



## State of New Mexico

To obtain exemption from Gross Receipts Taxes on the purchase of meals and other tangibles in the State of New Mexico, a non-taxable transaction certificate must be prepared by the IEEE Tax Department and submitted online to the New Mexico Taxation and Revenue Department. These certificates **CANNOT** be used for the Purchase of services and the use of hotel rooms, banquet halls and other rented spaces.

Please send an email to: [tax-compliance@ieee.org](mailto:tax-compliance@ieee.org) and provide the name, address, and New Mexico Seller/Lessor CRS ID # of the vendor, along with a brief description of the related business purpose.

The IEEE Tax Department will input the vendor data at the New Mexico Taxation and Revenue Department website and will e-mail a .pdf copy of the Nontaxable Transaction Certificate to the requestor. Provide the Seller's/Lessor's Copy (top portion of the form) to the vendor, and keep the Buyer's Copy (bottom of form) with your records.

Purchases must be paid for with an IEEE Purchase Card or a check from IEEE, or IEEE Conference, Section, or other IEEE organizational unit bank account. Tax exempt purchases cannot be paid for with cash, personal checks, or personal credit cards.