

How to Start a Business in New Mexico Checklist

1.	Form your business.		
	1.1. Review New Mexico formatting options. \Box		
	There are four formatting options available; review each and choose the most		
	appropriate one.		
	1.2. Name your business. \square		
	Check the availability of your chosen name with the New Mexico Secretary of State		
	before registering your business name.		
	1.3. Get an Employer Identification Number. \Box		
	Apply for an EIN with the IRS.		
	1.4. Register your business in New Mexico. \Box		
	Submit the appropriate documents through the New Mexico Business Resource Center,		
	either online or via mail, courier, or hand-delivered.		
	1.5. Obtain the necessary permits and licenses. \square		
	Consult local municipality and county websites to check licensing and permit		
	requirements.		
2.	Register your business for taxes.		
	2.1. Apply for a state taxes. \square		
	Register with the New Mexico Taxation and Revenue Department and receive your CRS		
	Number.		
	2.2. Apply for special tax programs, if applicable. \Box		

		If your business requires it, fill out the PDF registration form on the Taxation and	
		Revenue website.	
	2.3	Register for sales and use tax. \square	
		Register with the New Mexico Taxation and Revenue Department.	
3.	Hire employees and report them to the state. \Box		
	3.1	Register with the New Mexico New Hires Directory.	
		Register your business and report all newly hired and rehired employees within 20 days	
		of the hiring date.	
	3.2	Get Workers' Compensation Insurance.	
		Find information on the New Mexico Workers' Compensation Administration website.	
	3.3	Establish an unemployment insurance tax account. \square	
		Go to the New Mexico Department of Workforce Solutions' website to set up this	
		account.	