

Instructions for the Alaska Mining Application

What's New

The Alaska Department of Revenue's Tax Division implemented a new tax revenue management system. The system allows taxpayers to file their mining license application electronically and allows the Tax Division to process the applications faster.

General Information

Who must obtain a mining license?

A person engaged in one or more of the following activities in the state is in the business of mining and must obtain a mining license:

1. A person owning and operating a mining property (owner/operator);
2. A person owning a mining property and receiving lease or royalty payments based on production from the property (owner/lessor);
3. A person leasing a mining property from another person and operating the property (lessee/operator);
4. A person possessing a mineral interest, whether an economic or production interest, in a producing property (for instance, working or operating interests, net profits, overriding royalties, carried interests, and production payments); and/or
5. A person who is temporarily exempt from taxation under Alaska Statute 43.65.010(a) and holds a Certificate of Exemption.

Who is not required to obtain a mining license?

1. A person whose mining activities are limited to exploration;
2. A person who mines quarry rock, sand and gravel, and/or marketable earth exclusively; or
3. A person who holds mineral interests as described in No. 4 above in undeveloped and non-producing properties.

The License Application (Form 661)

There is no fee to apply for a mining license. Once the Tax Division receives a completed and signed application, the division will issue a mining license to the applicant.

A mining license application must be submitted for each mining operation in Alaska. A person owning several mining properties that constitute a single mining operation may apply for one license.

License application filing due date

The mining license expires on April 30 of each year and must be renewed by May 1 by submitting a license application (Form 661).

Filing your application

Taxpayers are encouraged to file their application on Revenue Online at <http://online-tax.alaska.gov>.

Or you may file a paper application by mail. Paper applications are available on the Tax Division's website at www.tax.alaska.gov. Go to the "Tax Types" tab toward the top of the page, then select "Forms."

Submit the completed, signed application to the Tax Division at the following address:

Alaska Department of Revenue
Tax Division
P.O. Box 110420
Juneau, AK 99811

How to Complete the Application

The annual license application is used to apply for a new mining license or renew a current mining license. Mark the appropriate box. If the applicant is applying to renew an existing license, enter the current license number.

The mining license tax year is the same as the applicant's tax year for federal income tax purposes. It is not necessary to enter Dec. 31 if the applicant has a standard calendar year-end. **Only applicants with a fiscal year-end (such as June 30), should enter the tax year-end.**

Applicant Information

The Alaska Department of Revenue has adopted federal tax guidelines to determine who the applicant is.

If the applicant is required to include, or elects to include, his or her mining income on his or her individual federal tax return (Form 1040), the applicant is considered an individual for mining license tax purposes. An individual must use his or her name and a Social Security number (SSN). An individual can conduct business as a sole-proprietor, single-member LLC, and/or "doing business as" (dba). Enter a business name (dba) in the box provided, if applicable.

The applicant can be licensed and operate as a separate legal entity, under the business entity name, but only if the applicant files that way for federal tax purposes. For example, a partnership must file a federal Form 1065 to be considered a legal partnership; otherwise the applicant is an individual and must use a SSN. Examples of separate legal entities include corporations, partnerships, multiple-member LLCs and joint ventures. Enter the business entity name and use its federal Employer Identification Number (FEIN or EIN).

Enter valid contact information. The primary mailing address is the Tax Division's default mode of communication. Enter a secondary (seasonal) address, if applicable. The applicant must notify the Tax Division of address changes. Enter a contact person's name and phone number if the contact person is different from the applicant.

Property Information

Enter the general property location. This can be the name of the site, stream or creek. It can be a milepost or other landmark.

Enter the property coordinates. The coordinates include the meridian, township (north/south), range (east/west) and section identifiers, and may be recorded on your land-use application(s) and permit(s). For assistance with determining these coordinates, contact the Alaska Department of Natural Resources (DNR) at 907.269.8400.

Enter the recording district of the mining location. The recording district can be found on the DNR's website at www.dnr.alaska.gov/ssd/recoff/findYourDistrict.cfm. (The Web address is case sensitive.)

Enter the Annual Placer Mining Application (APMA) Number, if applicable. This number is assigned through the DNR.

Check the box that best describes the applicant's relationship to the property. The various types are described in detail in the

"Who Must Obtain a Mining License?" section above. If you are leasing land from the State of Alaska, check the "Lessee/Operator" box and indicate that the State of Alaska is the lessor.

Check the box that identifies where the land is located. Check all that apply. For more information, refer to your land-use contract(s), application(s) and permit(s) or contact the DNR at 907.269.8400.

Enter the name and address of the owner/lessor only if the applicant is leasing the property from another party. The owner does not fill out this section.

Need help?

If you have questions or need assistance with this application, email the Tax Division at dor.tax.mining@alaska.gov or call the Tax Division at 907.269.6620.