



CRS-1

New Business Workshop

Taxes and Filing Requirements
for New Businesses
Presented by the
Taxation & Revenue Department
Audit & Compliance Division

Contacts

For questions about this workshop, please use the email address below:

New Business Email: New.Businesses@state.nm.us

Or contact the TRD Call Center at:

1-(866) 285-2996

For more information and links to other useful resources:

Business Registration Email: Business.Reg@state.nm.us

TAP Help Email: TRD-Tap: TechnicalHelp@state.nm.us

Levy Team Email: TRD: Levy@state.nm.us

Lien Team Email: TRD: Liens@state.nm.us

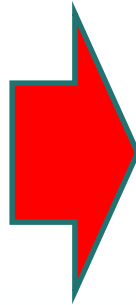
CRS Return Issues Email: CRS.TaxReturnHelp@state.nm.us

Business Tax Credit Issues Email: BusinessCredit.Mgr@state.nm.us

Policy Office Email: Policy.Office@state.nm.us


Buying an existing business?

Without prior tax clearance:



The purchaser may become liable for the seller's unpaid tax obligations

Form ACD-31096

ACD - 31096 REV. 01/14		State of New Mexico - Taxation and Revenue Department AUDIT & COMPLIANCE DIVISION		DEPARTMENT USE ONLY	
		REQUEST FOR TAX CLEARANCE		A. Control log number	
				B. Date Received	
SECTION A					
Name of Taxpayer for Whom Clearance is Requested			NM Taxation & Revenue Dept. ID Number		
Doing Business as			Federal ID Number		
Street Address of Taxpayer					
Mailing Address of Taxpayer					

Tax Information Authorization (TIA)

This form allows New Mexico Taxation & Revenue Department staff to speak to your authorized representative on your behalf.

ACD-31102
Rev. 01/15/2020

State of New Mexico - Taxation and Revenue Department

Tax Information Authorization
Tax Disclosure
PLEASE TYPE OR PRINT IN BLACK INK

*Required Fields (If the required fields are not complete this form is **VOID** and the taxpayer(s) information will not be shared.)
This form will expire one, two, or three years (as selected below) from the date that this tax information authorization tax disclosure form has been signed by the authorizing individual listed below. If your authorized representative changes before that, notify the Department.

Taxpayer Information

Name(s)*		Tax Identification Number(s)*		Reporting Period(s)*	
DBA Name(s) (if applicable)		SSN: _____		Tax Year(s) _____	
Mailing Address*		SPOUSE SSN: _____		Starting Period: _____	
City*		FEDIN: _____		Ending Period: _____	
State*	Zip Code*	NM ID: _____		Effective For*	
Telephone Number* ()		Tax Program(s)*		<input type="checkbox"/> 1 Year <input type="checkbox"/> 2 Years <input type="checkbox"/> 3 Years	
E-mail Address		<input type="checkbox"/> All State Taxes		Combined Reporting System (CRS)	
Fax Number		<input type="checkbox"/> Personal Income Tax		<input type="checkbox"/> Gross Receipts Tax	
		<input type="checkbox"/> Fiduciary Income Tax		<input type="checkbox"/> Compensating Tax	
		<input type="checkbox"/> Corporate Income Tax		<input type="checkbox"/> Withholding Tax	
		<input type="checkbox"/> Oil and Gas Taxes			
		<input type="checkbox"/> Other: _____			

Authorized Representative(s) Information

Individual Representative's Name*		Additional Individual Representative's Name			
Mailing Address*		Mailing Address			
City*	State*	Zip Code*	City	State	Zip Code
Telephone Number* ()		Telephone Number ()			
E-mail Address		E-mail Address			
Fax Number		Fax Number			

Authorizing Signature(s)

By signing below, I acknowledge that the authorized individual representative(s) listed above have the authority to receive Federal and State confidential information on behalf of the taxpayer listed above in tax matters related to this form per NMSA 1978, § 7-1-8 and 26 U.S.C. § 6103.

By checking this box, I (the taxpayer) am authorizing the New Mexico Taxation and Revenue Department Secretary or Secretary's delegate, to use facsimile, e-mail, or both, I understand that the fax numbers and e-mail addresses above will be used when providing confidential information.

Printed Name*	Printed Name
_____	_____
Title	Title
_____	_____
Signature*	Signature
_____	_____
Date*	Date
_____	_____

*For taxpayers authorizing the Department to disclose return information for a married filing joint personal income tax return, both taxpayers must sign this form.

*For a business or estate this form must be signed by a corporate officer, partner, or fiduciary who has been previously identified as such to the Department.

This form can be submitted at any of the district offices listed below:

Taxation and Revenue Department 1200 South St Francis Dr PO Box 31274 Santa Fe, NM 87502-0124 (505) 827-0051 (505) 841-6200	Taxation and Revenue Department Bank of the West Building 1001 Central Ave NE PO Box 8183 Albuquerque, NM 87109-0183 (505) 841-6200	Taxation and Revenue Department 2940 El Paso, Bldg. #2 PO Box 807 Las Cruces, NM 88001-0807 (575) 524-6223	Taxation and Revenue Department 1001 E. Main St., Suite M PO Box 479 Farmington, NM 87409-0479 (505) 325-3049	Taxation and Revenue Department 400 N Pennsylvania Ave, Suite 200 PO Box 1307 Roswell, NM 88202-1307 (375) 624-0063
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Please fax to (505) 841-6327, Attention: Business Registration Unit. If you have any questions, please contact the call center at 1 (866) 265-2996.

Form ACD-31102

Gross Receipts Tax

- Unlike sales tax “seller is responsible to file reports and pay over taxes”
- Applies to sale or lease of property and services

Most transactions in New Mexico are taxable unless specified by an act from the legislature and become **deductible** or **exempt**.

Exemption: Frees the seller of the requirement to report receipts from the exempted type of activity.

Deduction: Requires the seller to **report** the receipts, but allows them to **deduct** the receipts before calculating any liability.
The Department requires taxpayers to retain substantiation in their records when claiming a deduction.
i.e., transactions involving Non-Taxable Transaction Certificates (NTTCs)

Filing Period Requirements

C R S

- You may choose your filing status type as (monthly, quarterly, or semi-annually), but if you report an **average of \$200.00** or more in total **tax liability per month**. This will require you to file **monthly**.
- If you owe \$25,000.00 or more in tax, you must make arrangements to file electronically and pay by **EFT**. See FYI 108

Applying for a CRS

- FEIN required (unless a Sole Proprietorship without Employees)
- Physical Location Required
 - PO Box can be used for Mailing address
- Add at Least One Association
 - Include SS# and contact information
 - Owner, Partner, Etc.

Important: Your application is incomplete without this information and may not be processed

Filer's Kit Contents

- Front Cover – Announcements
- Due Dates
- Department Office Locations/Contacts
- GRT Rate Schedules
- CRS-1 Instructions and CRS-1 Forms
- Additional Forms & Information

Due Dates

DUE DATES FOR REPORTING AND PAYING CRS TAXES

MONTHLY FILING STATUS

<u>Period Begins</u>	<u>Period Ends</u>	<u>Due Date</u>
January 1	January 31	February 25
February 1	February 28	March 25
March 1	March 31	April 25
April 1	April 30	May 25
May 1	May 31	June 25
June 1	June 30	July 25
July 1	July 30	August 25
August 1	August 31	September 25
September 1	September 30	October 25
October 1	October 31	November 25
November 1	November 30	December 25
December 1	December 31	January 25

QUARTERLY FILING STATUS

<u>Period Begins</u>	<u>Period Ends</u>	<u>Due Date</u>
January 1	March 31	April 25
April 1	June 30	July 25
July 1	September 30	October 25
October 1	December 31	January 25

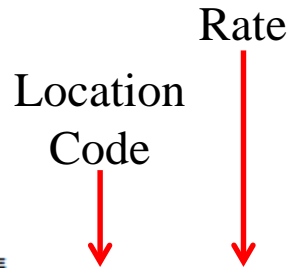
SEMIANNUAL FILING STATUS

<u>Period Begins</u>	<u>Period Ends</u>	<u>Due Date</u>
January 1	June 30	July 25
July 1	December 31	January 25

If your due date falls on a legal state or national holiday or on a weekend, your return and payment due date will be extended to the next business day.

You are not penalized for reporting and paying early; however, you cannot file online until after the period you are filing ends.

Tax Rate Table



GROSS RECEIPTS TAX RATE SCHEDULE

Municipality or County	Location Code	Rate
BERNALILLO		
Albuquerque	02-100	7.5000%
Edgewood (Bernalillo)	02-334	7.8750%
AIISD Property/Nineteen Pueblos of NM (1) ^{a,c}	02-905	7.5000%
AIISD Property/Nineteen Pueblos of NM (2) ^{a,c}	02-906	7.5000%
Laguna Pueblo (2)	02-952	6.4375%
Los Ranchos de Albuquerque	02-200	7.4375%
Lower Petroglyphs TID District*	02-420	7.5000%
Mesa Del Sol TID District 1	02-606	7.5000%
Rio Rancho (Bernalillo)	02-647	8.0000%
Sandia Pueblo (1)	02-901	6.4375%
Sandia Pueblo (2)	02-902	6.4375%
State Fairgrounds	02-555	6.4375%
Santolina TID District 1	02-621	6.4375%
Santolina TID District 2	02-622	6.4375%
Santolina TID District 3	02-623	6.4375%
Santolina TID District 4	02-624	6.4375%
Santolina TID District 5	02-625	6.4375%
Santolina TID District 6	02-626	6.4375%
Santolina TID District 7	02-627	6.4375%
Santolina TID District 8	02-628	6.4375%
Santolina TID District 9	02-629	6.4375%
Santolina TID District 10	02-630	6.4375%
Santolina TID District 11	02-631	6.4375%
Santolina TID District 12	02-632	6.4375%
Santolina TID District 13	02-633	6.4375%
Santolina TID District 14	02-634	6.4375%
Santolina TID District 15	02-635	6.4375%
Santolina TID District 16	02-636	6.4375%
Santolina TID District 17	02-637	6.4375%
Santolina TID District 18	02-638	6.4375%
Santolina TID District 19	02-639	6.4375%
Santolina TID District 20	02-640	6.4375%
Upper Petroglyphs TID District 1	02-607	6.4375%
Upper Petroglyphs TID District 2	02-608	6.4375%
Upper Petroglyphs TID District 3	02-609	6.4375%
Upper Petroglyphs TID District 4	02-610	6.4375%
Upper Petroglyphs TID District 5	02-611	6.4375%
Upper Petroglyphs TID District 6	02-612	6.4375%
Upper Petroglyphs TID District 7	02-613	6.4375%
Upper Petroglyphs TID District 8	02-614	6.4375%
Upper Petroglyphs TID District 9	02-615	6.4375%
Village of Tijeras*	02-318	7.8750%
Winrock Town Center TID District 1	02-035	7.5000%
Winrock Town Center TID District 2	02-036	7.5000%
Remainder of County	02-002	7.5000%

Effective January 1, 2018 through June 30, 2018

Municipality or County	Location Code	Rate
DE BACA		
Fort Sumner	27-104	8.0000%
Remainder of County	27-027	6.6875%
DOÑA ANA		
Anthony	07-507	7.7500%
Downtown TIDD - Las Cruces	07-132	8.3125%
Hatch	07-204	7.8125%
Las Cruces	07-105	8.3125%
Mesilla	07-303	8.1875%
Sunland Park	07-416	8.4375%
Remainder of County	07-007	6.7500%
EDDY*		
Artesia*	03-205	7.8958%
Carlsbad*	03-105	7.6458%
Hope*	03-304	6.8333%
Loving*	03-403	7.0208%
Remainder of County*	03-003	5.9583%
GRANT		
Bayard	08-206	7.6250%
Hurley	08-404	7.6250%
Santa Clara	08-305	7.6250%
Silver City	08-107	8.0000%
Remainder of County	08-008	6.5625%
GUADALUPE		
Santa Rosa	24-108	8.0000%
Vaughn	24-207	8.2500%
Remainder of County	24-024	6.4375%
HARDING		
Mosquero (Harding)	31-208	6.9375%
Roy	31-109	7.3125%
Remainder of County	31-031	6.1250%
HIDALGO		
Lordsburg	23-110	7.7500%
Virden	23-209	6.6875%
Remainder of County	23-023	6.1875%
LEA		
Eunice	06-210	7.3125%
Hobbs	06-111	6.8125%
Jail	06-306	7.0625%
Lovington	06-405	7.2500%
Lovington Industrial Park	06-158	5.5000%
Tatum	06-500	6.8125%
Remainder of County	06-006	5.5000%
LINCOLN		
Bonanza - Alamogordo*	508	7.5000%
Chaparral	501	7.5000%

Business location determines tax rate

- If you are in the construction business, your tax rate is determined by the **location of each construction project**.
- If you are located in a municipality within a county, your rate is that of the **municipality**.
- If you are a craftsperson who sells at craft fairs where you rent a booth, that is your location for that period of time. You must use the corresponding tax rate.
- Service businesses use their base tax rate from their **home or physical location**.

Tax Calculation

If tax is included in Gross Receipts, you will need to **back out** the Gross Receipts Tax **BEFORE** entering amount on Column D

HOW TO “BACK OUT” GROSS RECEIPTS TAX

DIVIDE total receipts including tax, by the applicable tax rate PLUS 100% (100% is equal to 1.0). If your business is in Albuquerque the tax rate is 7.875% and your gross receipts including tax are \$2,000.00 then divide by 1.07875%).

The result is your gross receipts without tax or \$1,854.00 (to be entered in Column D of CRS-1 form).

Gross Receipts (including tax)	\$2,000.00	
Tax Rate 7.875%	$\div 1.07875$	(1.0 + 0.07875 = 1.07875)
Equals Gross Receipts with tax backed out	\$1,854.00	
Gross Receipts (including tax)	\$2,000.00	
Gross Receipts with tax backed out	$-\$1,854.00$	
Gross Receipts Tax due	\$146.00	

On Paper

A Municipality / County Name	B Special Code*	C Location Code	D Gross Receipts (Excluding Tax)	E Total Deductions	F Taxable Gross Receipts	G Tax Rate	H Gross Receipts Tax
			\$1,854.00				

On TAP

Gross Receipts (Excluding Tax)	\$1,854.00	x
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Registration

Register with NM Taxation & Revenue
apply for a **CRS Business Tax ID Number**
Submit Form ACD-31015 by mail or in person

Or - Register on-line: <https://tap.state.nm.us>

The screenshot shows the NM Taxation & Revenue TAP website. The header includes the NM Taxation & Revenue logo and navigation links for State Website, TRD Website, Locations, and Forms & Publications. A dark navigation bar contains a Menu icon and a TAP HOME link. Below this is a teal bar with links for How-To Videos and Frequently Asked Questions. The main content area is titled "Welcome to New Mexico's Taxpayer Access Point (TAP)" and is divided into three columns. The left column is for "LOG IN" and contains fields for Logon and Password, a Logon button, and links for "Forgot Password?" and "Forgot Logon?". Below the login section is a "CREATE A LOGON" section with links for "Sign up now" and "Why sign up?". The middle column is for "WITHOUT LOGGING ON" and contains links for "Make a Payment", "Submit a Document", "Retrieve a Saved Request", "BUSINESSES" (with sub-links for "Apply for a CRS ID", "Check CRS Status", "View CRS Location Rates", and "Update My Employer ID"), and "COMMERCIAL VEHICLE CARRIERS" (with sub-links for "Lookup Weight Distance Number" and "Purchase Weight Distance Permits"). The right column is for "PERSONAL INCOME" and contains links for "Where's My Refund?" and "View Your 1099-G Statement". At the bottom, a warning message states: "Warning: As a security feature, this application will time out after 30 minutes of inactivity. Your information will NOT be saved after this time out. Copyright © 2016 State of New Mexico - All rights reserved."

HOW-TO-VIDEOS LINK

Once on
TAP
click
here

The screenshot shows the TAP HOME dashboard. At the top, there is a navigation bar with 'Menu', 'TAP HOME', and 'LOG OFF'. Below this, a teal bar contains 'How-To Videos' and 'Frequently Asked Questions'. The main content area is divided into three sections: 'INDIVIDUAL' (JOHN BANKS TEST, 599-10-1215), 'ALERTS' (Outstanding balance: \$289.98, 3 unread emails, 3 unread letters), and 'I WANT TO' (Access Another Account, Upload XML Bulk File). A red arrow points to the 'How-To Videos' link in the teal bar.

The screenshot shows the TAP Help window. The title bar reads 'TAP Help'. The main content is titled 'HOW-TO VIDEOS' and lists several video topics with links and brief descriptions:

- [Create a Logon](#): A video detailing the process of creating a TAP logon
- [Navigating in TAP](#): A video about how to navigate through TAP
- [Updating Account Information](#): A video showing how to update account information for an existing TAP logon
- [Making a Payment in TAP](#): A video detailing the process of making a payment
- [Filing a CRS return in TAP](#): A video detailing the process of filing a CRS return in TAP
- [Bulk Filing in TAP](#): A video detailing the process of bulk filing
- [Purchasing Weight Distance Permits](#): A video showing step by step purchasing of Weight Distance Permits
- [Modifying and Invalidating Permits](#): A video detailing the process of modifying and invalidating Weight Distance Permits
- [Adding Access to Accounts](#): A video explaining the process of adding access to other accounts
- [Managing TAP Logons and Account Access](#): A video demonstrating how to create additional logins and manage the access type for each logon
- [Managing Payment Sources](#): A video about saving your banking information to your TAP account
- [Managing NTTCs](#): A video demonstrating how to apply for, execute, record and request NTTCs through TAP

A 'Close' button is located in the bottom right corner of the window.

FILING ON TAP

Menu TAP HOME LOG OFF

How-To Videos Frequently Asked Questions

Last logon 03/13/2017

Manage My Logon

INDIVIDUAL

JOHN BANKS TEST

ALERTS

Outstanding balance: \$289.98

You have 3 unread emails

You have 3 unread letters

I WANT TO

[Access Another Account](#)

[Upload XML Bulk File](#)

Accounts

Requests and Correspondence

Names and Addresses

Account Settings

Flags²

MY ACCOUNTS

View All...

Account Id	Account Type	Name	Balance
03-220686-00-0	CRS Account	JOHN W. BANKS	\$289.98

OPENING PAGE

FILING ON TAP CONTINUED

Attention: Non-compliant accounts are not eligible to request NTTC authorizations or execute new certificates.



ACCOUNT

Manage Account Settings



ACCOUNT ALERTS



I WANT TO

JOHN BANKS TEST
CRS Account
JOHN W. BANKS
03-220686-00-0

Pay your outstanding balance: \$289.96
You have 3 unread letters

- Manage Payments and Returns
- View NTTC Options
- Submit a Document
- Apply for Tax Credit
- Schedule Recurring Payments
- Update Penalty & Interest
- Request Payoff Amount
- Apply for Managed Audit
- Request to Close Account

Recent Periods

Requests and Correspondence

Names and Addresses

Logons

Refunds

NAICS Codes¹



NOTICE

To file an additional return for the same period, click on the filing period link.

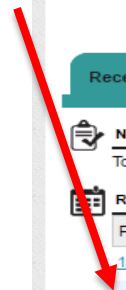


RECENT PERIODS

View All...

Period	Balance	Return Status	Message
12/31/2017	\$0.00		
11/30/2017	\$0.00		
10/31/2017	\$0.00		
09/30/2017	\$0.00		
08/31/2017	\$0.00		
07/31/2017	\$0.00		
06/30/2017	\$0.00		
05/31/2017	\$0.00		

CLICK THE PERIOD YOU WANT FILE



FILING ON TAP CONTINUED

CLICK
FILE

The screenshot shows the user's account page for 11/30/2017. The 'I WANT TO' section contains the following links:

- [Make a Payment](#)
- [File, Change, or Print Return](#)

A red arrow points from the text 'CLICK FILE' to the 'File, Change, or Print Return' link.

CLICK
NEXT

The screenshot shows the 'COMBINED REPORTING SYSTEM' page. The 'Instructions' section includes the following text:

Combined Reporting System (CRS) returns can be filed online. Complete the steps using the *Next* and *Previous* buttons to submit your return.

If tax is due on your return, payment can be made electronically once the return is submitted.

ELIGIBILITY

- An existing CRS account with New Mexico

INFORMATION NEEDED TO CONTINUE

- Either a Federal Identification Number, Social Security Number, or Individual Taxpayer Identification Number
- CRS account number

At the bottom of the page, there are 'Cancel', 'Previous', and 'Next' buttons. A red arrow points from the text 'CLICK NEXT' to the 'Next' button.

FILING ON TAP CONTINUED

NM TAXATION & REVENUE

State Website TRD Website Locations Forms & Publications

Menu TAP HOME » CRS ACCOUNT » 11/00/2017 » COMBINED REPORTING SYSTEM LOG OFF

How-To Videos Frequently Asked Questions

CRS RETURN: 30-NOV-2017

Taxpayer Social Security # JOHN BANKS TEST

1. Instructions 2. Registration

Registration

TAXPAYER INFORMATION

ID Type	Social Security #
ID Number	
CRS Number	03-220686-00-0
Name	JOHN BANKS TEST
Phone Number	(505)841-6200
Email Address	GREGORY.NEELEY@STATE
Filing Frequency	Casual

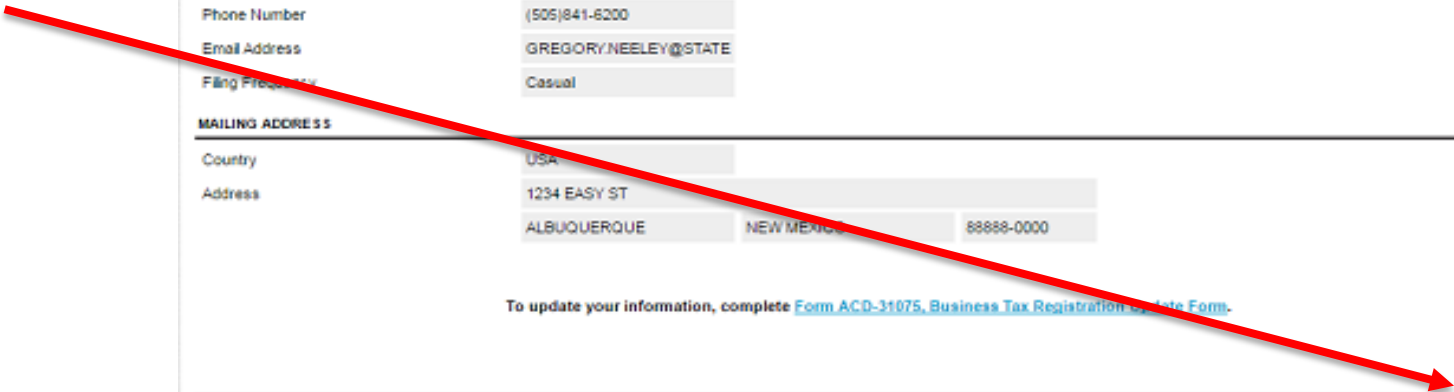
MAILING ADDRESS

Country	USA
Address	1234 EASY ST ALBUQUERQUE NEW MEXICO 88888-0000

To update your information, complete [Form ACD-31075, Business Tax Registration and Site Form](#).

Cancel Previous Next

Verify
And
Click
next



FILING ON TAP CONTINUED

NM TAXATION & REVENUE

State Website TRD Website Locations Forms & Publications

Menu TAP HOME » CRS ACCOUNT » 11/30/2017 » COMBINED REPORTING SYSTEM LOG OFF

How-To Videos Frequently Asked Questions

Menu

CRS RETURN: 30/NOV/2017

Taxpayer Social Security # JOHN BANKS TEST

1. Instructions 2. Registration 3. CRS Return

CRS Return

GROSS RECEIPTS

Do you have Gross Receipts to report? No Yes Required

COMPENSATING

Do you have Compensating to report? No Yes Explain This

WITHHOLDING

Do you have Withholding to report? No Yes Explain This

BUSINESS CREDIT CLAIM FORMS

Do you have business credit claim forms to attach? No Yes Explain This

SUMMARY

4. Total Tax Due	0.00	
5. Penalty *	0.00	Explain This
6. Interest *	0.00	Explain This
7. Total Amount Due	0.00	

SIGNATURE

I declare under penalty of perjury that all statements and information contained in this electronic record are true and correct.

* Penalty and interest are an estimate and could change once the return is processed. The Department will issue a notice of assessment for any additional charges.

Save and Finish Later Save and Continue Cancel < Previous Submit

GRT HERE

COMPENSATING

WITHHOLDING

BUSINESS CREDITS

FILING ON TAP CONTINUED

CLICK ADD RECEIPT

State Website TRD Website Locations Forms & Publications

Menu TAP HOME » CRS ACCOUNT » 11/30/2017 » COMBINED REPORTING SYSTEM LOG OFF

Gross Receipts

GROSS RECEIPTS Filter

	Location	Code	Rate Type	Taxable Gross Receipts	Rate	Gross Receipts Tax
1						

TABLE ICON GUIDE: ADD A ROW EDIT A ROW COPY A ROW DELETE A ROW

OK Cancel

1. Gross receipts Add/ Edit Receipts 0.00 [Explain This](#)

County

Location

Rate (Regular)

Gross Receipts

Deductions Covered
By NTTC

State Website TRD Website Locations

Menu TAP HOME » CRS ACCOUNT » 11/30/2017 » COMBINED REPORTING SYSTEM

Gross Receipts

County Other Special Tax Rates

Location **Required**

Rate Type [Explain This](#)

Gross Receipts (Excluding Tax)	0.00
Total Deductions	0.00
Taxable Gross Receipts	0.00
Tax Rate	0.0000
Gross Receipts Tax	0.00

Add Cancel

FILING ON TAP CONTINUED

Menu | TAP HOME » CRS ACCOUNT » 11/30/2017 » COMBINED REPORTING SYSTEM | LOG OFF

[How-To Videos](#) | [Frequently Asked Questions](#)

CRS RETURN: 30-NOV-2017

Taxpayer Social Security # 599-10-1215 | JOHN BANKS TEST

1. Instructions > 2. Registration > 3. CRS Return

CRS Return

GROSS RECEIPTS

Do you have Gross Receipts to report? No Yes

1. Gross receipts 0.00 [? Explain This](#)

COMPENSATING

Do you have Compensating to report? No Yes [? Explain This](#)

2. Compensating Tax

WITHHOLDING

Do you have Withholding to report? No Yes [? Explain This](#)

3. Withholding Tax

BUSINESS CREDIT CLAIM FORMS

Do you have business credit claim forms to attach? No Yes [? Explain This](#)

SUMMARY


4. Total Tax Due	0.00
5. Penalty *	0.00 ? Explain This
6. Interest *	0.00 ? Explain This
7. Total Amount Due	0.00

SIGNATURE

I declare under penalty of perjury that all statements and information contained in this electronic record are true and correct.

* Penalty and interest are an estimate and could change once the return is processed. The Department will issue a notice of assessment for any additional charges.

Read And check this box and Submit.

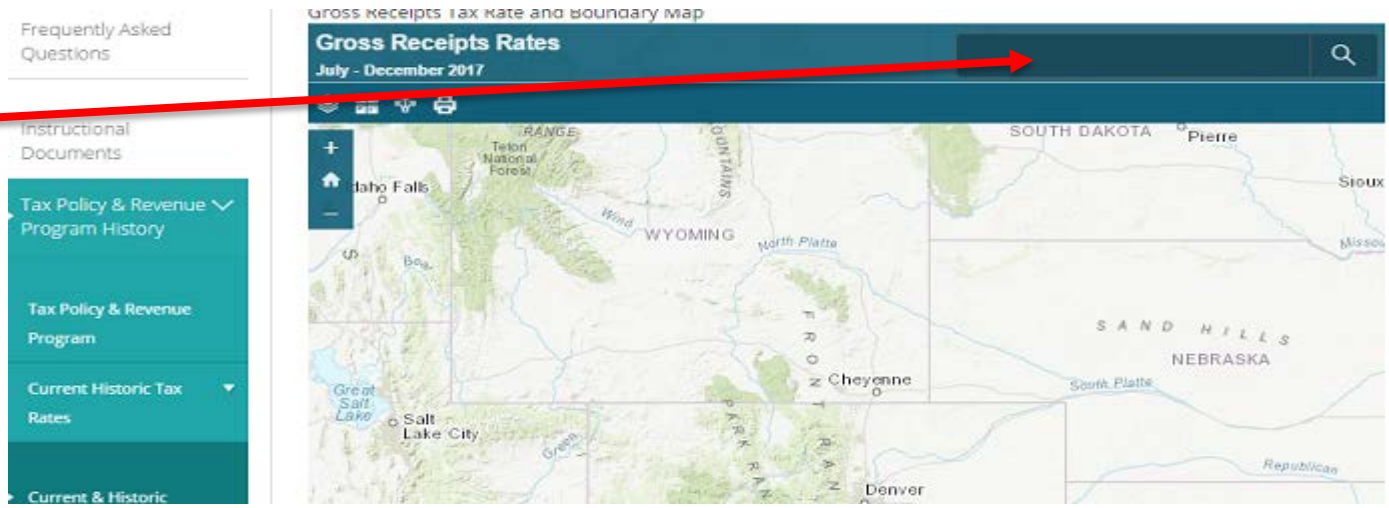


GRT Rate Locator

Website to find what your GRT is.

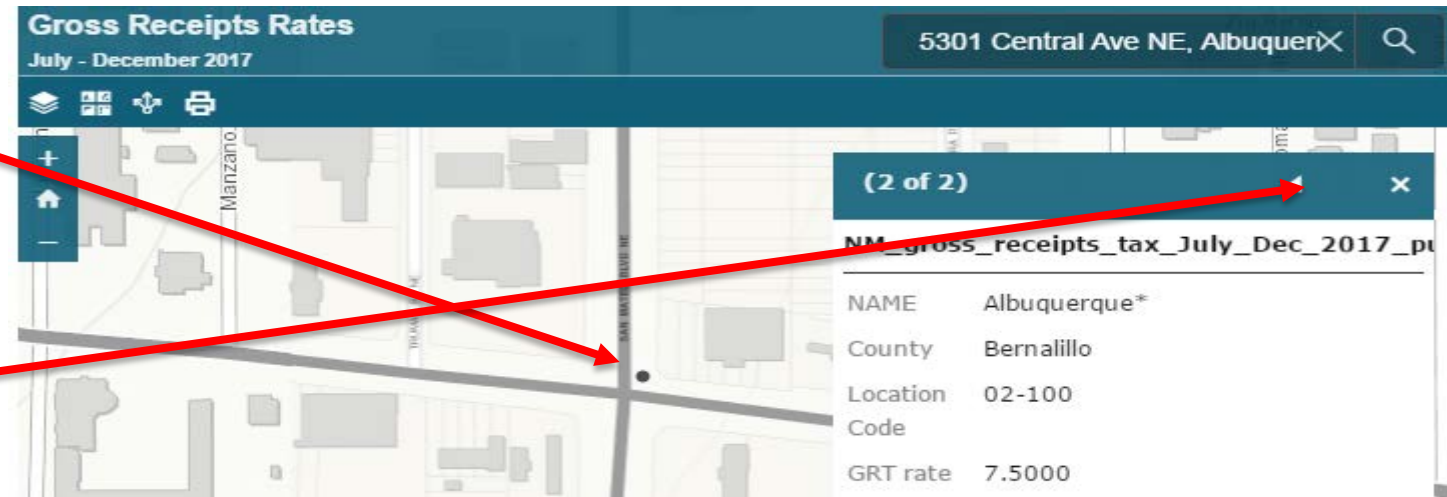
<http://www.tax.newmexico.gov/gross-receipts-tax-historic-rates.aspx>

Enter Address



1. Click The Blue Dot

2. Click The Right arrow



Compensating Tax

- Called “use tax” – “**buyer pays**”
- **Protect** New Mexico businesses from unfair competition
- **Applies to:**
 - **Out of state business** purchases (supplies and equipment for **business use**)
 - Purchases using a **NTTC** and later **used by the buyer**
- **5%** of the value of service
- **5.125%** of the value of property

Withholding Tax

Every **employer** who withholds a portion of an employee's wages for payment of federal taxes must withhold **New Mexico income tax**.

Employers are to report the total amount of withholding taxes based on your filing frequency.

ON PAPER

TOTAL COLUMNS D, E and H. *See instructions for column B.	\$	\$	TOTAL GROSS RECEIPTS TAX	1
Payment made by: <input type="checkbox"/> Automated Clearinghouse Deposit	Date _____		COMPENSATING TAX	2
<input type="checkbox"/> Federal Wire Transfer	Date _____		WITHHOLDING TAX	3
Check if applicable: <input type="checkbox"/> Amended Report			TOTAL TAX DUE	4
TAX PERIOD			PENALTY	5

ON TAP

WITHHOLDING

Do you have Withholding to report? [? Explain This](#)

3. Withholding Tax 219.00

CRS Form

Location Name: Albuquerque
Location Code: 02-100
Gross Receipts (Excluding Tax): 1,854.00
Deductions: \$100.00
Taxable Gross Receipts: 1,754.00
Tax Rate: 7.875
GRT: 138.13

Beginning Period Date: 3/1/2020
Ending Period Date: 3/31/2020

Printed Name of business or sole proprietor: John Smith
Signature of owner or authorized agent: *[Signature]*
CRS Number: 03-220686-00-0
Title of Signer: owner
Date Filed: 4/3/2020
Phone Number: 505-841-6200

Total GRT From All Locations: 138.13
Withholding Tax: 20.00
Total Tax: 158.13

A	B	C	D	E	F	G	H	
Municipality / County Name	Special Code*	Location Code	Gross Receipts (Excluding Tax)	Total Deductions	Taxable Gross Receipts	Tax Rate	Gross Receipts Tax	
Albuquerque		02-100	1,854.00	\$100.00	1,754.00	7.875	138.13	
TOTAL COLUMNS D, E and H. *See instructions for column B.			\$	\$	TOTAL GROSS RECEIPTS TAX		1	138.13
Payment made by: <input type="checkbox"/> Automated Clearinghouse Deposit Date _____ <input type="checkbox"/> Federal Wire Transfer Date _____					COMPENSATING TAX		2	
Check if applicable: <input type="checkbox"/> Amended Report					WITHHOLDING TAX		3	20.00
TAX PERIOD: 3/1/20 through 3/31/20					TOTAL TAX DUE		4	158.13
					PENALTY		5	
					INTEREST		6	
Print Name: John Smith NM CRS ID No. 03-220686-00-0 Phone No. 505-841-6200					TOTAL AMOUNT DUE		7	158.13

Rev. 09/2010

I declare that I have examined this return including any accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct and complete.

Signature of taxpayer or agent: *[Signature]* Title: owner Date: 4/3/2020 Email address: _____

GRT Formula (Column's): $(D - E = F) \times G = H$

Amended Return

Amended CRS-1 Paper Return

- Be sure to **check the amended box** and write the appropriate period you are amending on the paper return.
- Open the return in TAP **select Amend** and make the changes
- Fill out the report with the correct information as **it should have been filed originally.**
- Pay the difference if you owe, adding penalty and interest, or send the form with the application for refund if you overpaid using form RPD-41071 or online through TAP.

A Municipality / County Name	B Special Code*	C Location Code	D Gross Receipts (Excluding Tax)	E Total Deductions	F Taxable Gross Receipts	G Tax Rate	H Gross Receipts Tax
Albuquerque		02-100	1,000.00		1,000.00	7.3125	73.13
TOTAL COLUMNS D, E and H: *See instructions for column B.			\$	\$	TOTAL GROSS RECEIPTS TAX		1 73.13
Payment made by: <input type="checkbox"/> Automated Clearinghouse Deposit Date _____ <input type="checkbox"/> Federal Wire Transfer Date _____					COMPENSATING TAX		2
Check if applicable: <input checked="" type="checkbox"/> Amended Report					WITHHOLDING TAX		3
TAX PERIOD 01 01 2017 through 06 30 2017 Month Day Year Month Day Year					TOTAL TAX DUE		4 73.13
Print Name Tax Payer NM CRS ID No. 02-123000-00-1 Phone No. 505-123-1234					PENALTY		5
					INTEREST		6
					TOTAL AMOUNT DUE		7 73.13

I declare that I have examined this return including any accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct and complete.

Signature of taxpayer or agent John Smith Title owner Date 07/07/2017 E-mail address _____

View Return in TAP

NM TAXATION & REVENUE

State Website TRD

Menu TAP HOME » CRS ACCOUNT » 07/31/2016 » RETURN LIST » CRS RETU

How-To Videos Frequently Asked Questions

CRS RETURN STATUS

CRS Account
03-220686-00-0
JOHN W. BANKS
07/31/2016

Online Processed
Amend
Print as Pdf

CRS RETURN: 31-JUL-2016

(NTTC) Non-Taxable Transaction Certificates

- Issued by the Buyer/Lessee to the Seller/Lessor.
- For the purchase or lease of material and/or services with the intent for resale.
- Buyer/Lessee does not pay Gross Receipts Tax on the purchase.
- Creates a deduction for the Seller/Lessor
- Are generated/executed **online on TAP ONLY** and printed if necessary.

Type of NTTC is dependent on NAICS code entered when applying for a CRS number, this example only qualifies for Type 5:

NAICS CODES

Enter the numeric NAICS Code in the box below. To search, please select the Find Code button to enter the numeric NAICS Code, keyword or description of business activity.

Primary Type of Business Activity (NAICS Codes)

If More Than One Type of Business, Secondary Type of Business Activity (NAICS Codes)

SHORT DESCRIPTION OF BUSINESS

NTTC Types

Most common used NTTCs

For more info please see FYI 204

- Type 2 – Purchase of **tangibles** for **resale**
- Type 5 – Purchase of **services** for **resale**
- Type 6 – For **construction** contractor's **materials** and **services**
- Type 9 – For tangibles purchased by **not-for-profit** 501(c)(3) and governmental agencies

NTTC Types

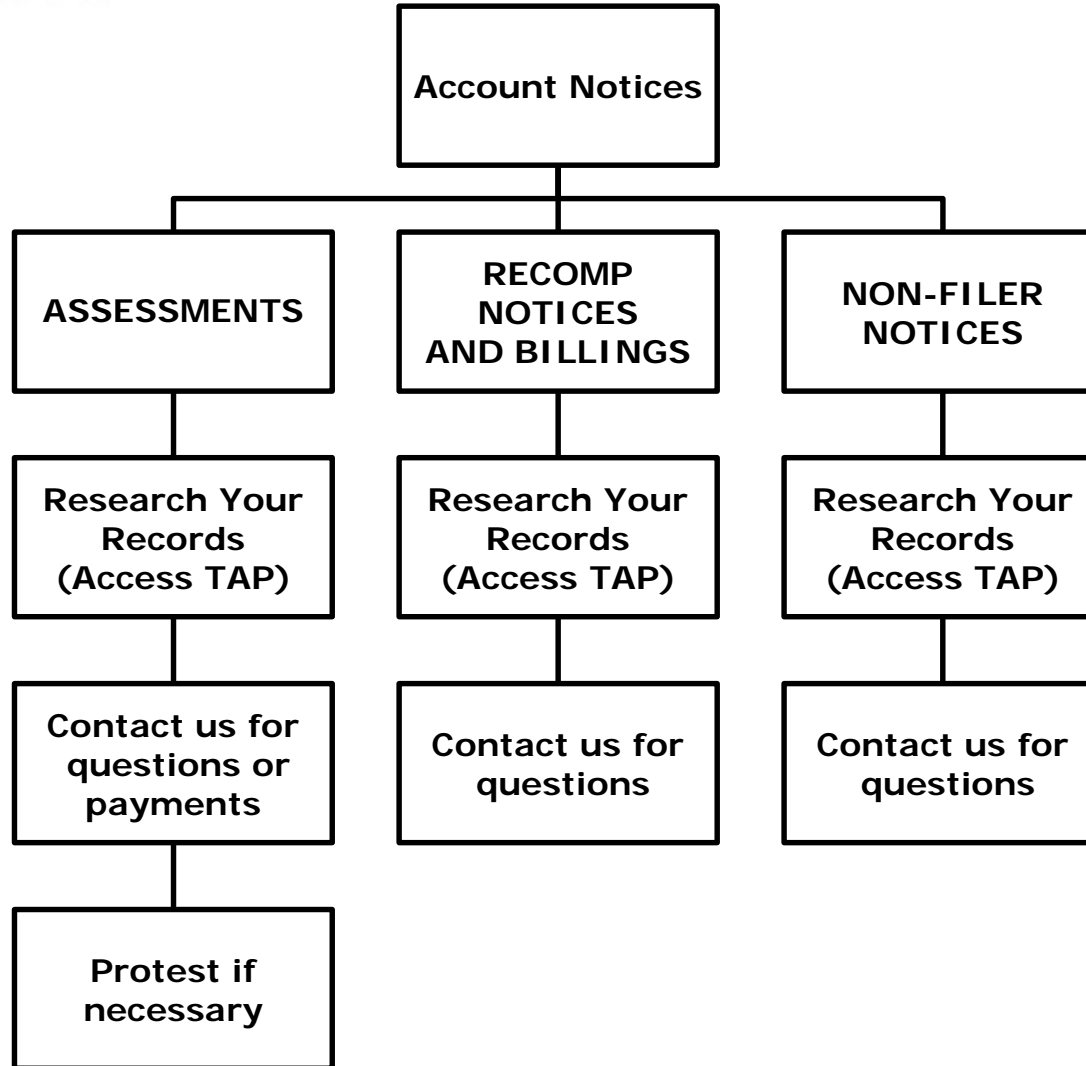
(More Specific With Additional Requirements)

- Type 10 – Available to persons that hold an interest in a **qualified generating facility** (Certificate from the New Mexico Environment Department)
- Type 11 – **Consumable product** used in **manufacturing process** (form RPD-41378)
- Type 12 – **Utilities** used in **manufacturing process** (forms RPD-41378 and RPD-41377)
- Type 15 – For **tangibles** purchased by qualified **federal contractors** (Federal Contract)
- Type 16 – For qualified film production companies **material** and **services** (proof of registration with the Film Division)
- **OSB Out of State Buyer certificates** – not available online, contact any District Office

OSB NTTC

- Type OSB NTTCs are issued to registered New Mexico sellers/lessors to execute to Out of State Buyers who are **not registered** with the department.
- Tangibles purchased in state will be **resold** outside of New Mexico.

Notices



New Mexico Personal Income Tax Estimated taxes

Persons who are self-employed should not report withholding tax on their wages. Self-employed individuals should make estimated payments using the form PIT-ES.

Estimated taxes are paid using the PIT-ES form. For details on making estimated personal income tax payments, review the publication **FYI-320**

PIT-ES		New Mexico Personal Income Estimated Tax Payment Voucher	Tax Year _____ <small>mm/dd/ccyy</small>
Indicate the tax year and the quarter to which the payment is to be applied:			
<input type="checkbox"/> 1ST (APR 15)		<input type="checkbox"/> 2ND (JUN 15)	<input type="checkbox"/> 3RD (SEP 15) <input type="checkbox"/> 4TH (JAN 15)
SPOUSE'S FIRST NAME AND INITIAL		LAST NAME	SPOUSE'S SOCIAL SECURITY NUMBER
ADDRESS (Number & Street)		CITY, STATE AND ZIP CODE	
<i>Make your check or money order payable to: New Mexico Taxation and Revenue Department</i>		AMOUNT ENCLOSED	<input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
<i>Using your own envelope, mail payment and voucher to: New Mexico Taxation and Revenue Department P.O. Box 8390, Santa Fe, NM 87504-8390</i>			

Collections

- You receive **notices**
- You receive **phone calls**
- You may receive a **field visit**
- You may have **liens filed** against your personal assets
- Your assets may be **levied**
- You may have to **appear in court** regarding the closure of your business

Penalty and Interest

- Penalty is calculated at **2% per month** of total tax due. **Maximum** penalty is **20%**. **Minimum** penalty is **\$5.00**.
- A minimum \$5.00 penalty is assessed for failure to **file timely**.
- Effective January 1, 2008 the interest rate charged on underpayment of taxes administered by NMTRD is reduced to the **annual rate established by the IRS**. The rate of the past several years has ranged from 3% to 9%. Interest is computed on a daily basis.
- Even if the gross receipts **equal zero**, you must still file a timely return or you will be assessed the **minimum \$5.00 penalty**.

Marketplace Sales

A **marketplace facilitator** is a business or organization that contracts with third parties to sell goods and services on its platform and facilitates retail sales. Marketplace facilitators enable these sales by listing the products, taking the payments, collecting receipts, and in some cases assisting in shipment.

A “**marketplace provider**” is defined as “any person who facilitates a retail sale by a retailer” by: (1) listing or advertising sales by the retailer; and (2) collecting payments from the retailer's customers and transmitting those payments to the retailer.

You are a marketplace seller if you make retail sales through either a physical or electronic marketplace operated by a marketplace facilitator.

Free Publications

- We have many free publications that give a more detailed explanation of certain issues.
- All of the FYI flyers are available online at www.tax.newmexico.gov .

Record Keeping

It is recommend that you keep all your TAX records for 7 to 10 years. Audits can go back that far.



Contacts

For questions about this workshop, please use the email address below:

New Business Email: New.Businesses@state.nm.us

Or contact the TRD Call Center at:

1-(866) 285-2996

For more information and links to other useful resources:

Business Registration Email: Business.Reg@state.nm.us

TAP Help Email: TRD-Tap: TechnicalHelp@state.nm.us

Levy Team Email: TRD: Levy@state.nm.us

Lien Team Email: TRD: Liens@state.nm.us

CRS Return Issues Email: CRS.TaxReturnHelp@state.nm.us

Business Tax Credit Issues Email: BusinessCredit.Mgr@state.nm.us

Policy Office Email: Policy.Office@state.nm.us

Thank you for Watching

