

# **New Hampshire**Department of Revenue Administration

A-105

# DISASTER RELIEF REQUEST GENERAL INSTRUCTIONS

Complete your request by typing or legibly printing in the spaces provided.

File Form A-105, Disaster Relief Request, with the NH Department of Revenue Administration to request relief as a result of a natural disaster.

# **STEP A**

Unless otherwise informed in writing by the requesting party, all orders, notices and communications shall be made to the party's listed address and telephone number.

#### **STEP B**

Enter the tax period(s) that is the subject of your request. Check the appropriate box(es) to indicate what tax(es) you were unable to timely pay and/or file due to the disaster.

#### STEP C

The taxpayer has the burden to document the disaster that hinders their ability to meet their filing requirements or payment requirements to the Department of Revenue Administration. State with specificity all the reasons for your request and attach additional sheets if necessary.

#### STEP D

Describe the action(s) that you are requesting of the Department.

# **STEP E**

Enclose a copy of the Notice of Assessment (Tax Bill) or letter denying your request, if applicable. In addition, submit supporting documentation such as copies of hospital bills, insurance claims, or newspaper articles that confirm your disaster event.

### **POWER OF ATTORNEY**

Form DP-2848 Power of Attorney (POA) must be filed with the Department if a representative is being assigned. Keep a copy of this document for your records.

# **FILING INSTRUCTIONS**

File your request with:

New Hampshire Department of Revenue Administration
Disaster Relief Request
109 Pleasant Street
PO Box 637
Concord, NH 03302-0637