

New Hampshire Tax Collectors' Association  
2025 Annual Spring Workshops

Dates & Locations:

Wednesday, April 9<sup>th</sup> – Concord Area – American Legion Contoocook **(LOCATION CHANGE)**  
Wednesday, April 16<sup>th</sup> – Seabrook – American Legion  
Wednesday, April 23<sup>rd</sup> – Littleton – Elks Lodge

AGENDA

- Registration 9:00–9:30
- County Coordinators - 50/50 Raffle Ticket sales
- Welcome Remarks 9:30 am
- Legislative Update
- DRA Update
- Certification Update
- Records Retention
- Deceased Taxpayers and How Property is handled  
In Probate.
- Open forum—round table
- Adjournment 3:30pm

**Refunds:** You may request a transfer to an alternate workshop (if space is available) provided that notice is given one week prior to the workshop for which you have paid. Refunds will only be granted when the workshop is cancelled by the NHTCA and you are unable to attend the the subsequent workshop.

Charity Baker: 603-788-3391  
Taxcollector@lancasternh.org

**Certification Requirements:** To obtain your NH Tax Collector's Certification, you must attend the training in August for three consecutive years. Once obtained; to retain your certification it is mandatory to attend one of the annual Spring Workshops and/or the NHTCA's Annual Education Conference. For more information on certification, contact Brenda DuLong, CDTC, in Merrimack at 603-424-3651

---

**NHTCA 2025  
ANNUAL SPRING WORKSHOP**

**REGISTRATION DEADLINE – MARCH 26, 2025**

[ ] April 9 – Contoocook [ ] April 16 – Seabrook [ ] April 23 – Littleton

**\*\*\*Attendee (only one registrant per form): Please scan & email completed registration to Charity Baker at [taxcollector@lancasternh.org](mailto:taxcollector@lancasternh.org) to reserve a spot, then mail form with payment as stated below.\*\*\***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Municipality \_\_\_\_\_ [ ] I am a new Tax Collector

Street: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work phone: \_\_\_\_\_ Fax number: \_\_\_\_\_ Home phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Mail to:** NH Tax Collectors' Association  
c/o Charity Baker, Tax Collector  
Town of Lancaster  
25 Main St  
Lancaster NH 03584

**Register and pay online at [nhtaxcollectors.org](http://nhtaxcollectors.org) OR  
Make checks payable to: NH Tax Collectors' Association  
Registration fee: \$60.00 per workshop – includes lunch**

**Total Enclosed:** \_\_\_\_\_

*Please plan accordingly for any dietary restrictions or needs.*

## Annual NHTCA 2025 Spring Workshop Directions:

### American Legion, Contoocook – 169 Bound Tree Rd

From Interstate 89 Take Exit 6 for NH-127 toward Contoocook/W. Hopkinton, turn right onto NH-127 N./Maple St, turn left onto NH-127/NH-103/Park Ave, keep left to get onto Kearsarge Ave, turn left onto Pine St, then right onto Bound Tree Road on the left.

### American Legion, Seabrook – 169 Walton Rd

Take Exit 7 on Interstate 93 onto NH 101E toward Seacoast/Portsmouth, then exit onto I 95 S toward Boston, exit 1 for NH 107 S toward Kingston/Seabrook, turn left onto NH-107S then turn right onto US-1 S, turn left onto Railroad Ave, turn right onto Centennial Rd, then left onto Walton Rd, 169 will be on the left.

### Elks Lodge, Littleton – 42 Main St (do not follow GPS directions)

From the South- Take Exit 41 from I 93. At the end of the ramp stay right onto Cottage Street, then 1<sup>st</sup> right and follow less than ¼ of a mile to Elks Lodge on the right.

From the West – Take Exit 41 from I 93. At the end of the ramp turn right onto Cottage Street, then 1<sup>st</sup> right and follow less than ¼ mile to Elks Lodge on the right.

From the North on Rt 116 or East on Rt 302 turn left onto Cottage Street, then the Elks Lodge is on the Right about a ½ mile from the intersections of Rt 116 and Cottage Street and Rt 302 and Cottage Street.

