

BUSINESS REGISTRATION AMENDMENT



A business shall notify the City Clerk's Department of changes. For change to a business location or new owner, a new business registration process shall be followed.

CHECK CHANGES THAT APPLY

- | | | |
|--|---|--|
| <input type="checkbox"/> Business name | <input type="checkbox"/> Business mailing address | <input type="checkbox"/> Business phone number |
| <input type="checkbox"/> Business email address | <input type="checkbox"/> NM Tax ID number | <input type="checkbox"/> Closed business |
| <input type="checkbox"/> Owner mailing address | <input type="checkbox"/> Owner phone number | <input type="checkbox"/> Owner email address |
| <input type="checkbox"/> Partnership or registered agent | | |

REQUIRED

NM Tax Identification Number (BTIN) 0 ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____

License Number _____

ORIGINAL BUSINESS INFORMATION

Business Name _____

Address _____ City _____ State _____ Zip _____

Phone Number _____ Email Address _____

OWNER

Owner Name _____ Phone Number _____

CHANGE TO BUSINESS (EXCEPT LOCATION)

From _____

To _____

CHANGE OF CONTACT INFORMATION

From _____

To _____

CHANGE OF PARTNERSHIP/CORPORATION

From _____

To _____

OWNER SIGNATURE

Owner Signature _____ Date _____

Call the City Clerk's Department with questions at (575) 439-4100.