

**Name and Address Changes: Yes or No** (please circle - if yes, please note below)

**BUSINESS PERSONAL PROPERTY ASSESSMENT FORM**

North Slope Borough Municipal Code §3.27.060 requires every person having ownership or control of, or an interest in, property to submit a return. If you are required to file with the State of Alaska per AS §43.56.070, you must also file a copy with the North Slope Borough Assessor's Office. Failure to do so may result in additional fees or penalties.

**BUSINESS NAME(S):** \_\_\_\_\_  
**FEDERAL TAX ID OR Social Security Number (Required):** \_\_\_\_\_  
**PRIMARY LOCATION OF BUSINESS ASSETS:** \_\_\_\_\_

**Ownership Information:**

Corporation

Partnership

Sole Proprietorship

**Contract Information:**

Name of Return Preparer: \_\_\_\_\_  
 Phone Number: ( ) \_\_\_\_\_  
 Audit Contact: \_\_\_\_\_  
 Phone Number: ( ) \_\_\_\_\_  
 Location where records are kept: \_\_\_\_\_



Personal Property Claimed, Possessed, Owned, or  
 Controlled by you as of **January 1, 2020**

	Your Cost	Assessor's Use
1) Inventory held for		
a. Resale	_____	_____
b. Repair/Replacement	_____	_____
2) Supplies	_____	_____
3) Furniture & Fixtures*	_____	_____
4) Automotive & Delivery Equipment*	_____	_____
5) Computer Equipment*	_____	_____
6) Professional Tools*	_____	_____
7) Other Tangible Assets*	_____	_____
8) Total	_____	_____
*From Detail Schedule		

**PENALTY FOR FAILURE TO FILE A RETURN**

A person who knowingly fails to file a return, or who knowingly makes a false affidavit to a statement required by this chapter relative to the amount, location, kind or value of property subject to taxation with intent to evade the taxation, is guilty of a misdemeanor punishable by a fine of not more than \$500, plus costs of prosecution, or by imprisonment for not more than 30 days.

**PROPERTY DETAIL SCHEDULE**

Ref Line From page 1	Company Equipment Number	Description of Property (Make, Model, etc.) and Location	Model Year	Date Acquired	Purchase Price (include Freight and installation)	S c h.	F a c	Assessed Value

**SCHEDULE A** Leased, Rented, Consigned or Other Personal Property

Name and Address of Owner	Complete Description of Property

**DECLARATION**

Under penalty of perjury, I declare that I have examined this return, including any and all attached schedules and statements, and to the best of my knowledge, it is correct.

\_\_\_\_\_  
 Signature of Taxpayer Date

\_\_\_\_\_  
 Signature of Preparer if Different from Taxpayer Title and Date

## INSTRUCTIONS

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1. Please make any name or address changes in the label area at the top of the form. List all business names that are associated with the personal property listed. Enter your **Federal Tax ID or Social Security Number**
2. When entering "YOUR COST", please use the actual amount you paid for the property, plus the cost of transportation to, and installation at, the NSB location. **DO NOT USE A DEPRECIATED VALUE.**
3. You may submit a CD in PC Excel format detailing your personal property if it is formatted similar to the Detail Schedule. Include a signed return as well as a hard copy of your spreadsheet. For electronic filing, please contact (907) 852-0355.
4. Mail the completed return in an envelope to:

**North Slope Borough  
Attn: Assessing Division/Personal Property  
P.O. Box 69  
Barrow, Alaska 99723**

5. The return must be postmarked no later than Jan. 31, 2020 to be considered timely. If you are unable to complete the return by the due date, you must contact the North Slope Borough Assessor's Office prior to Jan. 31, 2020. Any extensions granted will be at the discretion of the Assessor.
6. If you are no longer in business in the North Slope Borough, please contact our office at (907) 852-0355 to see if you still need to file a return.
7. If you have any questions concerning the completion of the return, you may call (907) 852-0355

### PROPERTY DETAILED SCHEDULE

1. List your assets on the **Property Detail Schedule**. Fuel (as of Jan. 1, 2020) must be included as inventory. Attach additional sheets as necessary.
2. **Commercial Air Carriers** are required to include the following: plane model/year, tail number(s), number of landings, actual time on the ground/location of landings, date of purchase, purchase price of aircraft, aircraft type/model/year, any upgrades to aircraft, estimated value of aircraft, and location of base. For all carriers based outside the North Slope Borough, flight logs **must** be included showing all ground times.
3. **Generators** that are not permanently affixed to the structure must be included in the personal property. Please list each generator's fuel type, size in wattage, and age. Please also list any detached fuel tanks with the size and age of each tank.
4. **Location(s) of equipment listed MUST be provided.**

### SCHEDULE A

1. List the name and address of any and all Lessors, or Consignors of personal property of which you have possession. This includes vehicles, computer equipment, communications equipment, machinery, furniture, fixtures, parts or inventory held for others. Attach additional sheets as necessary.
2. If any business equipment is reported under any other company(ies) (or subsidiaries), please list name(s) and address(es) of the company(ies) and the business equipment involved.

**NORTH SLOPE BOROUGH  
Attn: Assessing Division  
P.O. Box 69  
Barrow, Alaska 99723**

2020 BUSINESS AND PROFESSIONAL  
PERSONAL PROPERTY TAX RETURN