

New Mexico Taxation and Revenue Department
APPLICATION FOR NONTAXABLE TRANSACTION CERTIFICATES

All New Mexico buyers/lessees who wish to execute Nontaxable Transaction Certificates (NTTCs) are required to register with the Taxation and Revenue Department (Department) using **Form ACD-31015, Business Tax Registration Application and Update Form**. Once the registration process has been completed and a New Mexico Business Tax Identification Number (NMBTIN), formally know as the Combined Reporting System (CRS) number, has been issued for your business, you may complete the application for nontaxable transaction certificates below and submit it to your closest district office or apply online through your Taxpayer Access Point (TAP) account.

IMPORTANT: Fraudulent statements made to obtain certificates, or fraudulent use of certificates received pursuant to this application with intent to evade or defeat the tax, may subject the person or business to a fine of not more than ten thousand dollars (\$10,000) or imprisonment for not more than five (5) years or both (Sections 7-1-72 NMSA 1978 and 7-1-73 NMSA 1978).

Taxpayer Access Point (TAP) for NTTCs

Using TAP a taxpayer can apply for, execute, record, print and request additional NTTCs online. For instructions on how to obtain NTTCs online, go to <https://tap.state.nm.us>. If you know the seller's/lessor's NMBTIN to whom you wish to execute a NTTC, you may immediately execute the NTTC online and the NTTC can be viewed by both parties. Please note, on TAP third parties (e.g., CPAs, accountants, bookkeepers, etc.) cannot request or execute NTTC's on behalf of their clients/employers.

How To Apply Or Reorder

If you are unable to use TAP or are requesting a Type OSB NTTC, complete the application below, providing all information requested and mail the application to the Department using the address at the bottom of the page or you may deliver it to your local district office. **NOTE:** You may reorder additional NTTCs ONLY after your executed NTTCs have been recorded with the Department on **Form ACD-31098, Nontaxable Transaction Certificate Report** or recorded online in your TAP account. The Department will only issue a maximum of five (5) NTTCs to be executed at a later date.

NTTC Descriptions And Authorized Uses: See reverse for complete descriptions of NTTC types or for more detailed information on the use of different types of NTTCs, what can be used in place of some NTTCs, and special reporting requirements please see publication **FYI-204, Nontaxable Transaction Certificates**, online at www.tax.newmexico.gov/forms-publications/ or request FYI-204 from your local district tax office.

- Type 2: for tangibles for resale, lease or re-lease, or for purchase of tangibles by a manufacturer that is an ingredient or component part.
- Type 5: for services for resale, for export, or for services performed on manufactured products, or professional services sold to manufacturers.
- Type 6: for construction contractor's purchase of construction materials, construction services, construction-related services or for the lease of construction equipment.
- Type 9: for purchase of tangible personal property by New Mexico or United States governments, 501(c)(3) organization, or credit unions.
- Type 11: for purchase of tangible personal property that is a manufacturing consumable or purchase or lease of qualified equipment by a manufacturer or manufacturing service provider.
- Type 12: for purchase of utilities that are manufacturing consumables.
- Type 15: for tangible personal property purchased by qualified federal contractors.
- Type 16: for sales of property, services and leases to accredited foreign missions and their accredited members.
- Type 17: for government agencies' or 501(c)(3) organizations' purchases of construction material that is tangible personal property that is determined to be 3-year, 5-year, 7-year or 10-year property for depreciation under Section 168 of the Internal Revenue Code.
- Type OSB NTTCs are issued to registered New Mexico sellers/lessors to execute to out-of-state buyers who are not registered with the Department, but who will resell tangible personal property outside of New Mexico.

To request the Type 11, 12 and 17 NTTCs: Please submit below specified forms:

- Type 11: Requires **Form RPD-41378, Application for Type 11 or 12 Nontaxable Certificates**.
- Type 12: Requires **Form RPD-41378, Application for Type 11 or 12 Nontaxable Certificates** and **Form RPD-41377, Manufacturing Agreement to Pay Gross Receipts on Behalf of a Utility Company for Certain Utility Sales**.
- Type 17: Requires **Form RPD-41250, Application for Type 17 Nontaxable Transaction Certificates** and **Form ACD-31050, Application for Nontaxable Transaction Certificates**.
- Above forms are available online www.tax.newmexico.gov or from your local district office.

APPLICATION FOR NONTAXABLE TRANSACTION CERTIFICATES
To be executed at a later date (All information below must be completed)

BUSINESS INFORMATION OF APPLICANT

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Date: _____ Phone No: _____

Print Name: _____

Authorized Signature: _____

NMBTIN OF APPLICANT

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- New Application
- Reorder

CONTRACTORS LICENSE NUMBER
(if applicable)

Type of NTTC	Quantity Requested: 5 combined maximum (circle number)				
_____	1	2	3	4	5
_____	1	2	3	4	5

NTTC TYPE DESCRIPTIONS

TYPE 2 certificates may be executed:

- 1) By manufacturers for the purchase of tangible personal property that will become an ingredient or component of the manufactured product. (7-9-46)
- 2) For the purchase of tangible personal property or licenses for resale either alone or in combination with other tangible personal property or licenses in the ordinary course of business. (7-9-47)
- 3) By a lessee for the lease of tangible personal property or licenses for subsequent lease in the ordinary course of business, except for the lease of furniture or appliances, the receipts from the rental or lease of which are deductible under Section 7-9-53 (C), the lease of coin-operated machines, and for the purchase of manufactured homes as defined in Section 7-9-3(G). (7-9-50)
- 4) For the purchase of tangible personal property or licenses for subsequent lease in the ordinary course of business, except for the lease of furniture or appliances, the receipts from the rental or lease of which are deductible under Section 7-9-53(C); the lease of coin-operated machines, and for the purchase of manufactured homes as defined in Section 7-9-3(G). (7-9-49)
- 5) By a person who is licensed to practice medicine, osteopathic medicine, dentistry, podiatry, optometry, chiropractic or professional nursing for the purchase of prosthetic devices. (7-9-73)
- 6) By a common carrier for the purchase of fuel that is to be loaded or used in a locomotive engine. (7-9-110.1 & 7-9-110.3)

TYPE 5 certificates may be executed:

- 1) For the purchase of services for resale if the subsequent sale by the buyer is in the ordinary course of business and the subsequent sale of the service is subject to gross receipts tax or governmental gross receipts tax. (7-9-48)
- 2) For the purchase of services for export when sold to an out-of-state buyer and delivery and initial use of the product of the service occurs outside New Mexico. (7-9-57)
- 3) By manufacturers for the purchase of services performed directly upon tangible personal property they are in the business of manufacturing or upon ingredient or component parts thereof. (7-9-75)
- 4) For the purchase of aerospace services for resale if the subsequent sale by the buyer is in the ordinary course of business and the services are sold to a 501(c)(3) organization, other than a national laboratory, or to the United States. (7-9-54.1)
- 5) For the sale of professional services to a person engaged in the business of manufacturing that is related to the product that the buyer is in the business of manufacturing. "Professional services" mean accounting services, architectural services, engineering services, information technology services and legal services (Section 7-9-46.1).

TYPE 6 certificates may be executed by a construction contractor:

- 1) For the purchase of construction materials that will become ingredients or components of a construction project that is either subject to gross receipts tax upon completion or that takes place on Indian tribal territory. (7-9-51)
- 2) For the purchase of construction services that are directly contracted for or billed to a construction project that is either subject to gross receipts tax upon completion, upon the sale in the ordinary course of business of the real property upon which the project is constructed or that takes place on Indian tribal territory. (7-9-52)
- 3) For the purchase of construction-related services that are directly contracted for or billed to a construction project that is either subject to gross receipts tax upon completion, upon the sale in the ordinary course of business of the real property upon which the project is constructed or that takes place on Indian tribal territory. (7-9-52)
- 4) For the lease of construction equipment that is used at the construction location of a construction project that is either subject to gross receipts tax upon completion, upon the sale in the ordinary course of business of the real property upon which the project is constructed or that takes place on Indian tribal territory. (7-9-52.1)

NOTE: In order to get this type of NTTC enter your contractor's license number on the application **OR** submit the name of the classification not required to be licensed. Classifications not required to have a construction contractor's license based on jurisdiction or application with the Construction Industries Division of the Regulations and Licensing Department. For more information see the Department's website here: www.tax.newmexico.gov/businesses/non-taxable-transaction-certificates-nttc/

TYPE 9 certificates may be executed for the purchase of tangible personal property only and may not be used for the purchase of services, the purchase of a license or other intangible property, for the lease of property or to purchase construction materials for use in construction projects (except as provided in #2 below). The following may execute Type 9 NTTCs:

- 1) Governmental agencies. (7-9-54 (A))
- 2) 501(c)(3) organizations. (7-9-60 (A)) These organizations will need to register with the Department for a New Mexico Business Tax Ident-

tification Number (NMBTIN) and submit proof of Internal Revenue Service 501(c)(3) nonprofit determination before they may execute Type 9 NTTCs. Those 501(c)(3) organizations that are organized for the purpose of providing homeownership opportunities to low-income families may purchase construction materials incorporated into these construction projects.

- 3) Federal or state-chartered credit unions. (7-9-54 and 7-9-61.2)
- 4) Indian tribes, nations or pueblos when purchasing tangible personal property for use on Indian reservations or pueblo grants. (7-9-54)
- 5) To be issued by the recipient of an Industrial Revenue Bond, for tangibles purchased during the bond performance period. (Regulation 3.2.212.22 NMAC)

TYPE 11 certificates may be executed:

- 1) By manufactures for the purchase of tangible personal property that is a manufacturing consumable used to create the manufactured product. A "consumable" means property that is incorporated into, destroyed, depleted or transformed in the process of manufacturing. The Type 11 NTTC is not used for the purchase of utilities. (7-9-46B)
- 2) By manufacturers or manufacturing service providers for the purchase or lease of qualified equipment. May not claim the investment credit for the same equipment. (7-9-46C)

NOTE: Type 11 NTTCs require the completion of an alternative application, Form **RPD-41378**, *Application for Type 11 or 12 Nontaxable Transaction Certificates*, available online at www.tax.newmexico.gov or from your local district office.

TYPE 12 certificates may be executed by manufactures for the purchase of utilities that are manufacturing consumables. (7-9-46B)

NOTE: Type 12 NTTCs require the completion of an alternative application, Form **RPD-41378**, *Application for Type 11 or 12 Nontaxable Transaction Certificates*, and Form **RPD-41377**, *Manufacturing Agreement to Pay Gross Receipts on Behalf of a Utility Company for Certain Utility Sales* available online at www.tax.newmexico.gov or from your local district office.

TYPE 15 certificates may be executed by qualified federal contractors on a contract-by-contract basis for the purchase of tangible personal property. A copy of the federal contract is required. The Department may contact you for additional information. (7-9-47) (Regulation 3.2.205.11 NMAC)

TYPE 16 certificates may be executed by accredited diplomats or missions for the purchase of property or services or the leasing of property. (7-9-89)

TYPE 17 certificates may be executed by government agencies or 501 (c)(3) organizations:

- 1) For government agencies the purchases of construction material that is tangible personal property that is determined to be 3-year, 5-year, 7-year or 10-year property for depreciation under Section 168 of the Internal Revenue Code. ((7-9-54 (A)(3))
- 2) For 501(c)(3) organizations purchases of construction material that is tangible personal property that is determined to be 3-year, 5-year, 7-year or 10-year property for depreciation under Section 168 of the Internal Revenue Code. (7-9-60 (B))

NOTE: Type 17 NTTCs require the completion of an alternative application, Form **RPD-41250**, *Application for Type 17 Nontaxable Transaction Certificates*, and Form **ACD-31050**, *Application for Nontaxable Transaction Certificates*, available online at www.tax.newmexico.gov or from your local district office.

TYPE NTTC-OSB certificates may be executed by out-of-state buyers for the purchase of tangible personal property that will be resold or become an ingredient or component of a manufactured product, or for services performed on a manufactured product. Type NTTC-OSBs must be obtained by the seller.