

Name: _____

Position & Town: _____

E-Mail: _____

Phone: _____

I / We would like to attend the following sessions:

**** SESSION 1 ****

March 24, 2016

**** SESSION 2 ****

March 31, 2016

Session 1 Fee \$25.00 each: _____

Session 2 Fee \$25.00 each: _____

Total: _____

The workshop fee includes breakfast pastries and lunch.

To reserve your space email or fax your registration to Charity Blanchette at:

taxcollector@lancasternh.org or 788-2114

Make check payable to: **NH Tax Collectors' Association**, mail or bring exact amount to the workshop. If mailing, send to:

Charity Blanchette, Tax Collector
Town of Lancaster
25 Main Street
Lancaster, NH 03584
Phone: 788-3391

**HOSTED BY:
NH Tax Collectors'
Association and
Department of
Revenue Administration
Municipal and Property Division**



Presented by:

**NH Tax Collectors' Association
Education Committee Members**

&

Municipal Bureau Staff

**WORKSHOP FOR
NEW
TAX COLLECTORS**

Thursday, March 24, 2016
8:30 to 3:30

Thursday, March 31, 2016
8:30 to 3:30

**TO BE HELD AT
Department of Revenue
109 Pleasant St
Concord, NH 03301**

Scholarships are available* Please contact Joyce McGee (837-9871) for more information.

CONGRATULATIONS!

Welcome to tax collecting in New Hampshire. Few people realize the difficult job you have ahead of you. In a collaborative effort, the NH Tax Collectors' Association and NH Dept. of Revenue Admin. (DRA) have developed a workbook and workshop for new and inexperienced tax collectors. It will familiarize a new collector with applicable laws, tax collector duties, internal controls and municipal government.

Each session will conclude with a round table discussion with DRA Staff and seasoned tax collectors.

A **workbook** that includes information on all of the topics to be presented as well as helpful calendars and pertinent information is available on the DRA website for download. **Please download and bring with you to the session(s).**

Please download, and bring with you, your free workbook under the workshop section at: <http://revenue.nh.gov/mun-prop/municipal/tax-collector.htm>

Law books can be downloaded at: www.nhtaxcollectors.com or you may purchase a printed version for \$30 from the Tax Collectors' Association by contacting Kathy Seaver at 755-3657 or tctc@metrocast.net

AGENDA

1ST SESSION

Thursday, March 24, 2016

8:30 - 9:00	Registration
9:00 - 9:15	Welcome & Introductions
9:15 - 10:00	So Now you are a Tax Collector!
10:00 - 10:15	Break
10:15 - 11:30	Ethics
11:30 - 12:30	Lunch
12:30 - 2:00	Government Accounting 101
2:00 - 2:15	Break
2:15 - 3:30	Tax Rate Setting & MS61 Round Table

2ND SESSION

Thursday, March 31, 2016

8:30 - 9:00	Registration
9:00 - 9:15	Welcome & Introductions
9:15 - 10:15	The Life of a Tax Bill
10:15 - 10:30	Break
10:30 - 11:30	Tax Commitments & Uncollected Balances
11:30 - 12:30	Lunch
12:30 - 2:30	Tax Liening and Tax Deeding
2:30 - 3:30	Round Table Discussion

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