

## PERSONAL INCOME TAX CHANGE OF ADDRESS FORM

**PURPOSE OF THIS FORM:** Individuals may use Form RPD-41260, *Personal Income Tax Change of Address Form*, to notify the Taxation and Revenue Department of a change in address.

**HOW TO COMPLETE THIS FORM:** Enter the effective date of change. Enter your name and social security number. If married, also enter your spouse's name and social security number. Enter a prior name if you or your spouse's name has changed since last filing. Enter both your previous and new home address. Be sure to include any apartment numbers. You and your spouse (if applicable) must sign and date the form.

Mail this form to the Taxation and Revenue Department, P O Box 25122, Santa Fe, New Mexico 87504-5122. For assistance call your local district office (see back of page for listing).

If you wish to change your business address, use Form ACD-31015, *Business Tax Registration Application and Update*. If you wish to change your address with the Motor Vehicle Division, please complete Form MVD-10284, *Change of Address Request*. These forms are available on the Department's internet site and at your local district office (see back of this form for details).

### COMPLETE THE SECTION BELOW TO CHANGE YOUR ADDRESS OF RECORD FOR PERSONAL INCOME TAX PURPOSES

EFFECTIVE DATE \_\_\_\_\_

#### PREVIOUS ADDRESS

Taxpayer name	Spouse's name (if married filing jointly)
Social security number	Spouse's social security number
Prior name (complete this line if the name has changed since last filing)	Prior name (complete this line if the name has changed since last filing)
Address (number, street, apt./suite number or post office box)	Address (number, street, apt./suite number or post office box)
City, state and ZIP code	City, state and ZIP code

#### NEW ADDRESS

Address (number, street, apt./suite number or post office box)	Address (number, street, apt./suite number or post office box)
City, state and ZIP code	City, state and ZIP code
Telephone number	E-mail address

#### YOU MUST SIGN AND DATE THIS FORM

_____	_____
Taxpayer's signature	Spouse's signature
_____	_____
Date	Date

State of New Mexico - Taxation and Revenue Department  
**LOCAL TAXATION AND REVENUE DEPARTMENT OFFICES**

Local tax offices can provide full service and information about New Mexico's taxes, programs and forms and specific information about your filing situation. If you have questions or require additional information, you may contact the Department or visit our website.

**Tax District Field Offices**

Call Center Number:

**Albuquerque**

10500 Copper Avenue NE., Suite C  
Albuquerque, NM 87123

1-866-285-2996

If faxing something to a tax district field office,  
please fax to:

**Santa Fe**

Manuel Lujan Sr. Bldg.  
1200 S. St. Francis Dr.  
Santa Fe, NM 87504

Call Center Fax Number:

1-505-841-6327

If mailing information to a tax district field office,  
please mail to:

**Farmington**

3501 E. Main St., Suite N  
Farmington, NM 87499

Taxation and Revenue Department  
P.O. Box 50130  
Albuquerque, NM 87181-0130

**Las Cruces**

2540 S. El Paseo Bldg. #2  
Las Cruces, NM 88004

For additional contact information please visit the  
Department's website at: [www.tax.newmexico.gov](http://www.tax.newmexico.gov).

**Roswell**

400 Pennsylvania Ave., Suite 200  
Roswell, NM 8820

For forms and instructions visit the Department's  
web site at [www.tax.newmexico.gov](http://www.tax.newmexico.gov)

**NOTE: IF YOU ARE SELF-EMPLOYED, RUN A BUSINESS OUT OF YOUR HOME , OR WORK FOR SOMEONE ELSE BUT DO NOT HAVE WAGE TAXES WITHHELD, you may be required to register with the Department for gross receipts tax. Businesses that sell or lease goods and other tangible property or perform services in New Mexico could be subject to New Mexico gross receipts tax. All businesses must register with the New Mexico Taxation and Revenue Department to obtain a tax identification number, tax reporting forms and instructions. For more information, please contact your local Taxation and Revenue office.**

**Forms, instructions and general information brochures are available on our website:**

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

**For a *Faster Refund* file on the online at <https://tap.state.nm.us>.**