



**Tax Administration Division**

P.O. Box 194 Laguna, NM 87026 ~ (505) 552-6654 ~ <http://www.lagunapueblo-nsn.gov>

**Form 211: Business Registration Application**

Please print legibly and use BLACK or Blue Ink only – Instructions on reverse

**\*Indicates Required Field**

<b>*1. Business Name:</b>				
<b>2. DBA:</b>				
<b>*3. CRS ID No.</b> (or FEIN No.):	<b>*9. Type of Ownership:</b> <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Individual/Proprietorship/Sole Owner <input type="checkbox"/> Single Member LLC <input type="checkbox"/> Estate <input type="checkbox"/> Government <input type="checkbox"/> Indian Tribe: _____ <input type="checkbox"/> Trust <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> General <input type="checkbox"/> Limited <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> 501(c) _____	<b>*9a. Pueblo of Laguna Tribal Member-Owned</b> Tribal I.D. No. _____ - _____ Village Affiliation: _____ Ownership Stake: _____ % Licensed by Pueblo of Laguna? <input type="checkbox"/> Yes <input type="checkbox"/> No License Number: _____ Original Date of Issue: _____		
<b>*3a. Contractor's License No.</b> State Issued: _____ Date Issued: _____				
<b>*3b. Professional Licensure No.</b> Issuing Organization: _____ State Issued: _____ Date Issued: _____				
<b>*4. Business Telephone:</b> (    )				
<b>5. Fax Number:</b> (    )				
<b>6. Business Email:</b>				
<b>*7. Mailing Address:</b>		<b>City:</b> _____	<b>State:</b> _____	<b>Zip Code:</b> _____
<b>*8. Physical Address:</b>		<b>City:</b> _____	<b>State:</b> _____	<b>Zip Code:</b> _____
<b>*10. Designated Agent:</b>		<b>*Designated Contact:</b>		
Name: _____		Name: _____		
Title: _____		Title: _____		
Phone: _____		Phone: _____		
E-mail: _____		E-Mail: _____		
<b>*11. List Owners, Partners, Corporate Officers</b> (Attach additional pages if necessary)	Name: _____	Name: _____		
	Title: _____	Title: _____		
	Phone: _____	Phone: _____		
	E-mail: _____	E-mail: _____		
<b>*12. Method of Accounting:</b> <input type="checkbox"/> Cash <input type="checkbox"/> Accrual				
<b>*13. Primary Type of Business Activity (Check all that apply)</b> <input type="checkbox"/> Administrative and Support Services <input type="checkbox"/> Agriculture, Forestry, Fishing and Hunting <input type="checkbox"/> Authentic Pueblo of Laguna arts and crafts <input type="checkbox"/> Authentic/Traditional arts and crafts <input type="checkbox"/> Computer and Information Technology Services <input type="checkbox"/> Construction <input type="checkbox"/> Contemporary Arts and Entertainment <input type="checkbox"/> Educational Services <input type="checkbox"/> Financial Services <input type="checkbox"/> Food Services <input type="checkbox"/> Government <input type="checkbox"/> Health Care and Social Assistance <input type="checkbox"/> Internet/Web Services (Includes internet sales) <input type="checkbox"/> Lodging Services <input type="checkbox"/> Manufacturing <input type="checkbox"/> Mining, Oil, and Gas Extraction <input type="checkbox"/> Professional Services (I.e. Accounting, Legal, Medical) <input type="checkbox"/> Real Estate Services (Assessment, Valuation, Development) <input type="checkbox"/> Remediation Services <input type="checkbox"/> Rental and Leasing of Tangible Personal Property <input type="checkbox"/> Retail <input type="checkbox"/> Scientific and Technical Services <input type="checkbox"/> Transportation <input type="checkbox"/> Utilities <input type="checkbox"/> Warehousing and Storage <input type="checkbox"/> Wholesale Trade <input type="checkbox"/> Other Services		<b>*14. Please provide a brief description of the primary nature of your business activities.</b>		
<b>*15. I attest that the information provided within this application, and any supplemental documentation submitted with this application, is true and correct.</b>				
_____		_____		_____
Print Name		Title		Date
_____				
Signature				
Director Signature:		Tax ID. No.		Date Issued

## Instructions

Please complete application in full. For any question that does not apply please mark with N/A.  
Please use only black or blue ink. Questions marked with a red asterisk (\*) require a response unless otherwise instructed.

1. Enter business name of entity. If business is an individual's name, enter first name, middle initial, and last name.
2. If entity operates under a different name than the business name, list the name the business is "doing business as" (DBA).
3. Enter New Mexico Taxation and Revenue CRS ID No. or Federal Employer Identification Number (FEIN). For Individuals, enter Social Security Number (SSN) or Individual Tax Identification Number (ITIN).
- 3a. If applicable enter Contractor's License Number, State within which the license is issued, and the date license was issued.
- 3b. If applicable enter Professional Licensure Number, the Issuing Organization, State within which the license is issued, and the dates the license was issued.
4. Enter Business Telephone Number
5. Enter any other contact number for the business (mobile, pager, message, fax, etc.)
6. Enter Business E-mail (if applicable)
7. Enter Business Mailing Address
8. Enter the physical location address of the business headquarters (Not a P.O. Box).
9. Check the type of ownership for the business you are registering (Check only one). Note: Pueblo of Laguna Tribal Member- owned businesses must check the type of ownership and proceed to Box 9a.
- 9a. Only Pueblo of Laguna Tribal Member-owned Businesses must complete this box.
10. Enter the name and contact information of the person designated by the business who shall be responsible to represent and legally bind the business with respect to all obligations under the Pueblo's Tax Code.
- 10a. Enter the name and contact information of the person designated by the business who shall be responsible for all correspondences with the Pueblo of Laguna.
11. List all Owners, Partners, Corporate Officers of the business. Attach additional pages as necessary.
12. Check the method of accounting used by the business.
13. Select the primary type(s) of business in which you will engage. You may select more than one if necessary.
14. Briefly describe the nature of the type(s) of business in which you will be engaging in within the Pueblo of Laguna.
15. The application should be signed by an Owner, Partner, Corporate Officer, or an authorized representative of the company.

**Important: Failure to complete the application fully may result in the denial of a Pueblo of Laguna Tax ID No., denial of permission to enter or conduct business within the Pueblo of Laguna Reservation, and or denial of a license to establish or conduct business within the Pueblo of Laguna Reservation.**

Completed applications may be submitted by:

<b>Mail:</b> Pueblo of Laguna Tax Administration Division P.O. Box 194 Laguna, NM 87026	<b>E-mail:</b> Scan and send to: <a href="mailto:emartinez@pol-nsn.gov">emartinez@pol-nsn.gov</a>	<b>Walk In:</b> Pueblo of Laguna Tribal Offices 22 Capital Road Laguna, NM 87026	<b>Fax:</b> (505) 552-5797 Please include cover page
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## Frequently Asked Questions (FAQ):

### Why must I register my company with the Pueblo of Laguna Tax Administration Division?

Any Person Engaging in Business within the Pueblo of Laguna Reservation must register with the Pueblo's Tax Administration in order to maintain compliance with Section 7 of the Gross Receipts Tax Cooperative Agreement between the New Mexico Taxation and Revenue Department and the Pueblo of Laguna Tax Administration Division. (for more information visit the Pueblo's website at <http://www.lagunapueblo-nsn.gov>)

### Who must register?

Any Person Engaging in Business within the Pueblo of Laguna Reservation.

### Who is not required to register?

- Any Person that is not Engaging in Business within the Pueblo of Laguna Reservation is not required to register. For example, Persons needing to access Laguna land in order to access land that is not designated as Pueblo of Laguna land; this person is not engaging in business within the Pueblo's Reservation, the intent is only to access Pueblo land in order to access land outside of the Pueblo of Laguna Reservation.
- Any Person expressly exempted from registration by the Pueblo of Laguna.