

CITY CLERK'S OFFICE
P.O. Box 281
102 Division Street
Nome, Alaska 99762
(907) 443-6663
(907) 443-5345 (fax)

PRSR STD
ECRWSS
U.S. POSTAGE
PAID
EDDM Retail

2024 PERSONAL and/or BUSINESS PROPERTY RETURN

ADDRESS SERVICE REQUESTED

DUE DATE FEBRUARY 1, 2024

BOX HOLDER
NOME, ALASKA 99762

INSTRUCTIONS FOR FILING PERSONAL and/or BUSINESS PROPERTY RETURNS

- A) **WHO SHALL FILE?** (NCO 17.20.040): Every person having ownership or control of or an interest in personal and/or business property within the corporate boundaries of the city shall file with the City Clerk's office a personal and/or business property declaration on or before February 1st of the assessment year; based on property values existing on January 1st of the same assessment year. The declaration shall be signed and verified under oath or affirmation by the person submitting the return.
- B) **WHAT SHALL BE REPORTED? – (SECTION C ON REVERSE SIDE).** (NCO 17.20.040): The declaration shall state the nature, quantity, description, amount and value of all personal and/or business property situated within the corporate boundaries of the city. Examples of *business* property may include but is not limited to: operating inventory (**DO NOT REPORT** inventory held for **RESALE**), machinery, heavy equipment (loaders, graders, backhoes, etc.), office equipment and supplies, computers and software. Examples of *personal* property may include but is not limited to: container vans, pick-up campers, and motor homes.
DO NOT REPORT automobiles, snow machines, ATVs boats & motors and trailers held for personal and/or subsistence use.
- C) **NO LONGER IN BUSINESS.** See Section A on reverse side of this form.
- D) **IN BUSINESS BUT NO PERSONAL/BUSINESS PROPERTY TO REPORT** See Section B on reverse side of this form.
- E) **EXEMPTIONS.** (NCO 17.20.020): 1) Household furniture and personal effects of members of a household, 2) all aircraft, 3) snowmachines, ATVs, boats/motors and trailers held for personal and/or subsistence use and, 4) business inventories held for resale in the normal course of business of a seller as defined by NCO 17.10.180 and who is issued a City sales tax certificate.
- F) **APPEALS.** (NCO 17.20.050): Any alleged error in valuation not adjusted by the assessor to the taxpayer's satisfaction may be appealed to the board of equalization in accordance with the procedures set forth in Alaska Statutes.
- G) **BOARD OF EQUALIZATION.** (NCO 17.20.060): The City Council shall sit as a Board of Equalization for the purpose of hearing any appeals from determinations of the Assessor.

PLEASE CONTACT THE CITY CLERK'S OFFICE IF YOU HAVE FURTHER QUESTIONS
907-443-6663