

# New Mexico New Hires Directory Employer Reporting Toolbox

Starting up a new business? You will need to register with various Federal, State and Local Governments. Below is a list of agencies you may need to contact for further information.

## STATE REGISTRATION

All businesses operating in New Mexico must obtain a State tax identification number, and report earnings and wages on a quarterly basis. Contact the New Mexico Department of Taxation and Revenue to receive a CRS Filer Kit.

**New Mexico Department of Taxation and Revenue**  
1100 South St. Francis Drive  
Santa Fe, NM 87504  
(505) 827-0700

<http://www.tax.newmexico.gov/Businesses/default.aspx>

Most employers in New Mexico are required to obtain Unemployment Insurance. All employers are required to post certain labor posters in their place of business. Contact the New Mexico Department of Workforce Solutions for more information.

**New Mexico Department of Workforce Solutions**  
<http://www.dws.state.nm.us/>

Unemployment Insurance Tax & Claims System  
<http://www.dws.state.nm.us/Business/UnemploymentInsurance/UnemploymentInsuranceTax>

Labor Relations  
<http://www.dws.state.nm.us/LaborRelations/LaborInformation/WageandHour>

Many types of businesses need special licenses from the State to operate. Research the specific license & permits for your type of business with the New Mexico Department of Regulation & Licensing.

**New Mexico Department of Regulation & Licensing**  
725 St. Michael's Drive Santa Fe, NM 87501  
(505)827-7003  
<http://www.rld.state.nm.us/>

Almost all employees in New Mexico are required by law to have Worker's Compensation Insurance.

**NM Workers Compensation Administration**  
P O Box 27198 Albuquerque NM 87125-7198  
(505) 841-6000  
<http://www.workerscomp.state.nm.us/>

Register trademarks and Uniform Commercial Codes; in-state and out-of-state corporations, limited liability companies, cooperative associations, foreign business trusts and other business entities with the Secretary of State.

**Office of the Secretary of State**  
State Capitol North Annex, Ste 300 Santa Fe, NM 87503  
1-800-477-3632  
<http://www.sos.state.nm.us/>

Apply for licenses for various industries, occupations and hazardous materials.

**New Mexico Environment Department**  
PO Box 26110 Santa Fe, NM 87502  
1-800-219-6157  
<https://www.env.nm.gov/>

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## FEDERAL REGISTRATION

All businesses must register with the Internal Revenue Service for a Federal Employer Identification Number.

### **Internal Revenue Service**

Internal Revenue Service  
Austin, TX 73301-0002

<https://www.irs.gov/businesses/small-businesses-self-employed/starting-a-business>

To register a trademark, contact the US Department of Commerce Trademark Office.

### **US Department of Commerce Trademark Office**

2021 Jefferson Davis Highway  
Arlington, Virginia 22202  
703-305-8341 1-800-786-9199

<https://www.uspto.gov/trademark>

To register a patent, contact the US Patent Applications office.

### **Asst. Commissioner for Trademarks, Patent Applications**

Washington, D.C. 20231  
1-800-786-9199

<https://www.uspto.gov/patent>

Business are required to post certain documents provided by the US Department of Labor in their place of business.

### **US Department of Labor**

200 Constitution Ave. NW Washington DC 20210  
1-866-487-2365

<https://www.dol.gov/general/audience/aud-employers>

## LOCAL REGISTRATION

Business owners must also register with their local municipalities. Visit the following links to find out more.

### **Santa Fe Business Registration Office**

200 Lincoln Avenue Santa Fe, New Mexico 87504-0909  
505-955-6912

[http://www.santafenm.gov/doing\\_business\\_with\\_the\\_city](http://www.santafenm.gov/doing_business_with_the_city)

### **Albuquerque Business Registration Office**

600 2nd Street NW Albuquerque NM 87102  
(505) 924-3890

[businessregistration@cabq.gov](mailto:businessregistration@cabq.gov)

### **Las Cruces Business Registration Office**

700 North Main Las Cruces, NM 88001  
(575) 528-3059

[business@las-cruces.org](mailto:business@las-cruces.org)

### **Look up additional Municipalities:**

[http://www.newmexico.gov/government/City\\_Agencies.aspx](http://www.newmexico.gov/government/City_Agencies.aspx)