

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

RESIDENT AND NONRESIDENT BIG GAME TAG SALES REPORT AND REMITTANCE

Send Page 1 and 2 to Department
Keep Page 3 for your Files
 Within Alaska 1-800-478-2376
 Outside fo Alaska (907) 465-2376
 Fax: (907) 465-2440
 adfg.license@alaska.gov

This report is a record of all Big Game Tags issued for the report period indicated below. **Please Note:** The first copy of the Big Game Tag Records must be submitted with this report. **Do not report any other type of license, tag or stamp 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	Last Day of Report Period
	MM DD YY YY		MM DD YY YY		MM DD YY YY	MM DD YY YY

NO TAGS SOLD THIS MONTH

COLUMN A				COLUMN B			
4.	#SOLD	VALUE@	TOTAL VALUE	4.	#SOLD	VALUE@	TOTAL VALUE
BROWN/GRIZZLY BEAR Tag Serial #s Issued: _____				MOOSE Tag Serial #s Issued: _____			
#s continued: _____				#s continued: _____			
Resident	BG-1R	25.00		Nonresident	MM-2N	400.00	
Nonresident	BG-2N	500.00		Alien	MM-4A	500.00	
Military	BG-3M	25.00		COW MUSKOX Tag Serial #s Issued: _____			
Alien	BG-4A	650.00		Resident	OX-MU	25.00	
BLACK BEAR Tag Serial #s Issued: _____				Military	OX-M3	25.00	
#s continued: _____				BULL MUSKOX Tag Serial #s Issued: _____			
Nonresident	BL-2N	225.00		Resident	OX-1R	500.00	
Alien	BL-4A	300.00		Nonresident	OX-2N	1100.00	
CARIBOU Tag Serial #s Issued: _____				Military	OX-3M	500.00	
#s continued: _____				Alien	OX-4A	1500.00	
Nonresident	CC-2N	325.00		SHEEP Tag Serial #s Issued: _____			
Alien	CC-4A	425.00		Nonresident	SS-2N	425.00	
DEER Tag Serial #s Issued: _____				Military	SS-3M	FREE	
#s continued: _____				Alien	SS-4A	550.00	
Nonresident	DD-2N	150.00		WOLF Tag Serial #s Issued: _____			
Alien	DD-4A	200.00		Nonresident	WF-2N	30.00	
ELK Tag Serial #s Issued: _____				Alien	WF-4A	50.00	
Nonresident	EE-2N	300.00		WOLVERINE Tag Serial #s Issued: _____			
Alien	EE-4A	400.00		Nonresident	WV-2N	175.00	
GOAT Tag Serial #s Issued: _____				Alien	WV-4A	250.00	
Nonresident	GG-2N	300.00		DUPLICATE ZZ Tag Serial #s Issued: _____			
Military	GG-3M	FREE		Enter Species Code		5.00	
Alien	GG-4A	400.00		Enter Species Code		5.00	
BISON Tag Serial #s Issued: _____				Enter Species Code		5.00	
Nonresident	BF-2N	450.00		SUB-TOTAL COLUMN B 5B. 6B.			
Alien	BF-4A	650.00		Sub-Total from Column A 5C. 6C.			
SUB-TOTAL COLUMN A 5A.			6A.	Total Number of Tags Sold 5D.			ADF&G USE ONLY
12.Date	Phone Number			GROSS VALUE 6D.			
Submitted By:				DEDUCT COMMISSION:			
VENDOR NAME(BUSINESS NAME)				5% OF GROSS VALUE: 7.			
Mailing Address				LESS POSTAGE, DRAFT OR MONEY ORDER FEES 8.			
City, State, Zip Code				SUB-TOTAL 9. \$			
Note: If military service personnel or a dependent member on active duty permanently stationed in Alaska is hunting sheep or goat, give them a tag, record the tag # on the Big Game Tag Record Form, but do not charge for it.				ADJ. FOR PREV. REPORT: 10.			
				TOTAL REMITTANCE 11. \$			

INSTRUCTIONS FOR COMPLETING THIS SALES REPORT FORM

1. **License Year:** Enter the license year of the game tags you are reporting (for example, 2015 or 2016 tags). Game tags 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 2015 report would look like this:

First Day of Report Period	0	1	0	1	2	0	1	6
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Last Day of Report Period	0	1	3	1	2	0	1	6
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Report periods should begin on the first day of the month and end on the last day of the month. In all cases, report periods must run consecutively. There should be no break in time.

4. Enter the beginning and ending tag numbers for each tag type on the appropriate line. Duplicate tag sales require the species code (BG, BL, CC, etc.) and serial number of the replacement tag. If you need more space, please attach a separate piece of paper. Enter the number of tags sold in each class for each tag type. Multiply the number of tags sold in each class by the value of the tag.

5A. Add the number of tags sold in Column A and enter that total here.

5B. Add the number of tags sold in Column B and enter that total here.

5C. Carry over the total number of tags from Column A (5A) and enter here.

5D. Add line 5B and 5C. Enter the total here.

6A. Add the value of the tags sold in Column A and enter that total here.

6B. Add the value of the tags sold in Column B and enter total here.

6C. Carry over the total value from Column A (6A) and enter here.

6D. Add line 6B and 6C. Enter total here.

7. Compute your commission as follows. Commission for this report is calculated by multiplying the gross (Line 6D) by 5% (.05). 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. Express shipping is not a requirement and therefore is not a deductible allowance (You must be able to justify this amount when requested by the Department).

9. Subtract your commission and postage fees (line 7 & 8) from the gross value (line 6D) 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 only your total remittance for this report on line 11.

12. Finish the report by completing the Vendor Information Section as follows: Enter date you are completing the report, phone number, vendor name, and mailing address.

13. Keep Page 3 of this report for your records. Mail in Pages 1 and 2 with your game tag records 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 or License Accounting 907-465-2376.