

# 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>

**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

**Step 4:** Click on

**“PRINT CONFIRMATION PAGE”**

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