COMPLETING APPLICATIONS

NH AFTS QUICK USER GUIDE

Road Toll Bureau: (603)271-2311. Hours of operation: 8:15AM - 4:15PM (Eastern), M-F (excluding State holidays).
2/8/2021
# Table of Contents

- REGISTRATION FOR ELECTRONIC FUNDS PAYMENT APPLICATION ................................................................................................................3
- MOTOR FUEL & AVIATION FUEL DISTRIBUTOR APPLICATION .............................................................................................................11
- MOTOR FUEL & AVIATION FUEL DISTRIBUTOR BOND APPLICATION ........................................................................................................23
- OIL DISCHARGE & POLLUTION CONTROL APPLICATION ......................................................................................................................30
- MOTOR FUEL & PETROLEUM PRODUCTS TRANSPORTER APPLICATION ..................................................................................................40
OVERVIEW

Every prospective licensee company is required to complete an application related to the license they are interested in obtaining. In addition there is a yearly renewal process for certain licenses in which a company must complete a renewal application. This guide will discuss how to complete and electronically submit applications for the following:

- Registration for Electronic Funds Payment
- Motor Fuel & Aviation Fuel Distributor*
- Motor Fuel & Aviation Fuel Distributor Bond*
- Oil Discharge & Pollution Control
- Motor Fuel & Petroleum Products Transporter*

*-Yearly renewal application must be completed to renew license.
COMPLETING APPLICATIONS-NH AFTS

Registration for Electronic Funds Payment

1. From the main AFTS Page click on Account>Registration>Registration Status
2. A list of applications will appear. Click on the application with a description that reads “Registration for Electronic Funds Transfer Payment.” A drop down will appear. Click on Generate Registration Form.
COMPLETING APPLICATIONS-NH AFTS

3. A box will pop up, click on Form Manual Entry. You will need to need to complete A) Business Type B) all Financial Account Information C) Contact Name D) Title of Application Signer. Once done click on save and regenerate. Finally close out of the box by clicking on the red X.
4. The account registration page will now show the form status of your application as “passed.”
5. Click on the application and select **View Registration Form**. After verifying that everything looks correct you will then click on **Return to Account Registrations** located at the top right of your screen.
6. Click on the application again and select View/Submit Registration.
7. A box will pop up, after reading the Electronic Acknowledgement click inside the box next to I agree to the conditions of this submittal and then click on Submit. Finally close out of the box by clicking on the red X.
COMPLETING APPLICATIONS-NH AFTS

8. The status of your application will now say “requested” and the form status will say “passed.” Please contact us at this point and let us know this has been completed.
Motor Fuel & Aviation Fuel Distributor Application

*Note: The NH AFTS system will only allow approval of your MFD application as long as your bond application has been completed and approved.

1. From the main AFTS Page click on Account>Registration>Registration Status
1. A list of applications will appear. If you do not see your application, please check if there is an additional page of applications. Please also check if you have any filters on.
2. If you are renewing your license please make sure the Registration Type says “Renewal.” Click on the application with a description that reads Motor Fuel & Aviation Fuel Distributor Application. A drop down will appear. Click on Generate Registration Form.
3. A box will pop up with registration details. Click on the tab **Form Manual Entry**.

Fill in the details for **A)** Business Type  **B)** Locations Where Records Will Be Available for Audit  **C)** If Licensed in another New England State provide license number  **D)** Contact Name  **E)** Estimated monthly gallons  **F)** Title of Application Signer
4. Under **Principal Officers** list the contact information for each. You can add up to 4 principal officers to your application.

![Application Form Screenshot]

**Registration Details**

- **Zip Code**
- **Contact for Registration Form**
  - Select a Taxpayer Contact
- **Estimated monthly gallons imported into New Hampshire**
- **Title of Application Signer**

**First Officer**

- **Name**
- **Title**
- **Resident Address**
- **City / Town**
- **Country**: United States
- **State**: Select a Jurisdiction
- **Zip**

**Second Officer**
**Third Officer**
**Fourth Officer**
5. If your company has NH Bulk Storage Facilities provide each individual facility location.
6. Once all information has been completed scroll to the bottom of the application and click on Save & Regenerate. Your Registration Details box will now say “Return generation request was made.” Close out of the registration details by clicking on the red X.
7. On the main Account Registration page you will now see the form status of your application say “Passed.” This means the information listed on the form did not have errors, however there are a few more steps left to submit the application.
8. Click on the application and on the drop down select View Registration Form. After verifying that everything looks correct you will then click on Return to Account Registrations located at the top right of your screen.
9. Click on the application again and select View/Submit Registration.
10. A box will pop up, after reading the Electronic Acknowledgement click inside the box next to I agree to the conditions of this submittal and then click on Submit. Finally close out of the box by clicking on the red X.
11. The status of your application will now say “requested” and the form status will say “passed.” Please contact us at this point and let us know this has been completed.
COMPLETING APPLICATIONS-NH AFTS

Motor Fuel & Aviation Fuel Distributor Bond Application

*Note: The MFD Bond Application will be approved once the original bond document has arrived in our office.

1. From the main AFTS Page click on Account>Registration>Registration Status
2. A list of applications will appear. If you are renewing your license please make sure the Registration Type says “Renewal.” If you do not see your application please check if there is an additional page of applications.
COMPLETING APPLICATIONS-NH AFTS

3. Click on the application with a description that reads “Motor Fuel Distributor Bond.” A drop down will appear. Click on Generate Registration Form.
4. The Registration Details box will pop up. Click on the tab **Form Manual Entry**. **All sections with a red asterisk must be completed**, make sure to **add the Bond Amount**. Once done click on **Save & Regenerate** then close out of the box by clicking on the red X.

*Note: When entering the state name use the state abbreviation*
5. On the Account Registrations Page the form status should now read “Passed.” Click on the application again and under the drop down select View Registration Form. The bond form will appear and all information must be identical to your original bond. Once verified click on Return to Account Registrations on the top right of your screen.
6. Click on the application again and select View/Submit Registration.
7. A box will pop up, after reading the Electronic Acknowledgement click inside the box next to I agree to the conditions of this submittal and then click on Submit. Finally close out of the box by clicking on the red X.
COMPLETING APPLICATIONS-NH AFTS

8. The status of your application will now say “requested” and the form status will say “passed.” Please contact us at this point and let us know this has been completed.
Oil Discharge & Pollution Control Application

1. From the main AFTS Page click on Account>Registration>Registration Status
2. A list of applications will appear. Click on the application with a description that reads “Oil Discharge & Oil Pollution Control Application.” A drop down will appear. Click on Generate Registration Form.
COMPLETING APPLICATIONS-NH AFTS

3. A box will pop up with registration details. Click on the tab Form Manual Entry.

Fill in the details for A) Business Type B) Locations Where Records Will be Available For Audit C) Estimated Gallons Per Year D) Contact For Registration Form E) Title of Application Signer
4. If your company has NH Bulk Storage Facilities provide each individual facility location.

<table>
<thead>
<tr>
<th>New Hampshire Bulk Storage Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tank 1</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>City / Town:</td>
</tr>
<tr>
<td>Country: United States</td>
</tr>
<tr>
<td>State / Province: Select a Jurisdiction</td>
</tr>
<tr>
<td>Capacity:</td>
</tr>
<tr>
<td>Product:</td>
</tr>
<tr>
<td>Leased or Owned: Owned</td>
</tr>
<tr>
<td>Tank 2</td>
</tr>
<tr>
<td>Tank 3</td>
</tr>
<tr>
<td>Tank 4</td>
</tr>
<tr>
<td>Tank 5</td>
</tr>
<tr>
<td>Tank 6</td>
</tr>
<tr>
<td>Tank 7</td>
</tr>
<tr>
<td>Tank 8</td>
</tr>
<tr>
<td>Tank 9</td>
</tr>
<tr>
<td>Tank 10</td>
</tr>
<tr>
<td>Tank 11</td>
</tr>
<tr>
<td>Tank 12</td>
</tr>
<tr>
<td>Tank 13</td>
</tr>
<tr>
<td>Tank 14</td>
</tr>
<tr>
<td>Tank 15</td>
</tr>
<tr>
<td>Tank 16</td>
</tr>
<tr>
<td>Tank 17</td>
</tr>
<tr>
<td>Tank 18</td>
</tr>
</tbody>
</table>
COMPLETING APPLICATIONS-NH AFTS

5. Once all information has been completed scroll to the bottom of the application and click on **Save & Regenerate**. Your Registration Details box will now say “Return generation request was made.” Close out of the registration details by clicking on the red X.
6. On the main Account Registration page you will now see the status of your application say “Passed.”
COMPLETING APPLICATIONS-NH AFTS

9. Click on the application and on the drop down select View Registration Form. After verifying that everything looks correct you will then click on Return to Account Registrations located at the top right of your screen.
COMPLETING APPLICATIONS-NH AFTS

10. Click on the application again and select View/Submit Registration.
COMPLETING APPLICATIONS-NH AFTS

11. A box will pop up, after reading the Electronic Acknowledgement click inside the box next to I agree to the conditions of this submittal and then click on Submit. Finally close out of the box by clicking on the red X.
12. The status of your application will now say “requested” and the form status will say “passed.” Please contact us at this point and let us know this has been completed.
COMPLETING APPLICATIONS-NH AFTS

Motor Fuel & Petroleum Products Transporter

1. From the main AFTS Page click on Account>Registration>Registration Status
2. A list of applications will appear. If you do not see your application, please check if there is an additional page of application.

Please also check if you have any filters on.
3. If you are renewing your license please make sure the Registration Type says “Renewal.” Click on the application with a description that reads “Motor Fuel & Petroleum Transporter Application.” A drop down will appear. Click on Generate Registration Form.
4. The Registration details box will pop up. Click on **Form Manual Entry**.

Fill in the details for **A) Business Type** **B) Locations Where Records Will be Available For Audit** **C) Contact for Registration Form** **D) Title of Application Signer**

<table>
<thead>
<tr>
<th>Country: USA</th>
<th>Jurisdiction: NH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxpayer Type: APTRN</td>
<td>Terminal Code:</td>
</tr>
<tr>
<td>Start Period: 1/24/2020</td>
<td>Sequence: ORIGINAL</td>
</tr>
</tbody>
</table>

**A.** Business Type
- Corporation
- LLC
- Partnership
- Proprietorship
- Other

**B.** Locations Where Records Will Be Available For Audit
- Street Address 1
- Street Address 2
- City / Town
- Country: United States
- State: Select a Jurisdiction
- Zip Code

**C.** Contact for Registration Form: Select a Taxpayer Contact

**D.** Title of Application Signer
5. Once done click on save and regenerate. Finally close out of the box by clicking on the red X.
6. The account registration page will now show the form status of your application as “passed.” This means the information listed on the form did not have errors, however there are a few more steps left to submit the application.
7. Click on the application and select View Registration Form. After verifying that everything looks correct you will then click on Return to Account Registrations located at the top right of your screen.
8. Click on the application again and select View/Submit Registration.
9. A box will pop up, after reading the Electronic Acknowledgement click inside the box next to I agree to the conditions of this submittal and then click on Submit. Finally close out of the box by clicking on the red X.
10. The status of your application will now say “requested” and the form status will say “passed.” Please contact us at this point and let us know this has been completed.