



Parks & Recreation Department

John Sherman, Director

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ANNUAL STATEMENT OF REGISTRATIONS

There is now a feature available to access your annual statements of registrations with Hanover Parks and Recreation for yourself through your household account. Here are the steps:

1. Log in to your account at www.hanoverrec.com
2. Click your household name on the left – Example: “Smith Household”
3. In the center tab options, select Finance
4. Choose “Payments” in the middle options
5. Select your preferred date range – Example: for 2016, change the Start Date to 01/01/2016 and End Date to 12/31/2016
6. Leave “Show All Payments” unchecked – this will provide a summary of payments made by credit card, cash or check. Checking this box will also include any account credits issued or used, which essentially is double reporting since the original payment that generated the credit is already reflected elsewhere in the summary.
7. Click "Print" – this will provide a PDF summary of itemized transactions. The Town of Hanover’s Tax ID number appears at the top of this PDF.

Please note that this summary includes all payments for all activities by all parties for any household member throughout the year. We cannot advise you on what information may be used for tax purposes and please be aware that programs offered through Hanover Parks and Recreation Department are considered recreational programming. For additional questions on qualifications, we recommend consulting with a tax specialist.