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

## SPORT FISHING, HUNTING, AND TRAPPING 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 Sport Fishing, Hunting, and Trapping Licenses issued or voided, King Salmon and Waterfowl Conservation Stamps sold for the report period indicated below. Please Note: The Dept. Fish & Game copies of all licenses and stamps 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. Vendor Number MMDDYYYY License Year M|M|D|D|Y|Y|Y|YFirst Day of Last Day of Report Period Report Period 1. 2. 3. NO LICENSES SOLD THIS MONTH VALUE 5. TOTAL NUMBER **DEPARTMENT** 6. TOTAL VALUE LICENSE TYPE **EACH CLASS ISSUED USE ONLY** Resident Sport Fishing \$ 24.00 AA-01 Resident Hunting 25.00 AA-02 Resident Hunting & Sport Fishing 48.00 AA-04 Resident Hunting, Trapping & Sport Fishing 62.00 AA-05 Resident Blind Sport Fishing .25 AA-1A Resident Blind Hunting 25.00 AA-2A Resident Hunting & Trapping 39.00 AA-3A Resident Trapping 15.00 AA-3B Resident Class 5A License 5.00 AA-5A Duplicate Resident Class 5A License 2.00 AA-5B Nonresident 14-Day Sport Fishing 80.00 AA-6A Nonresident 3-Day Sport Fishing 35.00 AA-6B Nonresident 1-Day Sport Fishing 20.00 AA-6C Nonresident 7-Day Sport Fishing 55.00 AA-6D Nonresident YT - AK Reciprocal Sport Fishing AA-11 24.00 Nonresident Sport Fishing 145.00 AA-07 Nonresident Hunting 85.00 AA-08 Nonresident Small Game Hunting 20.00 AA-8A Nonresident Hunting & Sport Fishing 230.00 AA-09 Nonresident 6D & 8 Combination 140.00 AA-9C Nonresident Hunting & Trapping 250.00 AA-10 24.00 Nonresident Military Sport Fishing AA-12 Nonresident Alien Hunting AA-15 300.00 Nonresident Military Hunting 25.00 AA-16 Nonresident Military Sport Fishing & Hunting 48.00 AA-17 **Duplicate Licenses** 5.00 AA-18 VOID Sport License\* AA-VD 0.00 Resident King Salmon Stamp 10.00 KT-KS Military Nonresident King salmon Stamp 20.00 KT-ML Annual Nonresident King salmon Stamp 100.00 KT-YS **Duplicate Kings Salmon Stamp** 5.00 KT-ZZ 1-Day Nonresident King Salmon Stamp 10.00 KT-1D 3-Day Nonresident King Salmon Stamp 20.00 KT-3D 7-Day Nonresident King Salmon Stamp 30.00 KT-7D 14-Day Nonresident King Salmon Stamp 50.00 KT-14 YT-AK Nonresident Reciprocal King Salmon Stamp 10.00 KT-YT VOID King Salmon Stamp\* 0.00 KT-VD Waterfowl Conservation Stamp 5.00 DS-DS Submitted By: 12A. Date **GROSS VALUE** 6 DEDUCT COMMISSION: VENDOR NAME(BUSINESS NAME) Phone Number 7. SEE REVERSE: LESS POSTAGE, DRAFT Mailing Address OR MONEY ORDER FEES 8. SUB-TOTAL \$ City, State, Zip Code ADJ. FOR PREV. REPORT 10. 12B. Licenses Issued, FIRST TO LAST SERIAL NUMBERS \$ TOTAL REMITTANCE 11. \* VOID - Numbers of all licenses voided. (Submit both the Dept. and Licensee Copies.) DO NOT WRITE BELOW - FOR DEPARTMENT USE ONLY

## INSTRUCTIONS FOR COMPLETING THIS COLLECTION REPORT FORM

- 1. **License Year**: Enter the license year of the licenses you are reporting (for example, 2012 or 2013 licenses). Licenses for each license year **must** be reported on a **separate** report form.
- 2. Vendor Number: Enter your four digit vendor number.
- 3/4. **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 2013 report would look like this:

First Day of Report Period	0 1	0	1	2	0	1	3	
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Last Day of Report Period	0	1	3	1	2	0	1	3
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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 breaks in time.

- 5. Enter the total number of licenses and stamps by class.
- 6. Multiply the number of licenses or stamps in each class by the value of the license or stamps 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 at 5% (.05) of the gross license, stamp, or 25¢ per license—whichever is greater. The 25¢ commission rule applies to the class 1A-Resident Blind Sport Fishing License and the \$2.00 5B <u>DUPLICATE</u> license fee only. To figure your commission, subtract from your gross value (Line 6) the <u>TOTAL</u> dollar value of the class 1A and 5B duplicate license fee. This will give you your adjusted gross. Multiply the adjusted gross by 5%. (.05). To that amount, add 25¢ for EACH <u>RESIDENT BLIND</u> Sport Fishing, and <u>DUPLICATE LICENSE</u> fee you are reporting sold. This will give you your total commission. 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) from 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 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: <a href="http://www.adfg.alaska.gov/index.cfm?adfg=licensevendors.main">http://www.adfg.alaska.gov/index.cfm?adfg=licensevendors.main</a> or email our office: <a href="mailto:adfg.license@alaska.gov">adfg.license@alaska.gov</a>
- 15. Questions? Call toll free 1-800-478-2376. For out of state or locally call License Accounting 907-465-2376.