

Appendix A - EDI Trading Partner Agreement



STATE OF NEW HAMPSHIRE
DEPARTMENT OF SAFETY
DIVISION OF ADMINISTRATION
BUREAU OF ROAD TOLL OPERATIONS

33 HAZEN DRIVE CONCORD, N.H. 03305

ROBERT L. QUINN
COMMISSIONER OF SAFETY

Trading Partner Agreement For Electronic Data Exchange

This Agreement is entered into by and between the New Hampshire Department of Safety ("Department") and _____ ("Licensee").

The Department and the Licensee wish to provide a means by which the Licensee will file its New Hampshire Motor Fuel Distributor, Oil Discharge and Pollution Control and/or Transporter return(s) by electronically transmitting data in substitution for conventional, paper-based documents and to assure that such return is legally valid and enforceable. In order to achieve this goal, the parties agree as follows:

1. **Terms and Amendments:** This Agreement shall be effective on the date it is signed by the Department and shall continue until terminated by either party. A copy of this properly signed Agreement shall be sent to the licensee. A party may terminate this Agreement by giving thirty (30) days written notice to the other party or by the cancellation of their Motor Fuel Distributor License. This Agreement may be amended at any time by executing a written addendum signed by both the Licensee and the Department.
2. **Standards:** The Licensee will electronically transmit return(s) to the Department according to the Department's standards and instructions that may be revised/updated by the Department from time to time. The Department will provide these standards and instructions to the Licensee in a reasonable time frame in advance of due dates to allow compliance with filing requirements.
3. **Transmission:** The Licensee shall access the Department's Internet website and upload the EDI file to the Department's secured web server.

System Operations and Security Procedures: The Licensee, at its own expense, shall provide and maintain the equipment, software, services and testing necessary for the Licensee to transmit the electronic return(s). The Department, at its own expense, shall provide and maintain the equipment, software, services and testing necessary for the Department to receive the electronic return(s). Each party shall use security procedures, which are reasonably sufficient to ensure that all transmissions of the return(s) are authorized and to protect its business records and data from improper access. In addition, the Licensee shall comply with all security procedures established and required by the Department.

4. **Signatures:** The Licensee's identification number and password, when included as part of the return filed pursuant to this Agreement, shall constitute the signature of the Licensee on the return as if such return were actually signed by the Licensee. Each Party shall adopt as its signature an electronic identification consisting of codes in each electronic transmission transmitted by such Party (the Signature). Each Party agrees that any signature of a Party affixed to or contained in any transmitted electronic transmission shall be sufficient to verify the Party originated such electronic transmission. Neither Party shall disclose to any unauthorized person the Signature of the other Party. [Note: An electronic signature is not effective as the original signature needed on the Trading Partner Agreement.]

5. **Receipt of Transmission:** An electronically submitted return shall be deemed to have been filed with the Department when the return, in the stipulated format, is accessible to the Department or the Department's third party service provider and meets the requirements of the Department. If the Licensee attempts to file and is unable to do so because the receipt computer is not available to receive a filing, the Department will not impose late filing penalties or interest provided the Licensee contacts the Department immediately when an access problem is identified and promptly remits the tax due.

6. **Acknowledgement of Transmission:** Upon receiving a successfully transmitted return from the Licensee, the Department or the Department's third party service provider will transmit an acknowledgement in return within one (1) business day from receipt of the Licensee's return. The acknowledgement will communicate only that the Department has received the Licensee's transmission and that it has either passed or failed the syntax verification. An acknowledgement does not imply any findings by the Department about the correctness of the return. A transmission that is received by the Department but is not in the stipulated format will not constitute a valid return.

The Licensee will receive a separate acknowledgement indicating that the transmission has passed or failed the Department's data validation process. It will be the Licensee's responsibility to retrieve the acknowledgement from the location specified by the Department.

8. **Garbled Transmissions:** If any transmission is received in an unintelligible or garbled form and the Department cannot identify the Licensee, no acknowledgement will be transmitted. The absence of an acknowledgement shall be treated as notice to the Licensee that the return was not received by the Department in the required format. The burden shall be on the Licensee to ensure that the Department receives a valid return in the required form and format within the time required.

9. **Record Retention:** The Licensee shall maintain records of the transactions covered by electronic filings for a period of not less than 4 years from the due date of the filing. Each Party agrees to maintain adequate back-up files to recreate electronic transmissions as required. Back-up files shall be subject to the terms of this Agreement to the same extent as the original data. Electronic transmissions shall be retained for such periods as required by relevant New Hampshire statutes.

10. **Admissibility of Returns/Reports as Evidence:** A certified copy of any return may be introduced in paper form as evidence in any judicial or administrative proceeding by either party to the same extent and under the same conditions as any other business record. Neither party shall contest the admissibility of any return on the basis that it was not originated or maintained in paper form.

11. **Payments:** Any Licensee filing a return electronically under this Agreement shall make payment of taxes due by use of electronic payment regardless of the tax amount. The Licensee shall follow the procedures of the Department's Electronic Payment Application Program, which allows utilization of automated clearinghouse (ACH) debit.

12. Identifying Codes & Numbers: To ensure proper identification of electronically transmitted returns, the parties will exchange the identifying qualifiers. Any changes in these qualifiers will be communicated to the other party before any transmission using the new qualifiers is sent.
13. Certification: An initial electronic transmission will not be authorized by either Party until subjected to reasonable testing to ensure compliance with the Department and its requirements. After the Department accepts the electronic transmission for production use, additional testing may be required when changes are made to the system environments, including but not limited to, installation of a new EDI translator or implementation of a new EDI version.
14. Waiver: The waiver of a breach of any provision of this Agreement shall not operate as or be construed to be a waiver of any subsequent breach of this Agreement. Any waiver shall operate as a waiver only with respect to the specific matter involved and in no way shall extend to any further matter.
15. Entire Agreement: This Agreement constitutes the final, entire, and complete agreement of the Parties with respect to the subject matter hereof; and supersedes any prior Agreement or understanding, whether written or oral, between or represented by the Parties relating to the subject matter.
16. Amendment: This Agreement shall not be changed, modified, or amended without the prior written consent of the Department.
17. Governing Law: This Agreement shall be governed by, and interpreted in accordance with the laws of the state of New Hampshire.
18. Assignment: The Licensee shall not assign or transfer any right or interest in and to this Agreement without the prior written consent of the Department. Any purported assignment without the prior written consent of the Department shall be void and of no force or effect.

The Trading Partner Agreement Partner Profile and signature box is on the next page.

Please complete the Trading Partner Agreement Partner Profile Below.
[Please type or legibly print all nonsignature information.]

Company Name:

Business Contact Name:

Phone Number: _____

Fax Number: _____

Address: _____

City, State, Zip: _____

Person Responsible for Filing Returns: _____

E-Mail Address:

Print Name of Licensee or Authorized Agent: _____

Signature of Licensee or Authorized Agent: _____

Date: _____

Print Name of Department's Authorized Agent: _____

Signature of Department's Authorized Agent: _____

Date: _____

Return original, signed Trading Partner Agreement to:

NH Department of Safety
Division of Administration
Road Toll Bureau
EDI Coordinator
33 Hazen Drive
Concord, NH 03305