



New Mexico Commission for Deaf & Hard of Hearing

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New Vendors Doing Business with the New Mexico Commission for Deaf & Hard of Hearing

For more information contact:

Renee.Bregar@cdhh.nm.gov

505.383.6530 Voice/TTY

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If you are doing business with the New Mexico Commission for Deaf and Hard of Hearing, you must obtain a New Mexico Business Tax ID (formerly known as a CRS Number) from New Mexico Taxation and Revenue Department.

New and established businesses must also fill out a State of New Mexico Substitute W-9 Form. Please email Renee Bregar, our W-9 point of contact, at Renee.Bregar@cdhh.nm.gov to request a copy.

How do I get a Tax ID number for my business?

Persons engaging in business in New Mexico must register with the New Mexico Taxation and Revenue Department. With few exceptions, a business must have a New Mexico Business Tax ID, also known as your State Tax identification number. The Tax ID is the Department's method for reporting the State's major business taxes: gross receipts tax, all local option gross receipts taxes, compensating tax, and withholding tax. For more information, go to:

tap.state.nm.us/TAP/#1.

What do I do when I get my Tax ID Number?

Once you have received your Tax ID Number, contact NMCDHH employee Renee Bregar (Renee.Bregar@cdhh.nm.gov) and request a State of New Mexico Substitute W-9 Form. Fill out the form and return it to Renee. The NMCDHH Financial Staff will submit the form to the Department of Finance and Administration (DFA). The DFA will create a SHARE vendor file for your business.

What is SHARE?

SHARE is a Statewide Human Resource, Accounting, and Management Reporting System. The State of NM uses SHARE for all State procurement.

What is a Vendor File?

A Vendor File is a file that is put into the SHARE system with all your business information you submitted on the State of New Mexico Substitute W-9. Once the NMCDHH Financial Staff has determined that a SHARE vendor file has been created for your business, then you can begin approved procurement with NMCDHH.

Helpful Tips for Filling Out the State of New Mexico Substitute W-9:

General Information

- Typed information is preferred, if handwritten, must be clear and legible.
- Do not use whiteout or correction tape.
- Must be completed by supplier.

Part I – Supplier Information

- Legal Business Name or Individual Name – Must be clear and legible.
IMPORTANT – If you are a sole proprietor, please put your name in section 1 and the business name in section 2.
- Entity Type – Box must be checked.
- Entity marked must be consistent with taxpayer ID in Part II
- In section 4, if checking “other,” state what service you provide.

Part II – Taxpayer Identifying Information

- TIN must be provided to the right of #1. When entering by computer, enter number in boxes provided. You will need to tab after each number to enter.
- ID Type must be checked.
- Must be correct number, if filling in for business, use employer ID – for individual, use SSN.

Part III – Address

- Must be clear and legible.

Part IV – Certification

- Must be clear and legible.
- Print name, occupation, telephone number, email.
- Must be signed and dated, signature must be original; no cut and paste signatures, stamped, or electronically generated signatures.

Part V – Direct Deposit (Required by NMCDHH)

- Checking or savings must be checked.
- Signature must be original; no cut and paste signatures, or stamped signatures.
- Print name.
- Attach a voided check or letter from bank. The check must have a printed name and address that matches W-9. Letter must be directly from bank. Routing number and account number cannot be written in on the bank letter.