TOWN OF BERNALILLO

Business Registration Application

Phone: 771-7118

!!!Please Print or Type!!!

1. NAME OF BUSINESS:	Phone:				
a) Mailing Address:					
City:	State: Zip:				
	(Physical Street Address Only, No P.O. Boxes)				
2. NAME OF APPLICANT:	Phone:				
a) Mailing Address:					
City:	State:Zip:				
3. NEW MEXICO CRS I.D. NUMBER: 0 0 _ 0 ALL BUSINESSES MUST PROVIDE A CURRENT COPY OF THE CRS TAX ACCOUNT STATUS FORM PROVIDED BY THE NEW MEXICO TAXATION AND REVENUE DEPARTMENT.					
4. NATURE OF BUSINESS:					
a) Number of Employees at this loc					
	Partnership Corporation OLC				
, 	Business OR Renewed Business				
· · · · · · · · · · · · · · · · · · ·	NSURES MUST BE ATTACHED TO THIS APPLICATION BARBER, FOOD SERVICE				
SIGNATURE:	DATE:				
PLEASE PRINT NAME:					
E-MAIL ADDRESS:Attention: If the business operates in multiple ju	urisdictions, use GRT Location Code 29-120 for the Town of Bernalillo.				
FOR OFFICE USE ONLY (within this box)					
\$35.00 Business Registration Fee is payable to the Town of Bernalillo with application The Business Registration Fee cannot be prorated for a partial year.					
\$ \$10.00 Late Fee is due if renewal is after					
\$ Amount Received					
Receipt Number #	Business License #				
Payment Received By & Date:	Date Received:				
Zoning Approval By:	Zoning: License Approval By:				



Town of Bernalillo

"The City of Coronado"

Mayor Jack Torres

Council

Vincent Montoya
Dale R. Prairie
Sharon Torres-Quintana
Phillip Valverde

Business License Checklist

ALL THE FOLLOWING COMPONENTS ARE NEEDED TO COMPLETE BUSINESS LICENSE APPLICATION WITHIN 7-10 BUSINESS DAYS.

- ☐ Completed in full Business License Application (ordinance #165)
 - o \$35 fee for calendar year, January December
 - o \$45 for <u>late renewals</u> (after January 31st)
- ☐ Tax Account Status Document with a status of "In Compliance" (ordinance #260)
 - o Directions for accessing this information can be found on the next page
- □ **State Licenses** or Health Department Permits, if applicable:
 - Examples include:
 - Auto Mechanic License
 - Barbers License
 - Construction License

- Doctoral License
- Electrician License
- Etc.

Payment of the Business License Application fee can be submitted in cash, check, money order or credit card (Visa, MasterCard, Discover), however processing does not take place until the very end of the license application process. If paying with a credit card, after submittal, the P&Z Clerk will contact you for payment.

Make checks or money orders payable to: Town of Bernalillo

If any documents are missing, this may delay the application process.

Business Licenses will be mailed to the business mailing address on file. For new businesses, applications are available on-line at www.tobnm.gov or may be picked up at Town Hall.

Attention: If the business operates in multiple jurisdictions, use GRT Location Code 29-120 for the Town of Bernalillo.

<u>Instructions on Obtaining Tax Account Status Form</u>



Businesses

Manage items for my business.

- > Apply for a New Mexico Business Tax ID
- Check New Mexico Business Tax ID Status
- View Business Location Rates
- > Update My Employer ID
- > Learn More About Registering Your Business

The following page will be

CRS Tax Account Status Form with the following information:

- Company Name
- NM CRS ID
- Status MUST HAVE A STATUS OF "IN COMPLIANCE" -
- Date of Status
- Status confirmation number

Click on

"PRINT CONFIRMATION PAGE"

Printed copy of CRS Tax Account Status Form must be attached to Business License Application

You will need to enter the following information:

- CRS ID Number
- □ 5-Digit Zip Code
- □ *Last 4 digits of FEIN or SSN or ITIN*

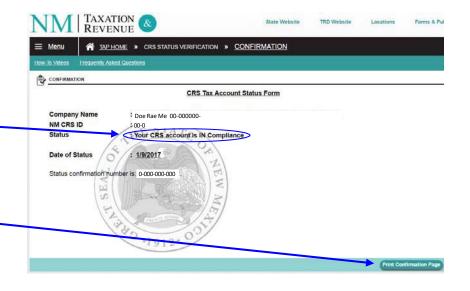
Go to the following website:

https://tap.state.nm.us/tap

Click on "CHECK NEW MEXICO BUSINESS TAX ID **CRS STATUS"** under <u>Businesses</u>

Fill in required information on next page

Press Next Press Submit



Sandoval County Questionnaire

The following information has been requested by the Sandoval County Business Development Office. They are requesting this information to better track the growth and business type that is present in the county. For more information, please contact the Sandoval County Business Development Office at (505)867-8687.

1. I	a New b Cha	ange of	Location c Home Based
2. I	Does your business derive over 51% of i a Yes b No	ts inco	me from outside the state of New Mexico
3.	Please describe your business:		
-			
_			
-			
-	NAICS Code Number (see list below): _ (please visit <i>census.gov/eos/www/naic</i>		more information)
11	Agriculture, Forestry, Fishing, & Hunting	53	Real Estate, Rental, & Leasing
21	Mining, Quarrying, & Oil/Gas Extraction	54	Profession, Scientific, & Technical Services
22	Utilities	55	Management of Companies & Enterprises
23	Construction	56	Administrative, Support, Waste Management, & Remediation Services
31-33	Manufacturing	61	Educational Services
42	Wholesale Trade	62	Health Care & Social Assistance
44-45	Retail Trade	71	Arts, Entertainment, & Recreation
48-49	Transportation & Warehousing	72	Accommodation & Food Services
51	Information	81	Other Services (except Public Administration)
52	Finance & Insurance	92	Public Administration