

WEB IMPORT REGISTRATION FOR e-FILE

NEW HAMPSHIRE TAX PAYMENTS

GENERAL INSTRUCTIONS

WHO MUST REGISTER

Anyone wishing to make payments for clients. If at any time you change your Tax Identification Number you must re-register with the Department and redefine your file layout under your new Tax Identification Number.

WHAT TO REGISTER

If you wish to participate in the Web Import e-File New Hampshire program, you must submit this form to register with the Department. The information provided on this form should include the name, address, e-mail address, telephone number, and fax number of the contact person(s) for Web Import e-File New Hampshire purposes. In addition, this form should be used to report any changes in your registration information (i.e. a change to the contact person, telephone number, etc.).

TAX IDENTIFICATION NUMBER

Please list your Practitioner Tax Identification Number (PTIN). If you do not have a PTIN, please list your Federal Employer Identification Number (FEIN). If you do not have either a PTIN or FEIN, please list your Department Identification Number (DIN). If you do not have either a PTIN, FEIN, or DIN please list your Social Security Number (SSN). You will need to use one of these numbers when you make payments for clients.

WHEN TO REGISTER

This form must be filed prior to your first file import. Any changes in the registration information must be provided to the Department. A notification letter will be sent confirming your Tax Identification Number. Please allow up to 30 days for processing time, prior to using e-File New Hampshire.

WHERE TO REGISTER

New Hampshire Department of Revenue Administration, Document Processing Division, 109 Pleasant Street, PO Box 637, Concord, NH 03302-0637.

NEED HELP?

Call the New Hampshire Department of Revenue Administration, Central Taxpayer Services at (603) 230-5920. Hearing or speech impaired individuals may call TDD Access: Relay NH 1-800-735-2964. Access our website at www.nh.gov/revenue to try out the on-line demonstration of the NH e-file process prior to registering and to access the NH e-file system after the Department has processed your registration request.

WEB IMPORT REGISTRATION FOR E-FILE NEW HAMPSHIRE TAX PAYMENTS

Please check one

PTIN

FEIN

DIN

SSN

PRINT OR TYPE

TAX PRACTITIONER/BUSINESS NAME

TAX IDENTIFICATION NUMBER

NUMBER & STREET ADDRESS

TELEPHONE

ADDRESS (CONTINUED)

CITY/TOWN

STATE

ZIP CODE+4

CONTACT PERSON

TELEPHONE

E-MAIL ADDRESS

FAX NUMBER

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Please check one of the following:

New Registration

Change Request

If changing your Tax Identification Number, please provide your former Tax Identification Number: _____

FOR DRA USE ONLY

AUTHORIZED REPRESENTATIVE'S SIGNATURE (IN INK) DATE

MAIL TO: NH DEPT OF REVENUE ADMINISTRATION DOCUMENT PROCESSING DIVISION PO BOX 637 CONCORD NH 03302-0637

FOR DRA USE ONLY

Approved by _____

Date _____

