

Ongoing Duties

- Deposit Money Collected
- Prepare Remittance Reports to Treasurer (Weekly/Monthly)
- Answer Customer Requests & Inquiries
- Reconcile Accounts Receivable (Monthly Basis Recommended)

Seminars/Workshops

March 26th & April 2nd

New Tax Collector Workshops

Offered by the NH Tax Collectors' Association & the Department of Revenue Administration

Spring Workshops

Offered by the NH Tax Collectors' Association

Marlborough – Sat March 28th
 Concord – Wed April 8th
 Hampton – Wed April 22nd
 Littleton – Wed April 29th

August

Certification Classes
 August 10th – 14th
 Primex, Concord, NH

October 2015

NHTCA Conference (RSA 31:8)
 North Conway Grand Hotel
 October 21 – 23, 2015

Abbreviated Schedule Of Fees and Costs

LIEN

Description	First Parcel	Additional Parcel
Notice of Impending Tax Lien* (RSA 80:60)	\$19.00	\$2.00
<i>This fee should show on Notice of Tax Lien</i>		

Executing Real Estate Tax Lien (RSA 80:81 & 80:82)	\$18.50	\$8.00
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Total Cost and Fees for Lien Execution **\$37.50** **\$10.00**

Identifying Mortgagees (estimated expense) (RSA 80:67)	\$10.00	N/A
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Notice to Mortgagee* (estimated expense) (RSA 80:65)	\$17.00	N/A
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Total Cost for Identifying and Notifying Mortgagees **\$27.00****

DEED

Notice of Impending Tax Deed* (RSA80:77)	\$17.00	N/A
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Identifying Mortgagees (estimated expense) (RSA 80:67)	\$10.00	N/A
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Notice to Mortgagees of Tax Deed* (RSA 80:77-a)	\$17.00	N/A
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Total Cost for Identifying and Notifying Mortgagees **\$27.00****

Notice to Former Owner to Repurchase	\$25.00*	~
Notice to Mortgagee of Repurchase option (RSA 80:89)	\$25.00	~

**send certified or registered mail*

***should be based on actual cost*

**~notice to be sent by municipality*



New Hampshire Tax Collectors' Association

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Concord

Director at Large

Kathleen Sylvia, CTC, Auburn

Outline of Duties

The following outline is only a guide to assist you in the performance of your duties. Actual dates can differ from those listed (and which are not specified by RSA) from one community to another

January

Prepare for Audit

(If your fiscal year is the calendar year).

Year-End Reports including the MS-61

Notice of Arrearage (RSA 76:11-b) to be mailed within 90 days of final bill due date. May include unpaid water, sewer, yield, current use, gravel/excavation taxes, and any other tax

February

Prepare for Deeding Notices

(RSA 80:77-a) by researching mortgagees (or by subcontracting) for notification of impending tax deed.

March

1 Abatement Filing Deadline

31 Last Day to Mail Bills (RSA 76:11)
Committed March 1st (if applicable).

*Tax year is April 1st to March 31st.

Certified Tax Lien Notices (RSA 80:60)
Certified Tax Deed Notices (RSA 80:77)
Copy of Deed Notice to Mortgagee
(RSA 80:77-a)

Order Supplies for semi-annual billing (if applicable).

April

Affidavit of Execution of Real Estate Lien
(RSA 80:61, 80:64).

Report of Tax Lien to Registry of Deeds
(RSA 80:64)

May

15 Deadline for Semi-Annual Warrant to Tax Collector (RSA 76:15-a)

Tax Lien/Deed Property Mortgagee Search and Notices mailed (RSA 80:65)

Tax Bills Mailed by May 31 have a July 1 due date (RSA 76:15-a).

June

NHTCA Dues payable by municipality (RSA 31:8) and NHTCA By-Laws Article V, Section 1 states a due date of June 30th.

End of Fiscal Year (if applicable)

July

Property Tax Due (RSA 76:15-a) with 12% interest if paid after the 1st (if applicable).

Prepare for Audit (if your fiscal year ends June 30th).

Year-end Reports including MS-61
(If your fiscal year ends June 30th)

August

Office Organization – purging of previous year tax files, records retention/preservation.

30 Last Day for Notice of Lien
(RSA 80:60) if not done already for current tax year.

Vacation ---- You Deserve It!

September

Order Supplies for final billing.

30 Last Day for Lien Execution
(RSA 80:19) if necessary

October

Tax Bills Mailed by October 31st
(RSA 76:13) with a December 1st due date.

November

Mortgagee Notices mailed (RSA 80:65) resulting from September lien by November 14th if necessary.

December

Property Taxes Due (RSA 76:13) with 12% interest if paid after the 1st.

Order Supplies for Notice of Tax Delinquencies/Tax Lien/Tax Deed/Mortgagee Notices.

End of Fiscal Year