

# New Mexico – Exemption Request

SELLER

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BUYER

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**Important** – The New Mexico Taxation and Revenue Department has developed an online system for managing tax exemption documents. To complete the exemption certificate, go to the State website:

[https://tap.state.nm.us/tap/ /](https://tap.state.nm.us/tap/)

Seller NM CRS Number:

After state approval, you must print a copy of the completed form and send it in the following order:

1. This cover page AND
2. A copy of your State of New Mexico NTTC form.  
An example of this form is provided.

If sending more than one document, send separately using the same order as described above.

Documents can be returned to us by mail using the address listed above or you may email or fax the forms back to us at:

Fax Number is:

Email Address is:

## Sample Exemption Document

ISSUED BY		ISSUED TO	
Certificate Number		Name	State
		NM CRS Identification Number	
		Street or Mailing Address	
Authorized Signature	Date Issued	City, State and Zip Code	
	05-03-05		

A seller may not accept this nontaxable transaction certificate to support a deduction from gross receipts unless the seller has a good faith belief that the buyer will resell, lease or use the property or service sold or leased in the manner represented by the nontaxable transaction certificate.

CAUTION: An issuer who misuses this certificate may be subject to suspension of the right to use nontaxable transaction certificates. (Section 7-9-44 NMSA 1978).

The registrant named above has been approved as eligible to issue Nontaxable Transaction Certificates for the transaction stated above and more specifically described in the Gross Receipts and Compensating Tax Act.

THIS CERTIFICATE MAY NOT BE DUPLICATED.

WHITE: ISSUER      YELLOW: RECEIVER

**SERIES 1992 - NONTAXABLE TRANSACTION CERTIFICATE - SERIES 1992**

Forms by [www.CertCapture.com](http://www.CertCapture.com)

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