



Monthly Reporting Requirements

Relative and Applicable Statutes and Rules:

**RSA 178:27;178:14; Liq. 1103.01;
Liq. 1103:03; Liq. 1104.01**

1. Purpose.

The New Hampshire State Liquor Commission Administrative Rules dictate the monthly reporting requirements and fees (if applicable) for all Direct Shipper permittees, Fulfillment Houses, and Carrier licensees.

Administrative Rule Liq. 1103.01 requires **Direct Shipper** permittees to file their monthly reports and fees “**no later than the fifteenth calendar day of the month following each month for which there are shipments into New Hampshire.**”

Administrative Rule Liq. 1103.03 requires **Fulfillment Houses** to file their monthly reports “**by the 10th of each month.**”

Administrative Rule Liq. 1104.01 required **Common Carrier** licensees to file their monthly reports **by the 10th day of the month following delivery.**

For each of the above licensees: The reports and/ or fees must be received by the Division of Enforcement & Licensing by the **15th of the month for Direct Shipper permittees** and the **10th of the month for Fulfillment Houses and Common Carrier licensees.**

2. Discussion of the Issues.

The Division of Enforcement & Licensing is receiving a large number of monthly reports past their respective due dates 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



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monthly reports submitted to the Division of Enforcement & Licensing will be receiving 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 due date?

A. No. The reports and/ or fees must be **received** by the Division of Enforcement & Licensing by the 15th of the month for Direct Shipper permittees and the 10th of the month for Fulfillment Houses and Common Carrier licensees.

Q. What if the due date falls on a weekend or holiday?

A. The reports and/ or fees must be **received** by the Division of Enforcement & Licensing by the 15th of the month for Direct Shipper permittees and the 10th of the month for Fulfillment Houses and Common Carrier licensees.

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.

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 603-271-8543 to have your questions answered.