



## New Mexico Commission for Deaf & Hard of Hearing

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Website: [www.cdhh.nm.gov](http://www.cdhh.nm.gov)

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

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### For more information contact:

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505.383.6530 Voice/TTY

505.435.9319 Videophone for Sign Language Users

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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 Dinise Rodriguez, our W-9 point of contact, at [Dinise.Rodriguez@cdhh.nm.gov](mailto:Dinise.Rodriguez@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](http://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 Dinise Rodriguez ([Dinise.Rodriguez@cdhh.nm.gov](mailto:Dinise.Rodriguez@cdhh.nm.gov)) and request a State of New Mexico Substitute W-9 Form. Fill out the form and return it to Dinise. 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.

Please note: The Department of Finance and Administration will be in touch with you to verify your banking information. If they contact you by email and ask you to call to verify banking information, and the email seems odd to you, feel free to contact your NMCDHH Point of Contact to check if it is legitimate.