

## Trouble?

**If you have AOL Internet Explorer,** and your information disappears when you submit your entry form, **try this:**

► Minimize AOL, switch to Microsoft Internet Explorer and access the page again – or install Netscape Navigator 3 or higher. You might prefer to file on paper or to e-file through a tax preparer;

**If you have JavaScript errors, try this:**

► Enter your return on a computer that uses Windows 9x or Windows NT. *Before upgrading from Windows 3.x to Windows 9x, consult an expert, or you might damage your software.* You may also upgrade to a more current version of the browser, or try another browser entirely.

**If you do not get a confirmation number** as a Windows 9x user in two minutes or less, **try this:**

► Use Netscape Navigator 3 or higher, file on paper, or e-file through a tax preparer. The confirmation number ensures that your return has been filed.

Still Can't Fix it?

Call: (505)827-0832, or e-mail us at [TRD-NMWebFile@state.nm.us](mailto:TRD-NMWebFile@state.nm.us)

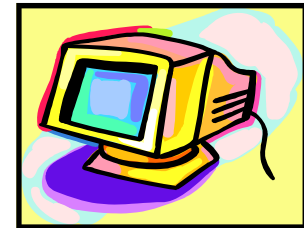


New Mexico Taxation & Revenue  
Department

Joseph Montoya Building  
1100 St. Francis Drive  
Santa Fe, NM 87505

Phone: (505) 827-0832  
E-mail: [TRD-NMWebFile@state.nm.us](mailto:TRD-NMWebFile@state.nm.us)  
Internet: [www.tax.newmexico.gov](http://www.tax.newmexico.gov)

New Mexico Taxation &  
Revenue Department



File Your  
CRS-1  
Forms  
Online!

Easily, Quickly, Efficiently

[www.tax.newmexico.gov](http://www.tax.newmexico.gov)

**A**s a business owner with so little time to do so much, you will be glad to know that you can file your CRS-1 Forms online (gross receipts, compensating, withholding, governmental gross receipts, interstate telecommunications gross receipts, and leased vehicle gross receipts taxes, and the leased vehicle surcharge), reduce calculation errors and save your staff some time too.



Save time by filing your CRS-1 form online.

As we know, time is money. The Taxation and Revenue Department has an electronic system\* you can use to file your CRS-1 Forms 24 hours a day, seven days a week, and to pay CRS taxes by credit card\*\*, electronic check, and automated clearinghouse (ACH).

## Here's how...

**\* Filing online means you will no longer receive a preprinted CRS-1 Filer's Kit twice a year in the mail. You can find everything you need on the internet at [www.tax.newmexico.gov](http://www.tax.newmexico.gov). \*\*There is a 2.40% convenience fee on the amount you pay by credit card, but no additional fee for payment by electronic check.**

## Accessing the CRS Program

Before you begin, you must register for online filing. Please go to the web page, [www.tax.newmexico.gov](http://www.tax.newmexico.gov), and click on "Online Services".

## Who May File Electronically?

You may file electronically if you are a monthly, quarterly or semiannual CRS filer, and if you have *any* amount to file, even zero.

You may **not** file online if you report early for a tax period still in progress or claim a business tax credit.

## Who Must File Electronically?

All taxpayers who file CRS-1 Forms on a **monthly basis** with average monthly payments over \$1,000 are required to file electronically.

Once you are required to file electronically, you must continue to do so unless you receive an exemption. An exemption may be requested by filing Form RPD-41350, *E-file Exemption Request Form*. Failure to file electronically will result in penalty being assessed.

**SOFTWARE: Browsers must support JavaScript—Netscape Navigator 3.0 or higher, Microsoft Internet Explorer 3.0 or higher.**

See back panel for contact information.

## Deadlines

Deadlines: the same as if filing by land mail when you are not a special-payment-method taxpayer owing an average of \$25,000 per month. Complete the online transaction, including any credit card payment approval, on the 25th of the month immediately after the tax period for which you are reporting. When the 25th falls on a weekend or holiday, the deadline is the next business day.



It's the 25th? Allow enough time for CyberCash to clear your credit card!

## Security!

Our online system uses the industry-standard Secure Sockets Layer (SSL) to protect your information. We do not record your credit card number. ***If you forget your password, please click on the "Forgotten Password Help" button and follow the instructions. A new password will be e-mailed to you.***

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