



Town of Bernalillo

"The City of Coronado"

Mayor
Jack Torres

Council
Tina Dominguez
Marian A. Jaramillo
Dale R. Prairie
Ronnie A. Sisneros

Peddler's License Checklist

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

- Completed in full Peddler's License Application** (ordinance #128)
 - \$75 fee for 0-3 Months
 - \$100 for 3 months – 1 year
- Tax Account Status Document** with a status of **"In Compliance"** (ordinance #260)
 - *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
 - Food/Health Permit
 - Doctoral License
 - Electrician License
 - Etc.
- Letters from Property Owners** you plan to peddle your goods/services from
 - more addresses can be added later once the letters have been reviewed by our Planning & Zoning Department
- Approval from the Planning & Zoning Department**
 - Once you've turned in a complete application, approval will be needed before processing can take place.

The most efficient way for your Peddler's License Application to be completed is with **fees paid in cash, check, or money order**. We do accept credit cards (Visa, MasterCard, Discover), however processing does not take place until the very end of the license application process.

*Make checks or money orders payable to: **Town of Bernalillo***

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

Peddler's Licenses will be either mailed to the listed business mailing address or picked up from Bernalillo Town Hall.

Instructions on Obtaining Tax Account Status Document

You will need to enter the following information:

- ❑ **CRS ID Number**
- ❑ **5-Digit Zip Code**
- ❑ **Last 4 digits of FEIN or SSN or ITIN**
used to apply for CRS ID Number

Step 1: Go to the following website:

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

NM TAXATION & REVENUE

Menu TAP HOME

How-To Videos Frequently Asked Questions

Welcome to New Mexico's Taxpayer Access Point (TAP)

The Taxation and Revenue Department will be performing routine maintenance to Taxpayer TAP may experience intermittent outages. We appreciate your patience during this period

LOG IN

Username

Password

Logon

Without Logging On

Make a Payment

Submit a Document

Retrieve a Saved Request

BUSINESSES

Apply for a CRS ID

Check CRS Status

View CRS Location Rates

Update My Employer ID

Step 2: Click on **“CHECK CRS STATUS”** under **Businesses**

Step 3: Fill in required information on **next page**

Press *Next*

Press *Submit*

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

NM TAXATION & REVENUE

State Website TRD Website Locations Forms & Publications

Menu TAP HOME » CRS STATUS VERIFICATION » CONFIRMATION

How-To Videos Frequently Asked Questions

CONFIRMATION

CRS Tax Account Status Form

Company Name : Doe Rae Me

NM CRS ID : 00-000000-00-0

Status : **Your CRS account is IN Compliance**

Date of Status : 1/9/2017

Status confirmation number is: 0-000-000-000

Print Confirmation Page

Step 4: Click on **“PRINT CONFIRMATION PAGE”**

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

TOWN OF BERNALILLO

Peddler's Registration Application

!!!Please Print or Type!!!

1. NAME OF BUSINESS: _____ Bus. Phone: _____

a) Mailing Address: _____

City: _____ State: _____ Zip: _____

b) Location of Business: _____
(Street Address Only, No P.O. Boxes)

2. NAME OF APPLICANT: _____ Home Phone: _____

a) Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

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 location: _____

b) Ownership Type: _____ Individual _____ Partnership _____ Corporation

5. SALE DATES: _____

6. HAVE YOU SOLD WITHIN THIS TOWN BEFORE? If yes list dates _____

Copies of all required Licensures must be attached to this application i.e....Barber, Food Service

Signature:	Please Print Name:	Date:
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\$ _____ \$75.00 up to 3 Months.		
\$ _____ \$100.00 3 Months or More		
\$ _____ Amount Received.	Receipt Number # _____	Received By _____
Date Received		
Approved By: _____		