

ONBOARDING NEW TAX COLLECTORS

- ☐ Have you been sworn in?
- ☐ Save to your favorites: www.nhtaxcollectors.org
 - Download and save to desktop, under Technical Resources, NHTCA Recommended Policy & Procedures Manual.
 - We have County Coordinators to get you connected. A list of Coordinators will also be available on the NH Tax Collectors website.
 - Pay Association dues to Charity Baker at taxcollector@lancasternh.org Dues are \$20 per person. (due in June) **BONUS you will be added to the google group!**
- ☐ Get bonded and acquire banking credentials. See HR/Finance/Town Administrator
- ☐ Delegation of Deposit Authority. See Treasurer (**sample page 4 in the NHTCA Manual**)
- ☐ Recommittal Warrants issued to you. MUST DO for ALL levies prior to taking in tax funds. (unless you were the deputy prior) see Assessing/Town Administrator (**sample page 53 in the NHTCA Manual**)
- ☐ Sign up for available training opportunities. (Request budget information from Town Administrator)
 - New Collectors Workshop x2 (March) \$30 each
 - Spring Workshop at \$60 per person. (April)
 - Registration for the conference is \$50 per person.
 - Conference Lodging around \$540 at a single rate. (September)
 - Certification is \$260 per person. (for commuters) (August)
- ☐ <https://www.revenue.nh.gov> Department of Revenue Administration - DRA
- ☐ <https://support.axiomnh.com/> DRA Portal
- ☐ <https://www.gencourt.state.nh.us/> General Court of NH – RSA's
- ☐ <https://www.nhmunicipal.org> NH Municipal Association - NHMA
- ☐ Join the NH Collectors FACEBOOK page at <https://www.facebook.com/groups/nhtaxcollectors>

Your County Coordinators are:

Your DRA Advisor is:

Your registry of deeds contact is:

Your software support contact is: