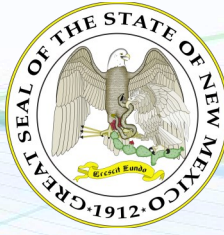# New Mexico

NEW employers in New Mexico, complete steps 1-5 below

EXISTING employers in New Mexico, complete steps 4-5 only

1. **Register for State Withholding Tax**

   Visit https://tap.state.nm.us and create your account. When asked what type of taxpayer you are, select the "Business" option. Once you have registered online, you should receive your account number as well as your deposit schedule the same day. For further questions, call the Department of Revenue at 505-827-0700.

2. **Register for Unemployment Insurance**

   Visit https://www.dws.state.nm.us/Business/Unemployment-Insurance/Unemployment-Insurance-Tax-Information. Click "Register Now" to register your business. You should receive your new account number and tax rate instantly after applying. For further questions, call 877-664-6984.

3. **Workers Compensation Fee**

   The New Mexico Workers' Compensation act is for the regulation of the Worker's Compensation in New Mexico. This is separate from your Insurance policy. If you have 3 or more active employees you are required to pay this Workers' Compensation Fee. *Note: Payroll City will collect and pay the Workers Compensation Fee for all New Mexico employers, regardless of employee count, unless otherwise informed.* For further information, visit https://workerscomp.nm.gov/Employer-Requirements.

4. **Assign Payroll City as your TPA**

   You must authorize Payroll City as a Third-Party Administrator (TPA) in order to deposit and file your taxes. For instructions, visit https://www.dws.state.nm.us/Portals/0/DM/Business/Assign_a_Third_Party_Administrator_Guide.pdf. *Note: if you are switching from a previous payroll provider, remove them from the form. Payroll City's TPA name is under Payroll City or Millennial Mountain, and our TPA number is: 500000253. Assign Payroll City the roles of "Account Maintenance and Submit", "Payments Update and Submit", and "Employment and Wage Detail Update and Submit".* Notify Payroll City once we are assigned as your TPA. For help, call 1-877-664-6984.

5. **Provide Tax ID numbers and applicable rates to Payroll City**

   ✓ Submit your Withholding ID
   ✓ Submit your Unemployment ID and rate