



STATE OF NEW HAMPSHIRE
 DEPARTMENT OF SAFETY
 DIVISION OF ADMINISTRATION
 ROAD TOLL BUREAU
 33 HAZEN DRIVE
 CONCORD NH 03305
 TELEPHONE: (603) 271-2302
 TDD Access: Relay NH 1-800-735-2964

FOR OFFICIAL USE ONLY:

CLAIM NUMBER:	
CLASS NO.	NO. MOS.
APPROVED	DISALLOWED
GALS.	GALS.
\$	\$
BY	REASON NO.
DATE	

IFTA LICENSE # _____
 (IF APPLICABLE)

**ROAD TOLL REFUND APPLICATION
 PRIVATE SCHOOL BUS OWNER
 DIESEL ONLY**

COMPANY NAME:
STREET:
CITY/TOWN:
STATE-ZIPCODE:
TELEPHONE NUMBER:
SCHOOL DISTRICT(S):

This is to certify that the above has purchased diesel upon which the road toll has been paid and the diesel purchased was subsequently used in motor vehicles used to transport students, in accordance with RSA 260:47 and RSA 260:52-b.

Period of _____ yr. through _____ yr.

Minimum refund is ten dollars (\$10.00)

APPLICANT'S CLAIM	
1. Total gallons, as per attached invoices	Gals.
2. Total miles for school districts:	
3. Total gallons used to transport students	Gals.
4. Miles Per Gallon	
5. Amount of refund (Line 3 times \$0.18)	\$

Invoices, bearing the name and address of the supplier and the **NAME OF THE APPLICANT**, date of purchase and gallons together with evidence of payment must be attached. Invoices cannot be returned to the applicant. (A spreadsheet or computerized printout with all information of receipt may be submitted.)

Evidence of payment: Each invoice must be receipted by the supplier as being paid, or if payment is made by check, the date of payment and check number must be supplied. Evidence of erasures or changes in either dates or amounts shown on the invoices or evidence of payment shall result in the invoices being disallowed.

The diesel must actually be used and the refund applied for. Per RSA 260:47:

- (i) "Annually, no later than April 15th following the end of the calendar year, or (ii) If, at the end of the close of the quarter of the calendar year at least \$750 is payable in aggregate under these provisions to such person with respect to fuel used during the calendar year, an application may be filled under this subparagraph no later than the close of the subsequent quarter."

For audit purposes, bus contractor must retain records for four (4) years. Records include mileage log, fuel receipts, and bus routes.

SIGNATURE:	TITLE:
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"This application is signed under penalty of unsworn falsification pursuant to RSA 641:3."

DIESEL USED FOR THE PERIOD OF _____ YR _____ THROUGH _____ YR _____

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6
VEHICLE LISTING	MAKE	YEAR	REG #/SERIAL # (REQUIRED)	GALLONS USED FOR SCHOOL DISTRICT TRAVEL	GALLONS USED FOR NON-SCHOOL DISTRICT TRAVEL
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
			17 Totals		
			18 Transfer to Claim	Line 3 (on front)	
			19 Total Used Col. 5 + 6		
			<u>Must equal Line 4 Stock Record</u>		

STOCK RECORD MUST BE COMPLETED IF APPLICANT HAS STORAGE TANKS OR PURCHASES IN DRUMS

STOCK RECORD	GALLONS
1. ACTUAL INVENTORY FIRST DAY OF PERIOD	
2. TOTAL GALLONS (AS PER ATTACHED INVOICES)	
3. TOTAL GALLONS TO BE ACCOUNTED FOR (LINE 1 AND 2)	
4. TOTAL GALLONS USED (AS SHOWN ON LINE 19, COLS. 5 & 6)	
5. TOTAL GALLONS SOLD	
6. BOOK INVENTORY LAST DAY OF THE PERIOD (LINE 3 LESS LINES 4 AND 5)	
7. ACTUAL INVENTORY LAST DAY OF PERIOD (STICK READING)	
8. STOCK LOSS OR GAIN (DIFFERENCE LINES 6 & 7)	
9. TOTAL GALLONS ACCOUNTED FOR (TOTAL LINE 4, 5, 7, & 8-MUST EQUAL LINE 3)	

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*** LIST MOTOR VEHICLES, REGISTRATION NUMBER REGARDLESS OF TYPE. APPLICANTS MAKING PURCHASES IN CANS (2, 5, 10 GALS.) OR BY DIRECT RECEIPT INTO FUEL TANKS ARE NOT REQUIRED TO COMPLETE STOCK RECORD BUT MUST COMPLETE COLS. 1 THROUGH 6.