

# New Mexico – Exemption Request

SELLER

BUYER

**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

<small>FORM 112000</small> <b>SERIES 1992 - NONTAXABLE TRANSACTION CERTIFICATE - SERIES 1992</b>	
New Mexico Taxation & Revenue Department P.O. Box 630 Santa Fe, New Mexico 87504-0630	
<small>09 - NM/US GOVT., SOLE (3) DRG., OR FED/ST CREDIT UNION PURCHASE OF TANGIBLE!</small>	
<b>ISSUED BY</b>	<b>ISSUED TO</b>
Certificate Number	Name
	State
	NM CRS Identification Number
	Street or Mailing Address
Authorized Signature	City, State and Zip Code
Date Issued	
	05-03-05
<small>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.</small>	
<small><b>CAUTION:</b> 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).</small>	
<small>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.</small>	
<small><b>THIS CERTIFICATE MAY NOT BE DUPLICATED.</b></small>	
<small>WHITE: ISSUER    YELLOW: RECEIVER</small>	
<b>SERIES 1992 - NONTAXABLE TRANSACTION CERTIFICATE - SERIES 1992</b>	

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

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