



PRESS RELEASE

For Immediate Distribution

March 21, 2018

Contact:

Grace Ames

603.644.3200 x18

games@montagnecom.com

New Hampshire Department of Revenue Administration Releases Top 10 Filing Tips for New Hampshire Taxpayers

Tips based on common filing errors that may cause delayed processing of tax returns

Concord, NH – With tax filing season well underway in advance of April deadlines, the New Hampshire Department of Revenue Administration ([NHDRA](#)) examined filing errors from previous tax seasons and is offering tips specifically for New Hampshire taxpayers to avoid common filing errors.

“Many of the errors New Hampshire taxpayers make in the filing process can result in a delayed processing of tax returns and the issuance of assessments, penalties and interest,” said Lindsey Stepp, Commissioner of NHDRA.

“We prepared this list of what we consider to be the top 10 tips to better equip taxpayers for avoiding easily preventable mistakes.”

Top 10 Tips for New Hampshire Taxpayers

1. Use the Updated Form

Each year, NHDRA updates its tax return forms to reflect any tax law, tax rate, or other changes. Often, taxpayers have downloaded a previous version and forget to update the following year – or use one form for multiple filings. Be sure to use the return form published for the tax year being reported. Visit NHDRA’s [Forms Page](#) online to find the correct version of all forms.

2. e-Filed Returns Do Not Require Snail-Mail

Many New Hampshire tax returns can now be e-filed. When a return is submitted electronically, there is no need to mail a paper copy to NHDRA. Submitting both may slow the process. NHDRA also accepts returns through its Modernized e-File System from [approved software vendors](#). Visit NHDRA’s [e-File Page](#) to learn more about how to electronically file a New Hampshire tax return.

3. Include Payment with the Return

If upon completing a New Hampshire return the taxpayer determines that tax, penalties, or interest is owed, ensure that a check accompanies the return to avoid the assessment of interest and penalties. Taxpayers who elect to electronically file their return also have the option to pay any tax, penalties, or interest owed electronically. If the amount owed is not paid electronically, ensure that a check accompanied by a payment coupon, is mailed to NHDRA.

4. Include Necessary Attachments and Schedules

Many of NHDRA's return forms require additional attachments to be submitted with the return. Carefully read the form instructions to determine which, if any, additional attachments and schedules must accompany a return in order for the return to be considered complete. Additionally, NHDRA's [Administrative Rules](#) can be a helpful resource in further understanding which schedules and attachments apply to a specific situation.

5. Keep "Primary Taxpayer" Consistent

Married taxpayers filing a joint Interest & Dividends (I&D) Tax return should ensure that the same taxpayer is listed first on the return each year. Changing the first named taxpayer on the I&D Tax return could result in delayed processing of returns.

6. Do Not Use Owner's Social Security Number for Single-Member LLC

Unlike the federal treatment of single-member LLCs (SMLLC), in New Hampshire, an SMLLC is treated as a business entity that is separate and distinct from the SMLLC's owner. Therefore, an SMLLC may not file its New Hampshire return using the owner's social security number. Instead, if the SMLLC has not been issued a federal employer identification number (FEIN), the SMLLC must complete and file form [DP-200 "Request for Department Identification Number \(DIN\)"](#) and use the SMLLC's DIN when filing the return.

7. Include Payment with Extension Form

Business Profits Tax (BPT), Business Enterprise Tax (BET), and I&D Tax taxpayers are entitled to an automatic seven-month extension to file a return provided the taxpayer has paid 100-percent of the tax determined to be due by the due date. A taxpayer that has not paid the tax determined to be due through estimated payments by the due date, but wishes to receive an extension of time to file their return, must pay the additional amount due on or before the due date using the appropriate extension form. Ensure that the extension form filed with NHDRA includes payment of any tax owed to avoid denial of the application for an extension and the assessment of interest and penalties. A taxpayer that has already paid in full need not file an application for an extension to obtain the automatic seven-month extension to file their return.

8. Include Apportionment Forms

Businesses that conduct operations in New Hampshire and at least one other state must apportion its BET enterprise value tax base and BPT adjusted gross business profits using the appropriate form(s) (BET-80, "Business Enterprise Tax Apportionment;" BET-80-WE, "Combined Group Business Tax Apportionment;" and DP-80, "Business Profits Tax Apportionment Schedule"). Taxpayers whose BPT and BET returns reflect less than 100-percent New Hampshire apportionment are required to attach the appropriate apportionment schedule(s).

9. Form DP-160 is Not Always Required

Taxpayers utilizing any credit other than the BET credit to offset their BPT or BET liability must include Form DP-160, "Schedule of Credits" with their return. However, taxpayers that are utilizing only the BET credit to offset their BPT liability are not required to file form DP-160.

10. Contact NHDRA with Questions

Last, but certainly not least, a few minutes on the phone to clarify any questions can save time down the road. NHDRA's Taxpayer Services Division is available to answer any filing questions. Contact the Taxpayer Services Division at (603) 230-5920, Monday through Friday, 8:00 am to 4:30 pm.

Additional information about the taxes administered by NHDRA can be found at www.revenue.nh.gov, where taxpayers can access tax statutes, administrative rules, and FAQ's.

About the New Hampshire Department of Revenue Administration

The New Hampshire Department of Revenue Administration (NHDRA) is responsible for fairly and efficiently administering the tax laws of the State of New Hampshire. NHDRA collects approximately 80% of New Hampshire's general taxes. During Fiscal Year 2017, DRA collected \$1.5 billion in revenue for the New Hampshire General Fund

and Education Trust Fund, which is used to fund crucial programs including education, health and social services, transportation and natural resource protection. DRA also provides assistance to municipalities in budgeting, finance and real estate appraisal.

NHDRA administers and collects the following taxes at the state level: Business Enterprise Tax, Business Profits Tax, Communications Services Tax, Electricity Consumption Tax, Interest and Dividends Tax, Meals and Rooms Tax, Medicaid Enhancement Tax, Nursing Facility Quality Assessment, Tobacco Tax, Taxation of Railroads, Utility Property Tax, Real Estate Transfer Tax; and the following taxes at the local level: Property Tax, Excavation Tax, Timber Tax. To learn more about NHDRA, please visit www.revenue.nh.gov.

###