





### **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. A 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 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.

### **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.

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