MS61 TERMS & DEFINITIONS

- Abatement – RSA 76:16 – Relief granted to reduce taxes owed. You must receive this in paper form with signatures from a majority of the Board.
- Abatement Refund – RSA 76:16,III(h) – An amount given back to the taxpayer when granted relief and taxes are paid. If there are other taxes due these refunds may be applied to other taxes due per RSA 76:17-d.
- Fiscal Year – RSA 31:94 - January 1 – December 31.
- Optional Fiscal Year – RSA 31:94 - July 1 – June 30.
- Overpayment – This refers to an "accidental" overpayment resulting in a credit balance on the account. These overpayments must be refunded unless the taxpayer agrees to applying this as a prepayment towards the next tax year/billing.
- Prepayment – RSA 80:52-a- This is an intentional overpayment of taxes resulting in a credit balance to be brought forward to the next billing and requires approval of the legislative body or governing body.
- Property Tax Year- RSA 76:2- April 1 – March 31.
- Redemption – RSA 80:69 – Payments towards a lien made by a person with a legal interest in the property.
- Refund – RSA 80:57 -Amount given back to the taxpayer for accidental overpayment.
- Remitted – Amounts paid and turned over to the Treasurer/Finance.
- Uncollected – Unpaid current years taxes (or prior years taxes not liened).
- Unredeemed – Unpaid balances on liens.

HELPFUL HINTS FOR FILLING OUT THE MS61

- In theory you should never have unpaid prior years taxes. Each year should be paid in full, abated and outstanding balances liened. Occasional errors such as accepting checks that bounce too close to a liening that is held too close to the deadline. The deadline for liening is September 30 which is 18 months from the assessment date of April 1st RSA 80:19.
- Do not make "adjustments" through your software. Transactions must be payments, abatements, redemptions, refunds, etc. Any errors made must be corrected by these acceptable types of transactions.
- There should be a piece of paper for every transaction. When you are putting together your MS61 each item has a backup on paper:
    - Abatements signed by Board and kept for 5 years. 33-A
    - Warrants signed by Board and kept forever. 33-A
    - Payments & Redemptions – reports from software and kept for 6 years. RSA 33-A
    - Lists of Uncollected and Unredeemed – reports from software and kept for 6 years. RSA 33-A
    - Lien redemption to the registry records and kept forever. RSA 33-A

- Tax Deed record files including certified receipts for notifying owners and mortgagees – keep forever. RSA 33-A

ADDITIONAL TYPES OF TAXES

These types of taxes are seldom used but need to be billed/liened and reported on the MS61 when warrants are issued.

- Conservation Restriction RSA 79-B – Inconsistent Use Penalty RSA 79-B:6.
- Discretionary Easements RSA 79-C – Consideration for Discretionary Easements once it becomes taxable. RSA 79-C:9
- Discretionary Preservation Easements RSA 79-D – Consideration for Discretionary Easements once it becomes taxable. RSA 79-D:9
- Community Revitalization Tax Relief Incentive RSA 79-E- – Termination/Reduction taxable amount. RS79-E:9
- Qualifying Historic Buildings RSA 79G – handled as property tax with a reduced assessment. RSA 79-G:7
- Energy Efficiency & Clean Energy District Assessments   RSA 53-F – Assessment RSA53-F:8
- Taxation of Farm Structures & Land under Farm Structures RSA 79-F – Use Change Tax RSA 79-F:5

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NH Tax Collectors' Association Recommended Policy and Procedures Manual