**SAMPLE FORESTER/LOGGER LETTER**: Sample form letter to be sent to the person responsible for the cutting when the Report of Wood Cut has not been received by May 15, from the owner.

Town of

New Hampshire

Office of Selectmen

PO Box 000

 , NH 00000

Date:

Forester/Logger

Address

Town State Zip code

 Re: Year Report of Wood or Timber Cut for Operation Number 20-XXX-XX-T

Dear Mr./Ms.,

 The Town of has not received your verification of the PA-8, Report of Wood and Timber Cut, on Map Lot , for tax year .

 In accordance with RSA 79:11, “*The person who did the cutting or the person responsible for the cutting must sign and verify the volumes of wood and timber reported.”* Pursuant to RSA 21-J:39 II (c) Criminal Penalties, *“No person shall knowingly fail to make a return, report or declaration, which such person is required to do under any tax law.*” Any person who violates RSA 21-J:39 II (c) shall be guilty of a misdemeanor.

 You are hereby given until to verify the volumes cut, sign the Report of Wood and Timber Cut and submit to the municipal assessing officials. The required forms are available from the Department of Revenue Administration by calling (603) 230-5950 or requesting by e-mail at timber@dra.nh.gov.

NON COMPLIANCE MAY RESULT IN CRIMINAL PROSECUTION

Selectmen, Town of

 Selectmen

 Selectmen

 Selectmen

**SAMPLE OWNER LETTER**: Sample form letter to be sent to the owner when the Report of Wood and Timber Cut has not been received by May 15 and an extension was not requested prior to April 1.

Town of

New Hampshire

Office of Selectmen

PO Box 000

 , NH 00000

Date:

Owner

Address

Town State Zip code

 Re: Year Report of Wood or Timber Cut for Operation Number 20-XXX-XX-T

Dear Mr./Ms.,

 The Town of has not received your Report of Wood and Timber Cut on Map Lot , for tax year .

 Pursuant to RSA 79:12, *“If an owner neglects or fails to file a Report of Cut…the assessing officials shall assess to such owner, by way of doomage 2 times as much as such wood and timber would have been taxed had such a Report been seasonably filed and truly reported.”*

 You are hereby given until to submit your Report of Wood or Timber Cut to the municipal assessing officials, after which, doomage (RSA 79:12) will be charged. If a duplicate report is needed, contact the Department of Revenue Administration at (603) 230-5950 or request by e-mail at timber@dra.nh.gov.

 Selectmen, Town of

 Selectmen

 Selectmen

 Selectmen