

Alaska Department of Fish and Game
 Division of Administrative Services
 Licensing Section
 P.O. Box 115525
 Juneau, Alaska 99811-5525

COMMERCIAL CREWMEMBER COLLECTION REPORT AND REMITTANCE

Send Page 1 and 2 to Department
 Keep Page 3 for your Files
 Within Alaska 1-800-478-2376
 Outside of Alaska (907) 465-2376
 Fax: (907) 465-2440

This report is a record of all Commercial Fishing Crewmember Licenses issued for the report period indicated below. **Please Note:** The Dept. of Fish & Game copies of all licenses issued must be submitted with this report. **Do not report any other type of license on this form.**

SEE REVERSE SIDE OF FIRST PAGE FOR SPECIFIC ITEM INSTRUCTIONS

NOTE: REPORT PERIODS SHOULD BEGIN ON THE FIRST DAY OF THE MONTH AND END ON THE LAST DAY OF THE MONTH.

1.	License Year	2.	Vendor Number	3.	First Day of Report Period	M M	D D	Y Y	Y Y	Last Day of Report Period	M M	D D	Y Y	Y Y

NO COMMERCIAL CREWMEMBER LICENSES SOLD THIS MONTH

KIND OF LICENSE	VALUE EACH	LICENSE CLASS	4. TOTAL NUMBER ISSUED	6. TOTAL VALUE	DEPARTMENT USE ONLY
Resident Comm. Crewmember	\$60.00	BB-30			
Nonresident Comm. Crewmember	\$200.00	BB-31			
Child Res. Comm. Crewmember	\$5.00	BB-34			
Child Nonres. Comm. Crewmember	\$145.00	BB-35			
Resident 7-day Comm. Crewmember	\$30.00	BB-36			
Nonresident 7-day Comm. Crewmember	\$30.00	BB-37			
Duplicate Comm. Crewmember	\$5.00	BB-32			
VOID Commerical Crewmember	\$0.00	BB-VD			
TOTAL NUMBER OF LICENSES SOLD			5.		
12A. Date	Phone Number	GROSS VALUE		6.	
Submitted By:		DEDUCT COMMISSION:			
		10% OF GROSS		7.	
VENDOR NAME (BUSINESS NAME)		LESS POSTAGE, DRAFT OR MONEY ORDER FEES		8.	
Mailing Address		SUB-TOTAL		9.	\$
City, State, Zip Code		ADJ. FOR PREV. REPORT:			
12B. Licenses Issued (First to Last Serial Numbers)		10. TOTAL REMITTANCE			\$
12C. Numbers of all licenses voided. (Submit both the Dept. and Licensee copies.)					

INSTRUCTIONS FOR COMPLETING THIS COLLECTION REPORT FORM

1. **License Year:** Enter the license year of the crewmember licenses you are reporting (for example, 2011 or 2012 licenses). Licenses for each license year **must** be reported on a **separate** report form.
2. **Vendor Number:** Enter your four digit vendor number.
3. **First and Last Day of Report Period:** Enter the two digit month (MM) the two digit day (DD) and the 4 digit year (YYYY) of the FIRST and LAST days of the report period in the appropriate boxes. For example, a January 2012 report would look like this:

First Day of Report Period	0	1	0	1	2	0	1	2
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Last Day of Report Period	0	1	3	1	2	0	1	2
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4. Enter the total number of licenses by class.
5. Add the number of licenses sold. Enter total on line 5.
6. Multiply the number of licenses in each class by the value of the license and enter the amount in column 6. Add the total value column to arrive at the gross value. Enter this amount on line 6.
7. Compute your commission as follows. Commission for this report is calculated by multiplying the gross (Line 6) by 10% (.10). Enter this amount on line 7.
8. Enter the amount you are deducting for any postage and money order or bank draft fees on line 8. (You must be able to justify this amount when requested by the Department.)
9. Subtract your commission and postage fees (line 7 & 8) for the gross value (line 6) to get your subtotal (line 9).
10. Any adjustment for an overpayment or shortage from previous reporting **that you have been instructed to make** is entered here. An account shortage payment is added to the net due. An account credit payment is subtracted from the net due. If there is no adjustment, leave this line blank. Any amount shown, but not explained will not be deducted.
11. Enter your total remittance for this report only on line 11.
12. Finish the report by completing the Vendor Information Section as follows:
 - A. Enter date you are completing the report, phone number, vendor name, and mailing address.
 - B. List the beginning and ending license numbers of each sequence.
 - C. List all voided licenses.
13. Keep Page 3 of this report for your records. Mail in Pages 1 and 2 with your licenses and money order/check. The amount due for all reports for the month may be combined so that only one check needs to be written.
14. Visit the Vendor page of the Fish and Game website: <http://www.adfg.alaska.gov/index.cfm?adfg=licensevendors.main> or email our office: adfg.license@alaska.gov
15. Questions? Call toll free 1-800-478-2376. For out of state or locally call License Accounting 907-465-2376.