



The following list includes the forms and documents required by towns and cities to be filed with the department. Many of the forms are now created and processed through the Municipal Tax Rate Setting Portal (MTRSP). The forms and instructions on our web site can be accessed at: <https://www.revenue.nh.gov/forms/town-city.htm>. Please contact the Municipal Bureau at (603) 230-5090 with questions.

FORM NAME	FORM NUMBER	REQUIRED SIGNATURES	DUE TO DRA
Warrant	N/A	Majority of Governing Body	20 days after meeting
Budget of the Town	MS-636	Majority of Governing Body	20 days after meeting
Proposed Budget of the City	MS-6c	Majority of Governing Body	20 days after meeting
Budget of a Town with a Municipal Budget Committee	MS-737	Majority of Budget Committee	20 days after meeting
Default Budget (SB2 Only)	MS-DT	Majority of Governing Body <u>or</u> Majority of Budget Committee (following adoption of RSA 40:14-b)	20 days after meeting
Deliberative Minutes (SB2 Only)	N/A	Town/City Clerk, Certified	20 days after meeting
Sample Ballot (SB2 Only)	N/A	Town/City Clerk, Certified	20 days after meeting
Annual Meeting Minutes	N/A	Town/City Clerk, Certified	20 days after meeting
Voting Results (SB2 Only)	N/A	Town/City Clerk, Certified	20 days after meeting
Report of Appropriations Actually Voted	MS-232	Majority of Governing Body or their Designee	20 days after meeting
Annual Town Report	N/A	N/A	To public 7-days prior to annual meeting* 20 Days after meeting
Financial Report of the Budget	MS-535	Majority of Governing Body <u>and</u> Preparer	April 1 (Sept. 1 FY)
Revised Estimated Revenues	MS-434	Majority of Governing Body or their Designee	September 1
MS-1 Extension Request Form	MS-1 EXT	Majority of Governing Body or Assessors	Prior to September 1
Summary Inventory of Valuation	MS-1	Majority of Governing Body	September 1
Tax Collector Report	MS-61	Tax Collector	March 1 (Sept. 1 FY)
Audit Waiver Request	MS-60W	Majority of Governing Body	45 Days prior to end of FY
Auditor Option and Schedule	MS-60A	Municipal Official	10 Days after close of FY



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Report of Locally Elected Auditor(s)	MS-60	Town Auditor	Within one year after close of the municipality's fiscal year
CPA Audit	N/A	Audit Firm Preparer	Within one year after close of the municipality's fiscal year
Report of Trust and Capital Reserve Funds	MS-9	Majority of Trustees	March 1 (Sept. 1 FY)
Report of Common Trust Fund Investments	MS-10	Majority of Trustees	March 1 (Sept. 1 FY)
Report of Town, City and Village Officials	MS-123	Town/City Clerk	After annual election
Treasurer's Report of Borrowing	MS-50	Town/City Treasurer	10 Days after issue of bonds or notes
Treasurer's Annual Report	N/A	Town/City Treasurer	Close of fiscal year