

Special Event Vendor 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) Please contact the New Mexico Taxation & Revenue Department to apply for a New Mexico State Tax ID number (aka CRS number). The link to apply for a NM Tax Number is www.tap.state.nm.us/TAP/_#1**
- 2) The business registration application must have the completed general information and the NM State Tax ID number. The registration cannot be processed without it.**
- 3) Please read and sign the business registration information page. There is an automatic renewal each calendar year. We would request immediate notification if the business is sold, closed or relocated.**
- 4) Please bring the completed packet to City Hall - 321 Connelly or email to finance@cityofclovis.org. 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. Payment will be due at the time the business registration process is completed.**

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

SPECIAL EVENT VENDOR
BUSINESS REGISTRATION FEE: \$35.00

CITY ORDINANCE #1172-81 REQUIRES THAT ALL BUSINESSES APPLY FOR AND OBTAIN A BUSINESS REGISTRATION AND A NEW MEXICO BUSINESS TAX ID 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:** _____

EVENT LOCATION: _____

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: _____

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 THE BUSINESS IF NOTIFICATION IS NOT RECEIVED TIMELY. RENEWALS ARE MAILED IN JANUARY. 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
Special Event Vendor
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