

## **Out of Town Business Registration Fee \$35.00 per year**

**City Ordinance #1172-81 requires that all businesses apply for and obtain a business registration prior to engaging in business.**

**Please fill out the following forms COMPLETELY.**

- 1) Contact the New Mexico Taxation & Revenue Department to apply for a New Mexico State Tax ID number (aka CRS number). [tax.newmexico.gov](http://tax.newmexico.gov)**
- 2) Access the Taxpayer Access Point (TAP) at <https://tap.state.nm.us>**
  - First time Users**
    - TAP Account created for you**
    - Authorization code emailed - required for first log in**
- 3) The business registration application must have the completed general information and the NM State Tax ID number. The registration cannot be processed without it.**
- 4) Building Safety and Zoning has to verify zoning for a business. The license cannot be processed without their authorization. All business applicants must have authorization.**
- 5) Please read the last paragraph and sign.**
- 6) Please read and sign the business registration information page. We will need immediate notification if the business is sold, closed or relocated.**
- 7) Please bring the completed packet to City Hall. We accept cash, check, money orders, and credit or debit cards; however, the credit card company does charge a processing fee for debit and credit cards. The annual business registration fee is \$35.00 and you will be billed each January for renewal of your registration.**

**CITY OF CLOVIS**  
PO BOX 760, CLOVIS NM 88102  
(575) 769-7830

**OUT OF TOWN BUSINESS**  
***BUSINESS REGISTRATION APPLICATION FEE: \$35.00***

**CITY ORDINANCE #1172-81 REQUIRES THAT ALL BUSINESSES APPLY FOR AND OBTAIN A BUSINESS REGISTRATION PRIOR TO ENGAGING IN BUSINESS.**

**THE REQUESTED INFORMATION AND APPROVALS ARE REQUIRED TO PROMOTE THE GENERAL HEALTH AND WELFARE OF THE CITIZENS OF CLOVIS AND TO PROPERLY ESTABLISH BILLING ARRANGEMENTS. NO APPLICATION WILL BE ACCEPTED UNTIL ALL INFORMATION AND APPROVALS ARE COMPLETED.**

**APPLICATION DATE:** \_\_\_\_\_ **DESCRIPTION OF BUSINESS:** \_\_\_\_\_

**BUSINESS NAME** \_\_\_\_\_ **BUSINESS PHONE** \_\_\_\_\_

**BUSINESS LOCATION** \_\_\_\_\_

**BUSINESS MAILING ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**OWNER NAME** \_\_\_\_\_

**HOME ADDRESS** \_\_\_\_\_ **HOME PHONE** \_\_\_\_\_

**NEW MEXICO STATE TAX NUMBER** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**CONTRACTOR LICENSE #** \_\_\_\_\_

**ARE YOU THE PROPERTY OWNER ON WHICH THE BUSINESS IS LOCATED?**    **YES**    **NO**

**NAME & ADDRESS OF NEAREST RELATIVE:** \_\_\_\_\_  
\_\_\_\_\_

**IMMEDIATE NOTIFICATION IS REQUIRED IF THE BUSINESS IS SOLD, CLOSED OR RELOCATED. ALL BILLINGS, INCLUDING INTEREST, WILL BE THE RESPONSIBILITY OF BUSINESS IF NOTIFICATION IS NOT RECEIVED TIMELY.**  
**BUSINESS REGISTRATION FEES ARE NON-TRANSFERABLE AND WILL NOT BE PRORATED.**

I ACKNOWLEDGE THAT I HAVE READ THE ABOVE INFORMATION.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

## **City of Clovis Business Registration Information**

- Business registration will be billed every January for renewal.
- It is the RESPONSIBILITY OF THE BUSINESS to notify the city of any change in mailing address and/ or location.
- IMMEDIATE NOTIFICATION is required if the business is SOLD OR CLOSED. Otherwise, the business is responsible for any additional billing plus related interest at the rate of 1.5% per month.
- Business registration fees are NON-TRANSFERABLE and WILL NOT BE PRO-RATED.

I acknowledge that I have read the above information.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Name