



Monthly Reporting Requirements

Relative and Applicable Statutes and Rules:

**RSA 178:6, 178:7, 178:8, 178:11
178:12, 178:12-a, 178:12-b, 178:13,
178:15, 178:16, 178:26 et seq.**

1. Purpose.

The New Hampshire State laws dictate the monthly reporting requirements and fees (if applicable) for all Liquor Manufacturer; Rectifier; Wine Manufacturer and Wine Manufacturer Retail Outlet, Liquor/ Wine/ Beverage Warehouse, Beverage Manufacturer and Beverage Manufacturer Retail Outlet, Nano Brewery, Tenant Brewer, Brew Pub, Beverage Vendor and Wholesale Distributor licensees.

The Division of Enforcement must **receive** all monthly reports and/ or fees **“on or before the tenth of the month”** to be in compliance with state law and New Hampshire Liquor Commission Administrative Rule.

2. Discussion of the Issues.

The Division of Enforcement & Licensing is receiving a large number of monthly reports past the 10th of the month or not at all. In order to assist licensees into compliance with the provisions of the law, a progressive discipline model has been implemented. Licensees who fail to have their required monthly reports received by the Division of Enforcement & Licensing will be issued counseling and/ or recommendations for administrative action based on this model.

3. Questions and Additional Information

Q. If I send my reports and fees via USPS, is it acceptable to have them post marked by the 10th of the month?



NEW HAMPSHIRE LIQUOR COMMISSION

Division of Enforcement, Licensing and Education

Industry Circular

Number 2022-05

Issued: October 14, 2022

A. No. The law states **“on or before the tenth of the month.”** The Division of Enforcement & Licensing has to **receive** the reports and fees on or before the tenth of the month.

Q. What if the 10th of the month falls on a weekend or holiday?

A. The law states **“on or before the tenth of the month.”** The Division of Enforcement & Licensing has to **receive** the reports and fees on or before the tenth of the month.

Q. Can I submit my monthly reports and fees online?

A. The Division of Enforcement & Licensing is in the final development and testing processes of an online portal for licensees to access in order to submit the monthly reports and associated fees. All licensees will be notified when this process is available.

Q. If I hold a Wholesale Distributor, Beverage Manufacturer or Brew Pub license and I submit my monthly reports late or fail to file my monthly reports, why did I receive an Administrative Notice of Agency Action?

A. Pursuant to RSA 178:26 for failing to pay the fees when due, “a 10 percent of the fees shall added and collected by the commission from the licensee.” The processing of the Administrative Notice of Agency Action will allow Division personnel to calculate the additional fees when the reports are received.

More Questions? - If you have questions about the interpretation of these statutes beyond what has been provided in this circular you are encouraged to contact the Division of Enforcement and Licensing at 603-271-2039 to have you questions answered.