

# ***Town Of Thornton***

## **Town Clerk and Tax Collector/Municipal Agent Offices**

16 Merrill Access Road Thornton, NH 03285

Phone: 726-4232 Fax: 726-2078

Website: [www.TownofThornton.org](http://www.TownofThornton.org)

### **Public Hours**

**Monday - Thursday 8:00 AM to 4:00 PM**

**Friday 8:00 AM to 3:30 PM**

**FIRST & LAST Tuesday of each Month 8:00 AM to 6:00 PM**

### **Motor Vehicle Registrations, Titles, Boat Registrations, etc.:**

- Renewal Registration –
  - Try middle of the month – fewer people registering
  - Please do not wait until the very last day to renew as any issues will leave you with an unregistered vehicle
  - Renewal registrations for motor vehicles may be done on-line by going to the Town Website at [www.TownofThornton.org](http://www.TownofThornton.org)
- Be sure to have your previous registration and photo ID for renewals
  - If you do not have your previous registration you must provide in writing the following:
    - Year, make and vehicle identification number
    - License plate number
    - License plate decal number
- For new registrations have the blue Title Application from your dealer or the signed over original title and photo identification
  - Please do not wait until the last day of a 20 day temporary registration as any errors or issues with documents will leave you with an unregistered vehicle
- New residents to Thornton must bring 2 proofs of physical address – See Residency Requirement details
- Two checks or cash are needed to register vehicles & boats  
**(NO DEBIT or CREDIT CARDS ACCEPTED AT THE OFFICE)**

### **New Voter Registrations, Voter Changes (party, address or name) & Absentee Voting processes:**

- These processes must be done by the Town Clerk only pursuant to NH state laws.
- Please contact the office via phone or email at [townclerk@thorntonnh.org](mailto:townclerk@thorntonnh.org) for available times.

### **Dog Licenses due by April 30 of each year:**

- Please provide the current rabies vaccination certificate
- Renewal dog licenses may be done on-line by going to the Town Website at [www.TownofThornton.org](http://www.TownofThornton.org)

### **Paying Tax Bills**

- If in Person – things get busy as the due date approaches, try to beat the due date
- If by mail – try to beat the due date to avoid interest and penalties
- Please be clear where to apply payments – Parcel Identification number (aka Map/Lot) and the property address should be on the check memo or always include the Tax Bill Stub located at the bottom of the bill or a copy of a statement from the Tax Collector office
- Payments may also be done on-line by going to the Town of Thornton website at [www.TownofThornton.org](http://www.TownofThornton.org)

**All of the above transactions, unless otherwise indicated, can be processed by any of the staff in the Town Clerk and Tax Collector offices.**

If you need to be in contact with the Town Clerk or Tax Collector for specific issues their hours are as follows:

○ **INTERIM TOWN CLERK, Donna Monti**

- Tuesday 8:00am – 4:00pm
- Friday 8:00am – 3:30pm

Email: [townclerk@thorntonnh.org](mailto:townclerk@thorntonnh.org)

○ **TAX COLLECTOR/MUNICIPAL AGENT, Desiree L. Mahurin:**

- Tuesdays 8:00am – 4:00pm
- Wednesdays 8:00am – 4:00pm
- Thursdays 8:00am – 4:00pm
- Fridays 8:00am – 3:30pm

Email: [taxcollector@thorntonnh.org](mailto:taxcollector@thorntonnh.org)

**2019 NOTICE OF CLOSINGS FOR THE TOWN OF THORNTON, NH**

**The Town Clerk & Tax Collector Offices will be Closed on the following dates:**

New Year's Day	Tuesday	January 1, 2019
Martin Luther King Jr. Day	Monday	January 21, 2019
President's Day	Monday	February 18, 2019
Town Election Day	Tuesday	March 12, 2019
Memorial Day, (observed)	Monday	May 27, 2019
Independence Day	Thursday	July 4, 2019
Labor Day	Monday	September 2, 2019
Columbus Day (observed)	Monday	October 14, 2019
Veterans' Day	Monday	November 11, 2019
Day before Thanksgiving @12 noon	Wednesday	November 27, 2019
Thanksgiving Day	Thursday	November 28, 2019
Day after Thanksgiving	Friday	November 29, 2019
Christmas Eve observed @ 12 noon	Tuesday	December 24, 2019
Christmas Day	Wednesday	December 25, 2019
New Year's Day	Wednesday	January 1, 2020