

Town Clerk/Tax Collector Office:

Is open to the public as of Monday, July 20, 2020.

Hours of Operation: Monday, Tuesday Wednesday and Friday 8:00AM-12:30PM and 1:30PM-4:15PM. Thursdays 1:00PM – 6:00PM

Tax Office:

Due to the limited amount of the persons allowed in the building at any one time, upon arrival please take a number (located inside the vestibule of the town hall) and wait outside, when your number is presented, you may enter the building. Please keep your adherence to the 6-foot demarcations for social distancing inside the buildings. When arriving for tax collector lobby business please utilize the front vestibule doors. Public will be permitted entrance limit 4 person/family group at a time.

Transactions will continue to be processed online and via the drop box. The Town Clerk/Tax Collector "Drop Box" is a secure container and is located inside the Town Hall vestibule (on the left).

PLEASE NOTE: The "Convenience fee" noted below and on the website is actually the charge the credit card company charges the town to process the transaction. Per RSA, the town cannot absorb that fee but must charge it back to the user.

Building and Assessing:

If you need to conduct business for these departments, please utilize the front far right handicap door; and adhere to the 6-foot demarcations located on the floor.

HOW DO I PROCESS TRANSACTIONS ON LINE...

Dog Permits

1. Online: No need to call first.
<https://www.raymondnh.gov/town-clerk-tax-collector>
Visa, MasterCard, Discover and AMEX are now also accepted forms of payment online only
2.79% convenience fee added at checkout
2. Mail: Please call first so we can validate rabies vaccine
3. Drop Box: Located in the vestibule. - Please call first so we can validate current amount

Water Bills

1. Online: No need to call first.
<https://www.raymondnh.gov/town-clerk-tax-collector>
Visa, MasterCard, Discover and AMEX are now also accepted forms of payment online only
2.79% convenience fee added at checkout

2. By Mail: Please call first so we can validate current amount
3. Drop Box: Located in the vestibule. - Please call first so we can validate current amount
4. Water Debt Payment Plans: Resumed effective June 1, 2020.

Tax Bills

1. Online: no need to call first

<https://www.raymondnh.gov/town-clerk-tax-collector>

Visa, MasterCard, Discover and AMEX are now also accepted forms of payment online only
2.79% convenience fee added at checkout

2. By Mail: Please call first so we can validate current amount If later than July 1st, 2020.
 3. Drop Box: Located in the vestibule - Please call first if later than July 1st, 2020.
 4. Back Tax Debt Payment Plans: Resumed effective June 1, 2020.

Until the Town accepts 'walk in' transactions, money orders will be required for Back Tax Payments.

Receipt of payment will be mailed upon request.

20 Day License Plates:

1. All previously extended 20-day plates have expired on May 31, 2020.
2. Info: <https://www.nh.gov/safety/divisions/dmv/index-original.htm>

For New Registrations

1. See attached document #1.

Motor Vehicle Registration RENEWALS.

1. Online: No need to call first
<https://www.raymondnh.gov/town-clerk-tax-collector>
2. By Mail: please call first to validate the amount.
Will need to submit:
 - a) Copy of Driver's License
 - b) Copy of the current registration
 - c) **Check with the correct amount payable to the Town**
3. By Drop Box: Please call first to validate the amount.
Will need to submit:
 - a) Copy of Driver's License
 - b) Copy of the current registration
 - c) **Check with the correct amount payable to the Town**

Order Vitals (Marriage, Birth and Death Certificates, Divorce Decrees)

1. Online: No need to call first
<https://www.raymondnh.gov/town-clerk-tax-collector>
2. By Mail: please call for instructions
3. By Drop Box: please call for instructions

Transfer Station Resident Permits

1. Copies of the Permit Application Form are available:
 - a) Hard copy: In rack located in vestibule
 - b) Online: <https://www.raymondnh.gov/public-works>Resident Permit can only occur by mail or drop box.

Please Note: You do not need a Permit to use the Transfer Station.

You only need the Permit to:

- a) receive the reduced pricing, disposal of recyclables, disposal of brush (not soft yard wastes)
- b) gain access during Resident Only hours (2nd Saturday of each month).

Each Permit will be assigned to a vehicle registered in Raymond. The Permit must be affixed to that vehicle windshield to become valid.

INSTRUCTIONS FOR REGISTERING A VEHICLE DURING THE PANDEMIC:

The Permit will cost \$36.00 a year and will expire on the 31st of December each year.

The Permit cost will be reduced by \$3.00 for each month that has passed.

Jan \$36	Feb \$33	Mar \$30
Apr \$27	May \$24	June \$21
July \$18	Aug \$15	Sep \$12
Oct \$9	Nov \$6	Dec \$3

Permits are not for sale for time periods less than the remaining portion of the year at the time of sale.

Voter Information

New Voters

New Voters must be 18 years old, a US Citizen or Naturalized, Domiciled in Raymond. Bring Proof of ID, driver's license, military/student photo, passport, naturalization papers and proof of residency, such as tax, utility or cable bill.

Absentee Info

See document #2 and #3.

Change of Party

Last day to change party affiliation was June 2, 2020.

For vehicles purchased from a New Hampshire dealer:

#1

1. You will need to make a copy of the title application (the one that says Town Clerk's copy),
2. You will need to make a copy of your driver's license. 3. If transferring plates, you will

need a copy of the unexpired registration. 4. A telephone number where you can be reached in case additional information is needed. 5. If you have not done a registration in the Town of Raymond at the address you are currently using, you will need to bring proof of residency. If you own the property at the address you are currently at, then a current utility bill in your name will suffice. If you are renting, a copy of a fully signed Lease will do, if you are living with someone, you will need a letter from the owner of the property.

For vehicles purchased by private sale:

1. You will need to make a copy of both sides of the title (if the vehicle is a 2000 or newer).
 2. You will need to make a copy of your driver's license.
 3. If transferring plates, you will need a copy of the unexpired registration (please note, when transferring plates, the first name on your current registration and the name on the newly purchased vehicle must be the same).
 4. If the vehicle is a 1999 or older, you will need a copy of the bill of sale (information needed on a bill of sale is: year, make, model, color, vin #, buyers printed name, signature and address, sellers printed name, signature and address and it must be dated. If you purchased it from an estate (the person on the front of the title has passed away), then you need a copy of the death certificate (if the person selling it to you is not the surviving spouse, then you need the paperwork from the Probate Court appointing the person who is selling it as administrator of the estate of the deceased person).
 5. You will need a copy of the NH registration, title or a vin verification form.
 6. If you have not done a registration in the Town of Raymond at the address you are currently using, you will need to bring proof of residency. If you own the property at the address you are currently at, then a current utility bill in your name will suffice. If you are renting, a copy of a fully signed Lease will do, if you are living with someone, you will need a letter from the owner of the property giving you permission to register vehicles at that address.
 7. A telephone number where you can be reached in case additional information is needed.
 8. Here is a link for the VIN verification form: <https://www.nh.gov/safety/divisions/dm/forms/documents/tdmv19a.pdf>
 9. Here is the link for the vanity plate form: <https://www.nh.gov/safety/divisions/dmv/forms/documents/rdmv120.pdf>
- In order for the Town Clerk's office to process your transaction, you will need to either scan the documents to: cmccarthy@raymondnh.gov or crousseau@raymondnh.gov or kramer@raymondnh.gov. You could also place all the copies needed into either an envelope or a baggie and place it in the drop box that is located in the entrance of the Town Hall (on the left hand side).

All documents requested above you will need to bring the originals with you when you come for your appointment.

2020 ABSENTEE VOTER REGISTRATION REQUIREMENTS AND INSTRUCTIONS

#2

You may register to vote by absentee (by mail) if one of the following is true:

- You are concerned about exposure to infection from COVID-19 or exposing others. See attached COVID-19 related Registration and Voting Instructions.
- You will be absent from the town or city on the dates/times when the Supervisors of the Checklist meet to receive voter registration applications. The supervisors are required to meet on a date 6 to 13 days before the September 8, 2020 primary and again before the November 3, 2020 general election.

Absence includes an employment obligation that prevents you from attending a session of the supervisors. The term “employment” includes the care of children and infirm adults, with or without compensation.

- You cannot appear in public because of observance of a religious commitment.
- You are unable to vote in person by reason of a physical disability; or
- You are a victim of domestic violence, have an active protective order, or are participating in the Attorney General’s address confidentiality program.

IF ANY OF THE ABOVE CIRCUMSTANCES APPLIES TO YOU, PLEASE CAREFULLY READ THESE ABSENTEE VOTER REGISTRATION INSTRUCTIONS.

STEP 1: Follow the instructions on the application form and absentee registration affidavit. Ensure you provide all required information. Call your clerk’s office if you have any questions.

STEP 2: If you require assistance due to being blind or have a disability, you may have someone else assist you.

STEP 3: Complete and sign the Voter Registration Form.

STEP 4: Complete and Sign the Absentee Registration Affidavit:

Use the “disability” affidavit for COVID concerns or other disability.

Use the “temporarily absent” affidavit if you will be unable to attend the supervisors’ sessions.

Have a witness observe you signing the Absentee Registration Affidavit. Have the witness sign the form.

STEP 5: Enclose copies of proof of identity and domicile with the completed Voter Registration Form and Absentee Registration Affidavit.

If you are registering before applying for and receiving an absentee ballot:

STEP 6: Mail the completed forms and copies of proof to your clerk.

These instructions are for applicants who are applying for absentee voter registration (registration by mail). To vote in the September 8, 2020 Primary and/or November 3, 2020 General Election by absentee, submit an absentee ballot request to the clerk. The request form is available from your clerk or on the Secretary of State’s website <http://sos.nh.gov/ElecForms2.aspx>

If you are registering, have received your absentee ballot, and are returning both the absentee registration and absentee ballot in one envelope please see the instructions regarding Absentee Ballot Instructions entitled “COVID-19 Absentee Ballot Instructions” (Document #3)

If you are unable to complete any of these steps, contact your clerk for assistance **(895-7024)**. You may request accommodation if you do not have access to a witness or the ability to provide copies of proof of identity and domicile.

2020 Absentee Ballot Requirements and Instructions

#3

For your absentee ballot vote to be counted, please follow these steps:

STEP 1: You must be qualified to vote by absentee ballot for one of the reasons listed on Page 1 of these instructions, which includes concern about exposure to infection from COVID-19 or exposing others.

STEP 2: Fill out your ballot. Follow the instructions on the ballot. If you require assistance due to a disability, you may have someone else assist you. The person who assists a voter who has a disability must sign a statement acknowledging the assistance on either the absentee ballot application form and/or affidavit envelope (See Step 4 below).

Important: When filling out your ballot, completely fill in the oval to the right of your choice on the ballot. If the instructions indicate you may vote for more than one candidate for a particular office, do not vote for more than the number of candidates stated in the instructions. If you vote for more than the stated number of candidates, your vote for that office will not be counted.

STEP 3: Once finished marking the ballot, the voter or the person assisting the voter must place the ballot inside the smaller affidavit envelope sent to the voter with the ballot, then seal that smaller affidavit envelope. RSA 657:17

STEP 4: Next, the applicant must sign the affidavit printed on the outside of the affidavit envelope, unless that person receives assistance due to a disability. The signature certifies under penalty of voting fraud that you meet one of the requirements to vote absentee, RSA 657:7. If the voter is unable to sign due to disability, the person assisting the voter must instead complete the section of the application and affidavit that reads "I attest that I assisted the applicant in executing this form because he/she has a disability."

Signature _____ Print Name _____ RSA 657:17.

STEP 5: Place the completed affidavit envelope, containing the marked ballot, inside the larger envelope.

If you are not yet registered and are returning absentee voter registration forms and proof of qualifications, place those documents inside the larger envelope.

Do not place voter registration documents in the smaller affidavit envelope. Seal the larger envelope.

STEP 6: In the upper left corner of the larger envelope, print the voter's name, address, and voting place. RSA 657:17.

Place postage on the larger envelope and mail it to the clerk. As an alternative, the voter, or a delivery agent may personally deliver the envelope to the clerk. If delivered to the polls on election day by a delivery agent, he or she will be required to present government issued photo identification or have his or her identity verified by the clerk and complete a form provided there by the clerk. RSA 657:17. Family members, nursing home and elder care facility administrators, and a person assisting a voter with a disability who signs the absentee ballot affidavit (limited to

#3 Cont'd

delivering ballots for 4 voters) maybe a delivery agent. See RSA 657:17:

<http://www.gencourt.state.nh.us/rsa/html/LXIII/657/657-17.htm>

The envelopes containing your absentee ballot must be received by the clerk no later than 5:00 PM on election day. RSA 657:21-a, V; 657:22.

NOTE: If the voter delivers the absentee ballot, affidavit, sealed in the larger envelope in person to the clerk, the voter may voluntarily prove his or her identity using a qualified photo identification, such as a driver's license or non-driver ID issued by any state. If the voter proves identity, the larger envelope and the Clerk's list of absentee voters will be marked "voter verified." If the voter's absentee ballot is challenged on election day, the Moderator may consider this evidence that the voter's identity was verified by the clerk when ruling on the challenge.

Visit the Voter Look-up website: <https://app.sos.nh.gov> after the next session of the supervisors, to verify that you have been registered.

Contact your clerk (895-7024) if you have questions regarding the information on the Voter Look-up website. RSA 657:26.