

10/31/2023

SUBJECT: 2024 SEWARD HARBOR PASSENGER FEES

Dear Business Owner:

It is time to register with our office if you are planning on operating a charter or tour business from Seward Harbor in 2024.

Passenger fees are pursuant to City of Seward Resolution No. 2005-080. The fee applies to all boats carrying passengers for compensation who are operating from any City of Seward property. This includes, but is not limited to, charter fishing operations, tour operations, water taxis, and guide services. The \$3.50 fee is per passenger carried, regardless of who pays for the charter. Passengers must pay the full \$3.50 fee whether they embark on a one-way or round trip excursion.

Please complete a vessel registration form for each vessel with current insurance prior to commencing your boat operations for the year and return it to the Harbor Department.

Once the forms have been approved, the harbor will notify the City Clerk's office that you are compliant and they will issue a city business license and the harbor will issue a passenger sticker for your vessel(s). Your passenger fee account number will be in the letter that accompanies your sticker. **Please use your passenger fee account number and not your boat account number on your reporting forms.**

Starting with the first day of business listed, the 2024 passenger transit fee vessel report form must be completed, signed, and returned with payment to the Seward Harbor by the **last day of each month** for passenger activity for the prior month (ex. the report for May 2024 is due by June 30th). You must file a report for each month, for each vessel registered, even if it is a zero filing. Please use your PAX account number on all forms and not your boat account number. The forms may be placed in the drop box located to the right of the main entrance of the Harbor office, mailed, or brought to our office. If we do not receive the form and payment by the due date, there will be a 10% penalty, capped at \$500, as well as a \$25 missed filing fee for each vessel. The Harbor uses the first day of business listed on the registration form to determine filing requirements.

The insurance requirement for 2024 is the same as previous years. You must have one million dollars of coverage with the City named as Additional Insured and a Waiver of Subrogation to operate a business such as a charter, tour, commercial, etc.

Thank you for your cooperation. If you have any questions, please call (907) 224-3138.

Sincerely,

Harbor Staff

Enclosures: 2024 Passenger Fee Registration Form
2024 Passenger Fee Report Form

2024

PASSENGER TRANSIT FEE
VESSEL REGISTRATION FORM

Please print and complete all items:

First Day of Business in 2024 ____/____/____

(If no date is entered above the office will go by date form is signed as 1st day of business this may result in a missed fee)

VESSEL NAME: _____ AK or USCG Documented # _____

BUSINESS NAME: _____ AUTHORIZED AGENT: _____

BUSINESS ADDRESS: _____ CITY/STATE/ZIP _____

VESSEL OWNER _____ EMAIL _____

TELEPHONE# _____ ALT TELEPHONE # _____

VESSEL LOCATION: SLIP # _____ TRANSIENT _____ LAUNCH DAILY _____

CAPACITY OF VESSEL: PASSENGERS _____ CREW _____

Type of Operation: (check all that apply)

_____ Day Cruise/scenic _____ Charter/Transport _____ Kayak Businesses

_____ Sports Fishing _____ Other (describe)

Facilities being used: (check all that apply)

Seward Small Boat Harbor _____ Launch Ramps _____ X Float Loading Zone _____

Other (describe) _____

Return this completed form to the
Seward Boat Harbor

P.O. Box 167, Seward, Alaska, 99664

This form must be completed and submitted to the Seward Harbor prior to receiving or renewing a Seward Business license, or commencing operations.

_____/_____/_____
Signature of Owner Printed Name Date

*****Office Use Only*****

Insurance Expires: _____

PAX Sticker # _____

SWD 2022 BUSINESS LICENSE ISSUE DATE _____

Harbor letter and sticker mailed/picked up _____

2024 PASSENGER TRANSIT FEE VESSEL REPORT FORM INSTRUCTIONS

All reports must be turned in by the last day of the following month
PLEASE use your PAX Account number on your filing form

1. Document the number of passengers per vessel for each day of the month that you are filing for.
2. Total the number of passengers and multiply it by \$3.50, this is the total passenger fees due for this filing period.
3. If you had no passenger fees in the month, you must still file a zero report for each vessel registered by the last day of the following month.
4. MISSED FILING FEE: If the return is late or not received, there will be a \$25 missing filing fee.
5. 10% PENALTY: If the return is late, a penalty of 10% of the month's passenger fees collected will be assessed. Multiply the passenger fees due by 0.10; this will be entered on the 10% Penalty line.
6. The sum of the passenger fees, missed filing fee, and penalty total should be entered in the Total Due box.
7. If the return is more than one month late, interest on the passenger fees and late fees will be billed at the maximum rate allowed by law, pursuant to City of Seward Resolution 96-076.
8. At the end of your season you can pre-file zero sales during your off season. Please put the first month you will not have charters in the first section and the first month of operation for the next season in the second section.

Any company or individual that collects passenger fees on behalf of another vessel must remit those fees to the boat owner. The Harbor will not take passenger fees from anyone but the business owner/agent. **The boat owner is responsible for reporting and remitting all passenger fees.**

A company with more than one vessel may file a multi-vessel report that provides the same level of detail as the individual vessel report form. You must include each vessel you register on this report, even if that vessel is not active in a given month. Additional copies of these forms are available at <https://www.cityofseward.us/departments/harbor/documents> or via an e-mail request to harbormaster@cityofseward.net.

A vessel that fails to file passenger fees or is not current on passenger fees will result in denial of a City Business License and non-renewal of waitlist status and/or slip renewal.

An incomplete or improperly prepared form is the same as not filing a return which will result in missed filing fees, penalties and interest. If you have any questions, call us at (907) 224-3138.