



# State of New Hampshire

DEPARTMENT OF SAFETY  
OFFICE OF THE COMMISSIONER  
33 HAZEN DR. CONCORD, NH 03305  
603/271-2791

JOHN J. BARTHELMES  
COMMISSIONER

July 7, 2010

Dear Licensee:

As you should be aware from previous Department communications, the New Hampshire Department of Safety's Automated Fuel Toll System (AFTS) will be going live in the near future. You will be able to file your monthly Motor Fuel Distributor (MFD), Oil Discharge & Pollution Control (ODPC), and Petroleum Transporter returns electronically for the monthly reporting period ending July 31, 2010, that are due by August 20, 2010.

In an effort to enhance return processing accuracy and efficiency the Department of Safety is requiring electronic tax report filing effective for the monthly reporting period ending January 31, 2011, that are due February 21, 2011. In accordance with RSA 260:38, the Department's prescribed forms will be electronic data interface (EDI), or web-based forms available through the AFTS; paper forms will no longer be accepted:

- Licensees who choose to use the EDI file option will be able to upload EDI files into AFTS as part of creating and filing a monthly tax return. The Road Toll office previously mailed to each licensee a copy of the Department of Safety EDI Implementation Guide, which contains certification instructions including a required Trading Partner Agreement. The Department of Safety EDI Implementation Guide remains available on our website at the following: <http://www.nh.gov/safety/divisions/administration/roadtoll/documents/NHEDIGuide.pdf>.
- Licensees that are unable to file EDI returns due to the licensee's respective internal reporting systems, or do not want to incur possible costs related to converting schedule information to EDI files, must use the web-based AFTS filing application. Licensees will manually create report schedules and electronically file monthly tax returns. The AFTS will review return schedule information for completeness, automatically perform calculations including tax liability, and save a copy of all partial and filed tax returns. There is no additional software cost to the licensee to file monthly reports by using the web-based AFTS forms and schedules

All licensees will be required to sign a Trading Partner Agreement and be set up to make payments to the Department via ACH debit. All licensees who wish to use the EDI file option must submit test files that pass format and data certification requirements. We strongly encourage all licensees who opt to use the AFTS web-based forms and schedules electronic filing option to familiarize themselves with the system including submitting test reports prior to the required filing date. All current licensees must be certified to file electronically on the AFTS no later than January 31, 2011. Failure to complete the certification process may result in the suspension or revocation of licenses in accordance with RSA 260:39. Applications, format documents, computer requirements, test and production instructions, and related correspondence are available on our website at the following: <http://www.nh.gov/safety/divisions/administration/roadtoll>.

The Department is committed to work with all licensees to make this transition period successful and will be offering assistance. If you have any questions or need assistance please call (603) 271-2311.

Sincerely,

  
John J. Barthelmes  
Commissioner of Safety