

Clovis Mobile Business Registration

PO Box 760 Clovis, NM 88102

Fee \$35.00 per year

City Ordinance #1172-81 requires all businesses apply for and obtain a business registration prior to engaging in business. Please fill out all forms **COMPLETELY**

1. Visit www.tap.state.nm.us to register and receive your NM State Tax ID Number from the NM Taxation & Revenue Department. This is required before we can accept the application for business registration.
2. Please read and sign the Business Registration Billing Consent page as we will need notification if the business is sold, closed, relocated or renamed.
3. Please bring the **COMPLETED** packet to the Finance Department at 321 N. Connelly St to be submitted. Upon approval you will be notified. Payment will be due at time of notification & registration document will be provided at time of payment. (We accept cash, check, money order or debit/credit cards (processing fee for credit/debit)).
4. Business Registrations valid by the calendar year.
5. The annual business registration renewal fee is \$35.00. A new registration will be provided after payment is received.

Mobile Business Registration Application

City Ordinance #1172-81 requires all businesses apply for and obtain a business registration prior to engaging in business. Please fill out all forms **COMPLETELY**

Application Date: _____ Business Name: _____

Brief Description of Business: _____

Business Location: _____ Business Phone: _____

Mailing Location (if different): _____

Owner Name: _____ Owner Phone: _____

Owner E-mail Address: _____

New Mexico State Tax ID Number: _____

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 given in a timely manner. Business registration fees are non-transferable and will not be prorated.

I acknowledge that I have read all information provided and filled out all forms completely and correctly.

Signature: _____ Date: _____

City of Clovis Business Registration Billing Consent

- Annual renewals for business registration are \$35.00
- It is the responsibility of the business to notify the city of any changes to mailing address or contact information
- **IMMEDIATE NOTIFICATION** is required if the business is sold, closed, renamed or relocated. Otherwise, the business is responsible for any additional billing plus related interest at a rate of 1.5% per month
- Business registration fees are NON-TRANSFERABLE and WILL NOT BE PRO-RATED

I acknowledge that I have read all information provided and filled out all forms completely and correctly.

Signature: _____ **Date:** _____

Business Name: _____

City of Clovis

Police Department Emergency Notification Form

Business Name: _____

Business Address: _____

Business Phone Number: _____

Business Hours of Operation: _____

Is there a safe in the business? Yes No If yes, where? _____

Is there an alarm system in the business? Yes No

Lights left on? Yes No If yes, where? _____

Owner name _____ Owner phone number _____

Owner home address _____

Contact person(s) other than yourself that can be contacted in case of emergency.

Name	Phone number	Home Address
------	--------------	--------------

1.	_____	_____
----	-------	-------

2.	_____	_____
----	-------	-------

3.	_____	_____
----	-------	-------

4.	_____	_____
----	-------	-------

Any comments/special conditions _____

Date _____ Signature _____

Police Use Only	Entered into UCR by:	Date:
-----------------	----------------------	-------