

BIG GAME TAG SALES REPORT AND REMITTANCE

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 SECOND PAGE 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 TAGS SOLD THIS MONTH

	VALUE	# SOLD	TOTAL VALUE		VALUE	# SOLD	TOTAL VALUE
BROWN/GRIZZLY BEAR Tag Serial #s Issued: _____				MOOSE Tag Serial #s Issued: _____			
Resident	BG-1R	\$25.00		Nonresident	MM-2N	\$800.00	
Nonresident	BG-2N	\$1,000.00		Alien	MM-4A	\$1,000.00	
Military	BG-3M	\$25.00		COW MUSKOX Tag Serial #s Issued: _____			
Alien	BG-4A	\$1,300.00		Resident	OX-MU	\$25.00	
BLACK BEAR Tag Serial #s Issued: _____				Military	OX-MU	\$25.00	
Nonresident	BL-2N	\$450.00		BULL MUSKOX Tag Serial #s Issued: _____			
Alien	BL-4A	\$600.00		Resident	OX-1R	\$500.00	
CARIBOU Tag Serial #s Issued: _____				Nonresident	OX-2N	\$2,200.00	
Nonresident	CC-2N	\$650.00		Military	OX-3M	\$500.00	
Alien	CC-4A	\$850.00		Alien	OX-4A	\$3,000.00	
DEER Tag Serial #s Issued: _____				SHEEP Tag Serial #s Issued: _____			
Nonresident	DD-2N	\$300.00		Nonresident	SS-2N	\$850.00	
Alien	DD-4A	\$400.00		Military	SS-3M	FREE	
ELK Tag Serial #s Issued: _____				Alien	SS-4A	\$1,100.00	
Nonresident	EE-2N	\$600.00		WOLF Tag Serial #s Issued: _____			
Alien	EE-4A	\$800.00		Nonresident	WF-2N	\$60.00	
GOAT Tag Serial #s Issued: _____				Alien	WF-4A	\$100.00	
Nonresident	GG-2N	\$600.00		WOLVERINE Tag Serial #s Issued: _____			
Military	GG-3M	FREE		Nonresident	WV-2N	\$350.00	
Alien	GG-4A	\$800.00		Alien	WV-4A	\$500.00	
BISON Tag Serial #s Issued: _____				DUPLICATE Tag Serial #s Issued: _____			
Nonresident	BF-2N	\$900.00		Enter Species Code		\$5.00	
Alien	BF-4A	\$1,300.00		Enter Species Code		\$5.00	
Date				Enter Species Code		\$5.00	
Phone Number				GROSS VALUE 5.			
Submitted By:				DEDUCT COMMISSION 5% OF GROSS VALUE 6.			
VENDOR NAME (BUSINESS NAME)				LESS POSTAGE, DRAFT, OR MONEY ORDER FEES 7.			
Mailing Address				SUBTOTAL 8. \$			
City, State, Zip Code				ADJ FOR PREV. REPORT 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.				TOTAL REMITTANCE 10. \$			

INSTRUCTIONS FOR COMPLETING THIS SALES REPORT FORM

1. License Year: Enter the license year of the game tags you are reporting (for example, 2021 or 2022 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 four digit year (YYYY) of the FIRST and LAST days of the report period in the appropriate boxes. For example, a January 2022 report would look like this:

First Day of Report Period	0	1	0	1	2	0	2	2
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Last Day of Report Period	0	1	3	1	2	0	2	2
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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.

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 species in the # sold column. Then multiply the number of tags sold in each class by the value of the tag and enter it in the total value column.
5. GROSS VALUE: Add the total value columns to arrive at the gross value. Enter this amount on line 5.
6. DEDUCT COMMISSION: Commission for this report is calculated by multiplying the gross value (line 5) by 5% (.05). Enter total commission amount on line 6.
7. LESS POSTAGE, DRAFT, OR MONEY ORDER FEES: Enter the amount you are deducting for any postage and money order or bank draft fees on line 7. You must be able to justify this amount when requested by the Department (Express shipping is not a requirement and therefore is not a deductible allowance). POSTAGE WILL **NOT** BE DEDUCTED FROM ZERO REPORTS (no sales or remittance). Such reports may be faxed in to avoid postage.
8. SUBTOTAL: Subtract your commission and postage fees (line 6 & 7) from the gross value (line 5) to get your subtotal (line 8).
9. ADJ. FOR PREV. REPORT: Any adjustment for an overpayment or shortage from previous reporting **that you have been instructed to make** is entered on line 9. An account shortage payment is added to the total remittance. An account credit payment is subtracted from the total remittance. If there is no adjustment, leave this line blank. Any amount shown, but not explained will not be deducted.
10. TOTAL REMITTANCE: Enter only your total remittance for this report on line 10.
11. 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.
12. Keep a copy of this report for your records. Mail in a copy with your big 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.
13. Questions? Email our office: adfg.license@alaska.gov or call License Accounting 907-465-2376.