New Hampshire Department of Safety Road Toll Bureau

E-file tutorial:

Creating Locations in the NH AFTS

Overview

- Locations are <u>Points of Origins and Destinations</u> that are **not** IRS-coded terminals. A required location is the City/Town and State of a: 1) Point of Origin, and 2) Point of Destination.

- You need to enter only one location entry per City/Town, State. Ex: you sometimes pick up (Origin) product from Rockville, MD, and sometimes deliver (Destination) product to Rockville, MD. You would enter a single Rockville, MD location.

- IMPORTANT: **For locations that are IRS recognized terminals, you are required to use IRS Terminal Codes.** An IRS recognized terminal is defined as a terminal which is supplied by a barge or pipeline. Note that <u>all IRS Terminal Codes are preloaded in the NH AFTS</u>.
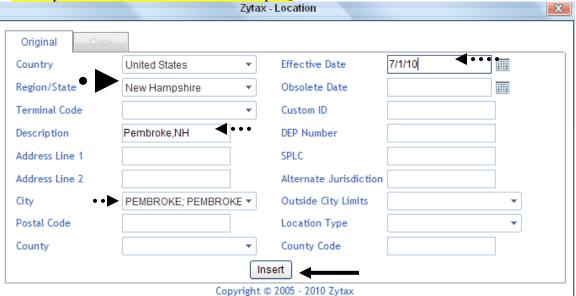
How to Enter Location Records for Use as Origins and Destinations

1. Got to Locations (Maintenance>Locations), and click on Add New Record. The following will appear.

2. **IMPORTANT - Enter/select location data in the following order**: a) Region/State, b) City, c)Description, and d) Effective Date (note: the effective date should be the 1st day of reporting period you need the record to be available). Then click on **insert**. (**Before you click on Insert, make sure you have chosen a City!**)
[NOTE: The **Description** field should be carefully considered. It helps populate the location city and state data for Origin and Destination areas in tax returns, when you are entering information for report Schedule Transactions. Consider entering "Town,ST" in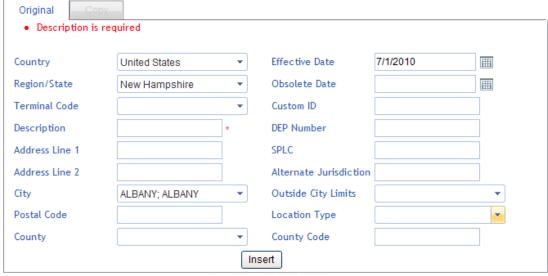 the Description field, as shown in the example.]