

MS-1
“10 DO’S AND DON’TS”

DO...

1. ... have the majority of selectmen/assessor(s) sign MS-1.
2. ... enter **contact person**/phone/email/hours for verification of any figures.
3. ... enter current use/conservation restriction assessment assessed values at **current use values**.
4. ... enter correct acreage, assessed value, # of parcels, and # of owners for all categories.
5. ... indicate correct # granted & amount granted per exemption; and income and asset limits.
6. ... enter utilities for those entities that the DRA assesses as an “A” utility under the proper name.
7. ... make sure that amounts/acreage brought forward from other sections are the same on page 2.
8. ... double check TIF date of adoption/modification are correct (so you’re not double equalized).
9. ... enter an explanation for anything pertinent to the figures provided if needed on page 3.
10. ... enter source (**name**) of all payment in lieu of taxes on page 7.

DON’T...

1. ... leave anything blank or unanswered.
2. ... include any **utility value** in commercial/industrial assessed values for land or building.
3. ... include telephone companies as a utility, they are considered comm./industrial property.
4. ... omit to tally up acreage removed from current use for this years tax period.
5. ... attach village district pages if you have **none**.
6. ... combine forest land & forest land w/stewardship.
7. ... combine unproductive & wetland categories, they should be separate.
8. ... forget the information you provide is crucial to your municipalities tax rate & equalization.
9. ... **think for a minute you’re alone in this, it takes all of us working together & we value your input!**
10. ... hesitate to call with any questions @ **271-2687** or email us @:
 - a. equalization@rev.state.nh.us

MS-1’s are due by **Sept. 1st**, if your municipality needs an **extension** be sure to file one with *Municipal Services Division*. They may be reached @ 271-3397.