submit the return by January 15 of the assessment year to the Assessment Department. Upon formal request by the taxpayer, the Assessor may grant an extension of up to 30 days.

KGB 4.45.190. Failure to file return; penalty.

(a) If a taxpayer fails to file a return as provided in 4.45.170 (a) by January 15th of the tax year and, as allowed under 4.45.180, the Assessor prepares a valuation based upon information available or obtained by the Assessor of the taxable property (also referred to as a "forced filing") the taxpayer shall be subject to a fee of two hundred dollars (\$200) for the costs of the Assessor's preparation of the forced filing return. Upon formal request by the taxpayer, the Assessor may grant an extension of up to 30 days to submit the return. The Assessor shall notify the taxpayer of the fee as of the date of mailing of Personal Property assessment notices.

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### 2017 BUSINESS/PERSONAL PROPERTY RETURN

I HEREBY DECLARE OWNERSHIP OR CONTROL OF THE FOLLOWING TAXABLE BUSINESS PROPERTY

<b>NO CHANGE FROM PREVIOUS YEAR?</b>	(Enter "No Change" at right, sign & date return)	
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<b>NO LONGER IN BUSINESS?</b>	(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 of Ketchikan:

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**2** Did you sell your business:

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**3** If so, who is the new owner:

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### ASSETS

	ACQUISITION COST	ACCRUED DEPRECIATION	MARKET VALUE	FOR OFFICE USE ONLY
<u>Pages 3 &amp; 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 6		
<u>Page 7</u>	SOLD OR DISPOSED ASSETS	SEE PAGE 6		

### AIRCRAFT & HELICOPTERS

		MARKET VALUE
<u>Page 8</u>	<div style="border: 1px solid black; display: inline-block; padding: 5px;">AIRCRAFT</div> <span style="font-size: 2em; vertical-align: middle;">→</span>	
	SOLD AIRCRAFT	
	TRANSFER PRICE (AIRCRAFT)	BUYER'S NAME
	TRANSFER DATE	MAILING ADDRESS

SIGNATURE/TITLE OF PERSON PREPARING RETURN _____	DATE _____
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Please print name(s) here so that we may correctly identify the contact person for this report if needed.













**Ketchikan Gateway Borough Assessment Department**  
**Contact: Christy Johnson**  
**Phone - (907) 228-6640 Fax - (907) 228-6655**  
**E-mail Address: bp@kgbak.us**

<b>2017 Depreciation Schedule for filing for Furniture &amp; Fixtures,  Leasehold Improvements, Machinery and Heavy Equipment.  <u>IRS depreciation is not applicable for Business Property valuation.</u></b>				
	COMPUTERS & SOFTWARE	OFFICE EQUIPMENT	FURNITURE & FIXTURES	MACHINERY & EQUIPMENT
YEAR ACQUIRED	5 YEAR LIFE	10 YEAR LIFE	15 YEAR LIFE	20 YEAR LIFE
20 YRS +	80.0%	80.0%	80.0%	80.0%
1997	80.0%	80.0%	80.0%	79.9%
1998	80.0%	80.0%	80.0%	78.0%
1999	80.0%	80.0%	80.0%	76.3%
2000	80.0%	80.0%	80.0%	74.8%
2001	80.0%	80.0%	80.0%	73.4%
2002	80.0%	80.0%	79.9%	72.0%
2003	80.0%	80.0%	77.4%	70.6%
2004	80.0%	80.0%	75.3%	68.9%
2005	80.0%	80.0%	73.4%	67.1%
2006	80.0%	80.0%	71.6%	65.0%
2007	80.0%	79.9%	69.5%	62.5%
2008	80.0%	76.3%	67.1%	59.5%
2009	80.0%	73.4%	64.2%	56.0%
2010	80.0%	70.6%	60.6%	52.0%
2011	80.0%	67.1%	56.0%	47.2%
2012	79.9%	62.5%	50.4%	41.7%
2013	73.4%	56.0%	43.6%	35.3%
2014	67.1%	47.2%	35.3%	28.0%
2015	56.0%	35.3%	25.4%	19.8%
2016	35.3%	19.8%	13.7%	10.5%
2017	0.0%	0.0%	0.0%	0.0%

**Office Equipment -**

Copy machines, Fax machines, Cash Registers, Telephones and other electronic equipment.

**Furniture, Fixtures & Leasehold Improvements -**

Filing Cabinets, Tables, Desks, Chairs, Display Cases, Counters, Safes, Signs, Shelving, Lighting, Slat Walls, Built-in Furnishings and Drop/Acoustical Ceilings

**Machinery & Equipment -**

Excavators, Cranes, Loaders, Forklifts, Drilling Equipment, Unlicensed Trucks & Vehicles, Ovens, Grills, Freezers and Coolers.

Acquisition values should be adjusted according to the Depreciation Schedule. For example, if the acquisition year is 2011, Heavy Equipment would be depreciated by 47.2% (i.e., 52.8% good) from its acquisition cost. Using the 2011 acquisition year, values for Office Equipment would be depreciated by 67.1% and Furniture & Fixtures by 56.0%. The depreciation table accounts for assets that have exceeded their predicted economic life, but are still in active use, by providing a maximum depreciation rate of 80% of the acquisition value.

**DO NOT INCLUDE LICENSED VEHICLES OR INVENTORY ON YOUR FORM**