



City and Borough of Juneau  
Finance Department – Assessor's Office  
155 South Seward Street, Juneau, Alaska 99801  
Phone (907) 586-0930 FAX (907) 586-4520  
Email: BPP\_Office@juneau.org

December 2016

Re: Business Personal Property Declarations

Dear Merchant,

Enclosed are the forms and information you will need in order to comply with your 2017 Business Personal Property (BPP) declaration (filing). If your business closed between January 1, 2016 and January 1, 2017 you must complete a Business Personal Property Standard Declaration Form. If you received a 2016 standard declaration form you are required to file a standard declaration form for 2017. If your business closed prior to January 1, 2016 please feel free to complete the Business Personal Property Closure form. BPP located in the Borough for a portion of the year is assessable even if the property was not physically located within the Borough on January 1, 2017.

The City and Borough of Juneau provides for an exemption of the first \$100,000 of assessed personal property values not otherwise exempt. In response to this exemption, the Assessor's office has created a biennial short form declaration for merchants with BPP values of less than \$80,000. The short form filing does not include first time filers, filers with multiple accounts, filers with other exemptions or those owning aircraft.

In an effort to minimize the paperwork burden the Assessor's office has reduced the size of the yearly declaration packet to include only the information that all merchants require to complete the declaration forms. If you require further information such as copies of the CBJ depreciation schedules or additional forms, please visit the Assessor's web page at [www.juneau.org/finance/fileforms.php](http://www.juneau.org/finance/fileforms.php).

The CBJ Assessor's office allows merchants to file returns by fax (586-4520) or by email, BPP\_Office@juneau.org. Merchants may also mail or hand delivered declarations to the Assessor's Office.

As always, the Assessor's office is happy to answer questions via telephone, mail, email, or in person (email is the most efficient option BPP\_Office@juneau.org).

Cordially,

Robin Potter,  
Assessor

## Declaration Information

Merchants conducting business within the City and Borough of Juneau (CBJ) are required to comply with Business Personal Property (BPP) Filing Requirements as outlined below:

### Definitions:

**Business Personal Property (BPP):** all property used, held for use, or regularly used 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.

**A Filers:** New businesses, businesses owning \$80,000.00 or more of BPP, businesses owning aircraft and businesses with multiple locations within the CBJ.

**B Filers:** Businesses having previously filed a BPP declaration of assessed value of less than \$80,000.00, owning no aircraft and having only one location within the CBJ. **(2016 filing is required)**

**Full and True Value:** 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, this is an Alaska Statute provision (AS 29.45.110(a)) Property shall be declared at its full and true value in money, as of January 1 of the assessment year. In determining the full and true value of property in money, the merchant making the return shall not adopt a lower or different standard of value because same is to serve as a basis of taxation.

### Guidelines

- The first \$100,000 of BPP Value is exempt from taxation.
- Merchants identified as an A Filer must complete the standard declaration for
- Merchants operating in 2015 but not in business on January 1, 2017 or who operated for a portion of 2016 are still subject to assessment and taxation and must complete a declaration form.
- Failure or refusal to file a declaration will result in an assessment of the property by the Assessor based on the best information available and shall be prima facie evidence for all legal purposes and proceedings (CBJ 15.05.080).
- BPP Declarations and all attachments are subject to audit verification which may lead to the collection of taxes, interest, penalties and costs for previously unreported property.
- Exemption requests, including but not limited to Non-Profit, Economic Development, or Community Purpose, are due on or before January 31, 2017. Please contact the Assessor's office for more information or to request application forms.
- Fixed and rotary wing aircraft weighing up to 12,500 pounds respectively, will be taxed on a flat tax schedule. All other aircraft will be taxed based on market value. Declaration and instruction forms are available upon request.
- If your business has closed contact the Assessor's office or visit our web site for a Business Personal Property Account Closure Form (closed businesses are still required to file a declaration for the current tax year to include closure dates and circumstances).

**For clarification of the above, or for further information, please contact the Business Personal Property Appraiser for the City and Borough of Juneau, Kim Campbell, by phone (907) 586-0930, Fax (907) 586-4520, or email, BPP\_Office@juneau.org.**