

## **Clovis Out of Town 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](http://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 are 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.

# Out of Town 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: \_\_\_\_\_

Contractor License 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:** \_\_\_\_\_