

State of New Mexico - Taxation and Revenue Department

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APPLICATON FOR BUSINESS TAX IDE	<b>ENTIFICATION NUMBER</b>
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For Office Use Only									
NM TRD ID# 0	00	DATE ISSUED		FORM(S) SENT ELECTRONICALLY					
1. BUSINESS NAME		_							
2. DBA									
3. Federal ID No.		7. Type of Ownership (	check one)						
Required except for individual/Proprietorship/Sole Owner		Corporation Estate		Non Profit Organization Exempt 501 (c)					
4. Telephone - Business ()		Government Indian Tribe		<ul> <li>Partnership</li> <li>General</li> <li>Limited</li> </ul>					
5. Other ( )		Individual / Proprietors     Limited Liability Corpo		<ul><li>S Corporation</li><li>Trust</li></ul>					
6. Business E-mail Address		Gingle Member (LLC)							
8. Mailing Address		City	State	Zip Code					
9. Principal Business Location		City	State	Zip Code					
10. Date business activity started or is anticipation of the Month Day	pated to start in New Mexico Year	11. Date business will close (only in Month Day	f you check "Tempo	orary" in Box 12) Year					
Month Day 12. Select CRS Filing status	Icar	Month Day 13. A. Will business pay wages to	employees in New M						
Monthly Quarterly	Semiannual	No							
□ Temporary □ Seasonal*		13. B. Will business be required to Worker's Compensation In		nonths 🛛 Yes 🗖 No					
*If Seasonal, indicate month(s) in which you will	file:	Effective date							
14. List Owners, Partners, Corporate Offic	ers, Association Members or Shareholders. If	listing a business other than an indiv	vidual, please see ine	structions on back of yellow page.					
	(Attach additional	pages if necessary.)	_						
SSN / ITIN / FEIN		SSN / ITIN / FEIN							
Name & Title		Name & Title							
	Home Address								
Home Address									
Phone	Phone								
E-mail		E-mail							
15. Method of accounting	16. Liquor License Type and Number	17. Secretary of State Business ID	Number 18. Co	ntractor's License Number					
Cash Accrual									
<ol> <li>19. Will business sell Gasoline?</li> <li>20. Will business sell Special Fuels?</li> </ol>	□ Yes □ No □ Yes □ No	<ul><li>23. Will business engage in Severi</li><li>24. Will business engage in Proce</li></ul>	essing Natural Resou	urces? 🔲 Yes 🗆 No					
<ol> <li>21. Will business sell Cigarettes?</li> <li>22. Will business sell Tobacco Products?</li> </ol>	□ Yes □ No □ Yes □ No	<ul><li>25. Will business be a Water Prod</li><li>26. Will business be involved in G</li></ul>	aming Activities?	□ Yes □ No □ Yes □ No					
NOTE: If you a 27. If applicable, provide former owner's	answered Yes to any of the above, except Gaming Activities,	please complete a form RPD 41218 Registration 28. Are you operating any other b							
NM TRD ID No.		If yes, give NM TRD ID No.							
Business Name		Business Name	1						
29. Primary type of business in NM (Check a			30. Give a brief de	escription of nature of business					
<ul> <li>Accommodation, Food Services, and</li> <li>Administrative and Support Services</li> </ul>		and Gas Extraction							
Waste Management and Remediatio Agriculture, Forestry, Fishing and H	entific and Technical Services Leasing of Real Property								
□ Arts, Entertainment and Recreation	Management 🔲 Rental and Leasi	ing of Tangible Personal							
<ul> <li>Construction</li> <li>Educational Services</li> </ul>	Property Retail Trade								
<ul><li>Finance and Insurance</li><li>Government</li></ul>	and Warehousing								
<ul> <li>Health Care and Social Assistance</li> </ul>	<ul><li>Utilities</li><li>Wholesale Trade</li></ul>	2							
Information	Other Services	·							
31. I declare that the information reported on this form and any attached supplement(s) is true and correct.									
Print Name			Title	Date					
Signature									

## **COUNTY AND MUNICIPAL CODES**

02-100

02-951

02-952

02-200

02-647

02-901

02-902

02-555 02-318

02-002

28-130

28-028

04-201

04-300 04-400 04-101

04-004

33-227

33-131 33-901

33-902

33-033

09-600

09-401 09-509

09-202

09-102

09-301

09-009

05-103

05-154

05-203

05-402

05-302 05-005

27-104

27-027

07-204

07-105

07-303

07-416

07-007

03-205

03-106

03-304

03-403

03-003

08-206

08-404

08-305

08-107

800-80

24-108

24-207

24-024

31-208

31-109

31-031

23-110

23-209 23-023

BERNALILLO
Albuquerque
Laguna Pueblo (1)
Laguna Pueblo (2)
Rancho de Albuquerque
Rio Rancho (Bernalillo)
Sandia Pueblo (1)
Sandia Pueblo (2)
State Fairgrounds
Tijeras
Remainder of County
Reserve
Remainder of County
CHAVES
Dexter
Hagerman
Lake Arthur
Roswell
Remainder of County
CIBOLA
Grants
Milan
Laguna Pueblo (1)
Laguna Pueblo (2)
Remainder of County
COLFAX
Angel Fire
Cimarron
Eagle Nest
Maxwell
Raton
Springer
Remainder of County
CURRY
Clovis
Clovis Airport
Grady
Melrose
Texico
Remainder of County
DeBACA
Fort Sumner
Remainder of County
DONA ANA
Hatch
Las Cruces
Mesilla
Sunland Park
Remainder of County
EDDY
Artesia
Carlsbad
Норе
Loving
Remainder of County
GRANT
Bayard
Hurley
Santa Clara
Silver City
Remainder of County
GUADALUPE
Santa Rosa
Vaughn
Remainder of County
HARDING
-
Mosquero (Harding)
Roy
Remainder of County
HILDAGO
Lordsburg
Virden
Remainder of County
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	LEA
Eunice	
Hobbs	
Jal	
Lovington	
Lovington Indus. Park	
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Tatum	
Remainder of County	
ĹI	NCOLN
Capitan	
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Carrizozo	
Corona	
Ruidoso	
Ruidoso Downs	
Remainder of County	
LOS	ALAMOS
City and County	
	UNA
Columbus	
Deming	
Deming Indus. Park	
Remainder of County	
Mc	KINLEY
Gallup	
Remainder of County	
N	IORA
Wagon Mound	
U U	
Remainder of County	
0	TERO
Alamogordo	
Cloudcroft	
Tularosa	
Remainder of County	
, in the second s	QUAY
House	
Logan	
San Jon	
Tucumcari	
Remainder of County	
RIO	ARRIBA
Chama	
Espanola (Rio Arriba)	<b>•</b> • • • • • • •
Espanola/Santa Clara	Grant (1) <sup>^^</sup>
Espanola/Santa Clara	Grant (2)**
Jicarilla Apache Natior	
Jicarilla Apache Natior	
Santa Clara Pueblo (1	
Santa Clara Pueblo (2	)
Remainder of County	,
_	SEVELT
Causey	
Dora	
Elida	
Floyd	
Portales	
Remainder of County	
	NDOVAL
•/ "	
SAN Bernalillo (City)	
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Bernalillo (City) Corrales (Sandoval)	
Bernalillo (City) Corrales (Sandoval) Cuba	. (1)
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00.040	SAN JUAN	10.010
06-210	Aztec	16-218
06-111	Bloomfield	16-312
06-306	Farmington	16-121
06-405	Remainder of County	16-016
06-158	SAN MIGUEL	
06-500	Las Vegas	12-122
06-006	Mosquero (San Miguel)	12-418
	Pecos	12-313
26-211	Remainder of County	12-012
26-307	SANTA FE	
26-406	Edgewood	01-320
26-112	Espanola (Santa Fe)	01-226
26-501	Espanaola/Santa Clara Grant (1)	01-903
26-026	Espanaola/Santa Clara Grant (1)	01-903
20-020		
00.000	Nambe Pueblo (1)	01-951
32-032	Nambe Pueblo (2)	01-952
	Santa Clara Pueblo (1)	01-901
19-212	Santa Clara Pueblo (2)	01-902
19-113	Santa Fe (city)	01-123
19-155	Santa Fe Airport	01-161
19-019	Remainder of County	01-001
	SIERRA	
13-114	Elephant Butte	21-319
13-013	Truth or Consequences	21-124
	Truth or Consequences Airport	21-164
30-115	Williamsburg	21-220
30-030	Remainder of County	21-021
00 000	SOCORRO	21 021
15-116	Magdalena	25-221
15-213	Socorro (city)	25-125
15-308	Socorro Indus. Park	25-162
15-015	Remainder of County	25-025
	TAOS	
10-407	Questa	20-222
10-309	Questa Airport	20-160
10-214	Red River	20-317
10-117	Taos (city)	20-126
10-010	Taos Airport	20-163
	Taos Ski Valley	20-414
17-118	Remainder of County	20-020
17-215	TORRANCE	
17-903	Encino	22-410
17-904	Estancia	22-503
17-931	Moriarty	22-223
17-932	Moriarty Airport	22-159
17-901	Mountainair	22-127
17-901	Willard	22-127
		-
17-017	Remainder of County	22-022
44 400	UNION	40.400
11-408	Clayton	18-128
11-310	Des Moines	18-224
11-216	Folsom	18-411
11-502	Grenville	18-315
11-119	Remainder of County	18-018
11-011	VALENCIA	
	Belen	14-029
29-120	Alexander Airport	14-152
29-504	Bosque Farms	14-505
29-311	Laguna Pueblo (1)	14-901
29-931	Laguna Pueblo (2)	14-902
29-932	Los Lunas	14-316
29-921	Remainder of County	14-014
29-922		
29-217		
29-524		
29-324		
29-409 29-911		
29-912		
29-951		
29-952	(1) Sales to or by tribal entities or members	
29-029	(2) Sales to tribal non-members by tribal non- ** Businesses located on Santa Clara land wi	
	city limits of Espanola	
	ory minto or Lopanola	

This business tax registration application is for the following tax programs: Gross Receipts, Compensating, Withholding, Workers Compensation Fee, Gasoline, Special Fuels, Cigarette, Tobacco Products, Severance, Resource, and Gaming Taxes. Registration is required by New Mexico Statutes, Section 7-1-12 NMSA 1978. An additional form RPD 41218 Registration for Special Tax Programs may be necessary for special tax programs (see no. 19 - 26 below). Supplemental information and general instructions on reporting will be provided to you. A registration certificate will be mailed. All attachments must contain the business name. Should you need assistance completing this application, please contact the department at one of the offices listed below.

## PLEASE COMPLETE THE APPLICATION IN FULL. MARK QUESTIONS WHICH DO NOT APPLY WITH N/A (NOT APPLICABLE). Do not use this form to make updates to an existing application for registration. For updates use form ACD-31075 Registration Update.

- 1. Enter business name of the entity. If business name is an individual's name, enter first name, middle initial, and last name.
- 2. If entity operates under a different name than the business name, list the name the business is "doing business as" (DBA).
- 3. Enter Federal ID No. (FEIN). Required for all entities except Individual / Proprietorship / Sole Owner.
- 4. Enter the business telephone number.
- 5. Enter any other contact number for the business (mobile, pager, message, etc.) and enter fax number.
- 6. Enter business e-mail address.
- 7. Check the type of ownership for the business you are registering (choose only one).
- 8. Enter the address at which the business will receive mail from the Department (registration certificate, CRS Filer's Kits, etc.).
- 9. Specify the physical location address of the business. (Not a PO Box). If you have multiple locations, please attach an additional sheet.
- 10. Enter the date you initially derived receipts from performing services, selling property in New Mexico or leasing property employed in New Mexico; or the date you anticipate deriving such receipts; or the period in which the taxable event occurs. Enter month, day and year.
- 11. Enter the date business will close if you check TEMPORARY on filing status in box 12.
- 12. Filing status: Please select the appropriate filing status for reporting, submitting and paying the business's combined gross receipts, compensating and withholding taxes.

a) Monthly - due by the 25th of the following month if combined taxes due average more than \$200 per month, or if you wish to file monthly regardless of the amount due.

b) Quarterly – due by the 25th of the month following the end of the quarter if combined taxes due for the quarter are less than \$600 or an average of less than \$200 per month in the quarter. Quarters are January - March; April - June; July - September; October - December. c) Semiannually - due by the 25th of the month following the end of the 6-month period if combined taxes due are less than \$1,200 for the semiannual period or an average less than \$200 per month for the 6-month period. Semiannual periods are January - June; July – December. d) Seasonal- indicate month(s) for which you will be filing.

- e) Temporary enter close date on # 11.
- 13. a) Indicate whether or not you will pay wages to employees in New Mexico.

b) Indicate whether or not you will be required to pay the Worker's Compensation fee to New Mexico. Every employer who is covered by the Workers' Compensation Act, whether by requirement or election must file and pay the assessment fee and file form RPD 41054 Workers' Compensation Fee Form (WC-1). For more information contact the Workers' Compensation Administration at (505) 841-6000 or www.workerscomp.state.nm.us.

- 14. Enter the Social Security # (SSN) or Individual Tax Identification No. (ITIN) for individuals or Federal ID # (FEIN) if the entity is not an individual; Name and Title, Address, Phone #, and E-mail address for all Owners, Partners, Corporate Officers, Association Members, or Shareholders. Required Information, except for E-mail address.
- 15. Check the method of accounting used by the business.

a) Cash - report all cash and other consideration received but exclude any sales on account (charge sales) until payment is received. b) Accrual - report all sales transactions, including cash sales and sales on account (charge sales) but exclude cash received on payment of accounts receivable.

- 16. If applicable, provide your Liquor License Type and Number assigned by the Alcohol and Gaming Division
- 17. If applicable, provide your Secretary of State Business ID Number. They may be contacted at www.sos.state.nm.us or by phone at 1-800-477-3632.
- 18. If applicable, provide your Contractor's License Number assigned by the Construction Industries Division.
- 19→26. Answer the questions pertaining to special tax registration. NOTE: If you answered "Yes" to any of these, except Gaming Activities, please complete a form RPD 41218 Registration for Special Tax Programs, which may be obtained at the offices listed below or at www.state.nm.us/tax
- 27. If this is not a new business, enter the former owner's New Mexico Taxation and Revenue Department CRS ID# (NM TRD ID#) and business name. You may want to complete a form ACD 31096 Tax Clearance Request.
- 28. Specify whether you are operating or have operated any other businesses in New Mexico. If applicable, enter NM TRD ID# and business name.
- 29. Select the primary type(s) of business in which you will engage. You may select more than one if necessary. If you are unsure in which category you should be classified, please contact one of the offices listed below.
- 30. Briefly describe the nature of the type(s) of business in which you will be engaging.
- 31. The application should be signed by an Owner, Partner, Corporate Officer, Association Member, Shareholder, or authorized representative.

## *IMPORTANT*: ALL INCOMPLETE APPLICATIONS WILL RECEIVE A NOTICE OF INCOMPLETE REGISTRATION INFORMATION. INCOMPLETE APPLICATIONS COULD RESULT IN THE DENIAL OF AN APPLICATION FOR NON-TAXABLE CERTIFICATES (NTTC'S). Return the application to one of the offices listed below.

Taxation and Revenue Department 1200 South St Francis Dr PO Box 5374 Santa Fe, NM 87502-5374 (505) 827-0951 Fax (505) 827-9876

Taxation and Revenue Department Bank of the West Building 5301 Central Ave. NE PO Box 8485 Albuquerque, NM 87198-8485 (505) 841-6200 Fax (505) 841-6326

Taxation and Revenue Department 2540 El Paseo, Bldg. #2 PO Box 607 Las Cruces, NM 88004-0607 (575) 524-6225 Fax (575) 524-6224 Taxation and Revenue Department 400 N Pennsylvania Ave, Suite 200 PO Box 1557 Roswell, NM 88202-1557 (575) 624-6065 Fax (575) 624-6070

Taxation and Revenue Department 3501 E. Main St., Suite N PO Box 479 Farmington, NM 87499-0479 (505) 325-5049 (505) 599-9703