

STATE OF NEW HAMPSHIRE



JOHN J. BARTHELMES
COMMISSIONER OF SAFETY

DEPARTMENT OF SAFETY
DIVISION OF ADMINISTRATION
BUREAU OF ROAD TOLL ADMINISTRATION
JAMES H. HAYES SAFETY BUILDING
33 HAZEN DRIVE, CONCORD, NH 03305
TDD Access: Relay NH 1-800-735-2964

SCOTT R. BRYER, CPA, CGMA
CHIEF OF ROAD TOLL OPERATIONS

November 9, 2015

Dear Licensee:

Attached you will find the three-page State of New Hampshire 2016 International Fuel Tax Agreement (IFTA) renewal application including instructions on page three. Carefully read the application; the Road Toll Bureau strongly urges all applicants to carefully read and follow the instructions, as the application has changed this year. Supply all requested information accurately; print or type legibly. Make sure to: complete and sign page one of the application, and complete the vehicle information on page two. Review the entire application for completeness; incomplete or illegible applications will be returned and processing of licensing credentials delayed.

IMPORTANT: IFTA RENEWALS FOR 2016 MUST BE FILED WITH OUR OFFICE BY 12/31/15; the two-month grace period is for the display of renewal credentials, not to file your renewal application for those credentials. Our office processes thousands of IFTA renewal applications yearly. Properly completed and signed applications will be processed on a first in / first out basis; please complete and forward the IFTA application with payment when you receive this letter to ensure timely processing. If you have any questions, please call the NH Road Toll Bureau at (603)271-2311.

By signing your IFTA application, you agree to maintain all required documentation to substantiate information reported on your tax returns for a period of four years from the tax return due date or filing date, whichever is later. If you need assistance on the recordkeeping requirements, please contact our office at (603)271-2302 option 1. Also, the IFTA Audit section periodically offers classes addressing IFTA recordkeeping and quarterly return preparation.

In order for us to process your 2016 renewal IFTA application and issue your credentials / decals, ensure the following:

1. If you are operating under any name other than your own personal legal name, it must be registered with the New Hampshire Secretary of State Corporate Division. This includes your legal name as well as any D/B/A, or trade name, or any name used on documentation or for advertising purposes other than your legal name.
 - Not registered? Go to the NH Secretary of State website at http://sos.nh.gov/corp_div.aspx or call (603)271-3246.
 - Registered? You can find your business ID # on the website under your corporate name.
2. Your Unified Carrier Registration (UCR) fees for the year of 2016 (and past years 2014 & 2015) for which you have engaged in interstate commerce must be paid in order for our office to process your application. You may file your UCR on line at www.ucr.in.gov in advance of submitting your IFTA renewal application to our office.
3. If you would like to submit your payment for UCR fees with your IFTA application, you **must** submit a separate check for the UCR fees and the completed UCR application, as well as another check for the IFTA application – two separate checks. Both checks should be made out to “State of NH-Road Toll”. On each check’s memo line, please note whether the respective check is payment for “IFTA decals” or “UCR”.
4. Your account balance with the Department of Safety must be in good standing. Any outstanding invoices or fuel reports will delay the processing of your application.

Regards,

A handwritten signature in cursive script, appearing to read "Eric Marshall".

Eric Marshall, Road Toll Administrator

Enc: State of NH 2016 International Fuel Tax Agreement Application and Instructions

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FOR OFFICIAL USE ONLY

Check Cash Credit

Decal # _____ to _____ Date _____ By _____ RT Account # _____ Qty _____ \$ _____ Ck/Rcpt # _____

New Applicant Renewal Additional IPC _____ Lawson _____ SoS _____ DOT/SAFER _____ UCR _____

STATE OF NH-2016 INTERNATIONAL FUEL TAX AGREEMENT (IFTA) APPLICATION

APPLICATION MUST BE COMPLETED IN FULL (see instructions, p. 3). Print or type legibly; incomplete/illegible applications will be returned.

1. APPLICANT LEGAL (BUSINESS) NAME (include "Inc.", "LLC", etc. as required):		2. Account # (under barcode of tax return: max. 4 digits, <i>NOT TIN / FEIN</i>):		3. Taxpayer Identification Number (TIN):	
4. Trade/DBA Name (complete only if different from legal name above):		5. USDOT #: _____ <input type="checkbox"/> This is the applicant's USDOT # <input type="checkbox"/> This is the lessor's USDOT #			
6. MAILING ADDRESS below (address to which mail will be sent):		7. PHYSICAL ADDRESS below (legal address, no PO Box allowed). Complete only if different from mailing address:			
STREET or PO BOX:		STREET:			
CITY, STATE ZIP CODE:		CITY, STATE ZIP CODE:			
8. PRIMARY BUSINESS CONTACT (First & last name / include contact's title):		9. CONTACT PHONE # () -		10. CONTACT E-MAIL ADDRESS:	
11. What is your IRP base jurisdiction? (use postal 2-letter abbreviation: "NH", "ME", etc.)		12. IRP Account #: _____ (IRP account # is listed on vehicle registration / cab card, 4 th box down on left.)		13. Do you have bulk storage? (see definition, p. 2) <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, indicate what type(s): <input type="checkbox"/> Clear <input type="checkbox"/> Dyed If Yes, where (City, ST)? _____	
14. Is the applicant registered with the NH Secretary of State (SoS) to do business in NH? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, SoS Business ID #(s): _____ / _____ (The SoS Business ID # is no more than 6 digits; use the following to help find your company's business ID: https://www.sos.nh.gov/corporate/soskb/csearch.asp , type in your company name). Any person conducting business under any name other than his/her own legal name must be registered and in good standing with the SoS.					
15. What is the primary nature of this business? <input type="checkbox"/> Agriculture <input type="checkbox"/> Logging <input type="checkbox"/> Petroleum / Fuel Transportation <input type="checkbox"/> Other (explain below):					
16. Do you currently, or did you previously, have any IFTA accounts other than this account? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, list all other account numbers:					
17. Have you ever been issued an IFTA decal from any jurisdiction other than NH? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, list all jurisdictions:					
18. Is your license currently suspended or revoked in any jurisdiction? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, list all jurisdictions:					
19. Are any of your vehicles leased? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, is the leasing company responsible for the filing of the quarterly tax reports? <input type="checkbox"/> No <input type="checkbox"/> Yes					
20. Check Type(s) of fuel consumed by IFTA vehicle(s): <input type="checkbox"/> Diesel <input type="checkbox"/> Gasoline <input type="checkbox"/> Gasohol <input type="checkbox"/> LPG/Propane <input type="checkbox"/> Natural Gas <input type="checkbox"/> Other _____					
21. Quantity of vehicles requiring decals: _____ @ \$10.00 per set = \$ _____. (Make checks payable to "State of NH-Road Toll".)					
Applicant must complete the New Hampshire IFTA License Application (RT-129) regardless of fuel type for all qualified motor vehicles that will operate in 2 or more jurisdictions including New Hampshire. Qualified motor vehicles are designated as having: a) A gross vehicle weight or registered gross vehicle weight in excess of 26,000 lbs, or b) a gross combination weight in excess of 26,000 lbs. (i.e. a vehicle hauling a trailer), or c) any vehicle with three axles or more, regardless of weight (except a recreational vehicle). The decals must be applied to the exterior portion of both sides of the cab (Per R625 IFTA Articles of Agreement) and the license, or a copy, shall be carried in the vehicle before operating in any out-of-state jurisdiction.					
Certification By Applicant: Applicant agrees to comply with reporting, payment, record keeping and license display requirements as specified in the International Fuel Tax Agreement. The applicant further agrees that the base jurisdiction may withhold any refunds due if applicant is delinquent on payment of fuel taxes due any member jurisdiction. Failure to comply with these provisions shall be grounds for revocation of license in all member states. Applicant agrees that the information given on this IFTA application is, to the best of his or her knowledge, true, accurate and complete. "This application is signed under penalty of unsworn falsification pursuant to RSA 641:3."					
Print / Type Signee's First and Last Name:			Date:		
Signature:			Signee's Title:		

Remit To: State of NH-Dept. of Safety-Road Toll Bureau 33 Hazen Drive, Concord NH 03305

Telephone #: (603) 271-2311; fax number: (603) 271-8211
Website = <http://www.nh.gov/safety/divisions/administration/roadtoll>

(TURN OVER TO PAGE 2 TO ENTER VEHICLE INFORMATION.)

Complete all information on all qualified motor vehicles that will have an IFTA decal (use additional sheets if necessary).
 Print or type legibly. INCOMPLETE/ILLEGIBLE APPLICATIONS WILL BE RETURNED. *See Instructions*, p. 3

	Plate #	Year of Vehicle	Make of Vehicle	Fuel Type	Gross/Combined Vehicle Weight	Used with trailer? Enter Y or N for each	VIN #	# Axles
1								
2								
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Definitions

Bulk Storage – Any fuel tank storage or container greater than 55 gallons. The fuel supply tanks of your motor vehicles or unlicensed equipment are not considered bulk storage.

Lessor – The party granting the use of equipment with or without a driver to another.

USDOT – US Department of Transportation

Jurisdiction – A state of the United States, the District of Columbia (D.C.), a province or territory of Canada, or a state of the United Mexican States.

(PROCEED TO INSTRUCTIONS, PAGE 3.)

Instructions for Completing the 2016 IFTA Application

Clearly print or type all application information except when a signature is required.

IMPORTANT: IFTA RENEWALS FOR 2016 MUST BE FILED WITH OUR OFFICE BY 12/31/15; the two-month grace period is for the display of renewal credentials, not to file your renewal application for those credentials.

Page 1 Directions

1. Indicate applicant's legal (business) name, including "Inc.", "LLC", etc. as required.
2. Indicate the applicant's IFTA account #, if there is one (# is four digits max., found under the barcode of quarterly tax return).
3. Taxpayer Identification Number (TIN) - A Taxpayer Identification Number (TIN) is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. It is issued either by the Social Security Administration (SSA) or by the IRS. A Social Security number (SSN) is issued by the SSA whereas all other TINs are issued by the IRS.
4. Indicate applicant's trade name or DBA only if it is different than item 1, "Applicant Legal (Business) Name". Otherwise leave this blank.
5. Indicate the USDOT #. Indicate whether: a) the USDOT # is the applicant's USDOT #, or b) the lessor's USDOT #.
6. Indicate the mailing address: Street / PO Box, City, ST, and zip code.
7. Indicate the physical / legal address: Street (**no PO Box allowed**), City, ST, and zip code.
8. Indicate the primary business contact's first name, last name, and title.
9. Indicate the primary business contact's phone number.
10. Indicate the primary business contact's e-mail address.
11. Indicate the IRP base jurisdiction in which the fleet is registered – use the 2 digit postal code abbreviation.
12. Indicate the IRP account #. This information is on the vehicle registration / cab card, 4th box from top, on left of card.
13. Indicate if you have bulk storage. If you do, indicate if you store clear fuel, dyed fuel, and the location of all related tanks.
14. Indicate if the applicant's legal name, and any trade/DBA name, are registered with the NH Secretary of State (SoS) to conduct business in NH; if registered, indicate the Business ID#. [All SoS registered applicants have a SoS Business ID; if needed, use the link in the application and your legal / trade names to help find your Business ID #.] Any person conducting business under any name other than his/her own legal name, including trade/DBA names, must be registered and in good standing with the SoS. If the applicant is required to be registered with the SoS and is not, remedy this immediately so the applicant can submit the IFTA application timely. Failure to do so will delay your application's approval.
15. Indicate the nature of the applicant's business; check as appropriate.
16. Indicate if the applicant currently holds, or previously held, any IFTA accounts other than this account; list any such account(s) by number.
17. Indicate if the applicant has ever been issued an IFTA decal from any jurisdiction other than NH; list any such jurisdiction(s).
18. Indicate if the applicant's license is currently suspended or revoked in any jurisdiction, and list any such jurisdiction(s).
19. Indicate if any of the applicant's vehicles are leased. If any vehicle is leased, indicate if the leasing company is responsible for the filing of the quarterly tax reports.
20. Indicate what type or types of fuel are used in the IFTA vehicle(s).
21. Indicate the number of IFTA qualified vehicles for which the applicant is requesting decals, and the amount of payment.
22. Print or type the signee's name, the date, and the signee's title. Sign page 1. Attach payment – if a check, make it out to "State of NH-Road Toll". NOTE: the person signing the application is the "signee".

Page 2 Directions

For each vehicle that the applicant wants to IFTA register, provide the following information: vehicle plate number, vehicle year, vehicle make, fuel type used, vehicle gross/combined weight, whether the vehicle will be used in combination with a trailer, the vehicle VIN #, and the # of axles. Use additional paper if needed, making sure all required information is included for all vehicles.

Our office strongly encourages the applicant to make and keep a copy of all submitted materials. Make sure of the following:

- Pages 1 through 2 are complete and attached, as well as any sheet(s) listing additional vehicles;
- The correct number of vehicles and payment are calculated; and,
- Only include payment for your IFTA registration.** Any check that combines the IFTA registration payment with payment for anything else cannot be accepted.

Properly completed and signed applications will be processed on a **first in / first out basis**. Incomplete applications and those with issues will cause delays in processing. Either mail or drop off all pages of the signed and completed application and application payment to the following address:

State of NH, Department of Safety
Road Toll Bureau
33 Hazen Drive
Concord NH 03305.