



Pueblo de San Ildefonso
*Department of Tribal Services - Office of
Taxation*

BUSINESS REGISTRATION
APPLICATION

FILING YOUR BUSINESS REGISTRATION APPLICATION

Pursuant to Section 1.11 of the Pueblo de San Ildefonso Tax Act, before engaging in any transaction or activity that is subject to the Pueblo's tax, the person or business must register with the Pueblo's Tax Office.

The Business Registration Application must be fully completed. Be sure the information is complete, legible and accurate. Incomplete applications will not be processed. Additional information may be requested in order to process an application.

FEES

There is a non-refundable registration fee of \$50 which pays to set up and maintain your registration. This must be paid at the time your application is returned to the Tax Office. If your application is complete and the fee paid, you will receive a copy of the Business Registration Application and a Certificate.

The **annual** fee, **after** the first year of registration, for a Business Registration Application Renewal is **\$50.00**. Mark the "Renewal box" at the top of the form and only fill in your Business Information unless there are changes, in which case, write in the changes.

There is no fee for filing an updated information application for changes such as Owner(s), addresses, emails, phones, fax, etc. Mark the "Updated Information Only" box at the top of the form, fill in the Business Information and write in any other changes.

Checks should be made out to "Pueblo de San Ildefonso."

We do have a "One Day" registration for those vendors who only want to conduct business on the Pueblo for one day. Please contact the Realty specialist (below) for such information.

Late Fees: Businesses that do not pay the registration fee by the date business has commenced or annually on or before the anniversary date will be charged a late fee of \$30.00.

QUESTIONS

Please contact Daniel Baca, Realty Specialist with any business registration questions or concerns at (505) 455-4124 or 505-670-2606 or email to realtyasst@sanipueblo.org.

Return or mail the Business Registration Application form to: Pueblo de San Ildefonso, Realty Office, 2 Tunyo Po, Santa Fe, NM 87506.



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If renewal, type in Business Information only and mark Renewal box, unless other sections have changed, then note those changes.

New Application

Renewal

Update Information Only

BUSINESS INFORMATION

Business Name:

DBA:

Business Structure (Corporation, Partnership, etc.):

Business Phone: Business Fax:

Business Address: City: State: Zip:

Business State CRS#: Business Federal ID#:

Describe Type of Business, Products or Services Provided:

OWNER INFORMATION

Owner 1 Name: Email:

Phone: Fax:

Mailing Address (if different from above):

OWNER INFORMATION (use additional sheets if necessary)

Owner 2 Name: Email:

Phone: Fax:

Mailing Address (if different from above):

CONTACT INFORMATION (Other than Owner)

Name: Email:

Phone: Fax:

Address: City: State: Zip:

PROJECT INFORMATION (If applicable)

Project Name: Project Manager:

Project Manager Email: Project Manager Phone:

Project Location:

Start date of Project: (mm/dd/yy) End date of Project: (mm/dd/yy)

I hereby certify that the above information is true and correct to the best of my knowledge. The Business Registrant, while doing business on Pueblo de San Ildefonso lands, agrees to abide by the applicable Federal laws and the Tribal Laws of the Pueblo de San Ildefonso, including all applicable gross receipts taxes on taxable transactions occurring on the Pueblo de San Ildefonso lands and the Business Registration and Business License Policy.

Signature _____

Print Name

Date

FOR OFFICIAL USE ONLY: Business Registration Application Rec'd					
Application Fee Rec'd	Y	N	Amount Rec'd :	Check No	
Business Registration for Period of	/	/	through	/	/
Permit or License Number	/	-	Employee Initials		
	Year	Month	Registration No.		