



**REQUEST FOR DEPARTMENT IDENTIFICATION NUMBER (DIN)**

**PRINT OR TYPE**

**BUSINESS ENTITY INFORMATION**

Business Name

Number & Street Address

City / Town

State

Zip Code + 4 (or Canadian Postal Code)

DO NOT FILE THIS FORM FOR AN SMLLC THAT ALREADY HAS ITS OWN FEIN

You must use your Department Identification Number (DIN) on all of the documents filed with the DRA instead of the Federal Employer Identification Number (FEIN) or Social Security Number (SSN).

**MEMBER OR TAXPAYER INFORMATION**

Member or Taxpayer Name

Number & Street Address

City / Town

State

Zip Code + 4 (or Canadian Postal Code)

Taxpayer Identification Number

FEIN  SSN

ENTITY TYPE:  CORPORATION - 2  COMBINED GROUP - 6  FIDUCIARY - 4  PARTNERSHIP - 3  PROPRIETORSHIP - 1

For federal income tax purposes, the income of the SMLLC will be reported on the tax return of the member as listed above.

For federal income tax purposes, the income of the SMLLC will NOT be reported on the tax return of the member as listed above.

**THE INCOME WILL BE REPORTED ON THE TAX RETURN FOR:**

Member or Taxpayer Name

Number & Street Address

City / Town

State

Zip Code + 4 (or Canadian Postal Code)

Taxpayer Identification Number

FEIN  SSN

Under penalties of perjury, I declare that I have examined this document and to the best of my belief it is true, correct and complete.

\_\_\_\_\_  
 Signature (in ink) of Applicant

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature (in ink) of Applicant

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Signatory Name & Title

**FILE ONLINE AT GRANTE TAX CONNECT [WWW.REVENUE.NH.GOV/GTC](http://WWW.REVENUE.NH.GOV/GTC)**  
 OR MAIL TO: NH DRA, PO BOX 637, CONCORD NH 03302-0637



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**INSTRUCTIONS**

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**WHO MUST REQUEST A DIN**

Any taxpayer who shares a taxpayer identification number with another taxpayer subject to taxation, any taxpayer who is not required to obtain a federal taxpayer identification number or Social Security Number. Each taxpayer must have a unique federal or state taxpayer identification number. An SMLLC shall not use an SSN.

**PURPOSE**

To obtain an identifying number which is required to file New Hampshire tax related documents. SMLLCs are required by New Hampshire Law to file a separate entity tax return even though the SMLLC does NOT file a separate federal tax return. If the SMLLC shares a tax identification number with another entity, a New Hampshire Department of Revenue Administration assigned number, Department Identification Number (DIN), is necessary in order to process all tax related documents for taxpayers as described in "Who Must Request a DIN" above.

**WHEN TO FILE**

This form must be filed at least 30 days prior to the due date of your first business tax document. Any changes in the registration information must be provided to the Department at least 30 days prior to the change.

**WHERE TO FILE**

File online at Granite Tax Connect [www.revenue.nh.gov/gtc](http://www.revenue.nh.gov/gtc) or mail forms to the New Hampshire Department of Revenue Administration, Taxpayer Services Division, PO Box 637, Concord, NH 03302-0637.

**FORMS SHALL NOT BE FILED BY FAX OR EMAIL**

**NEED HELP?**

Call the Department of Revenue Administration, Taxpayer Services at (603) 230-5920. Individuals with hearing or speech impairments may call TDD Access: Relay NH 1-800-735-2964.