



PUEBLO OF ISLETA
Treasury Department

P.O. Box 1290, Isleta, NM 87022 ♦ (505) 869-1808 ♦ Procurement@isletapueblo.com

Vendor Registration Application

I. VENDOR BUSINESS INFORMATION

*1. Business Name:			
*2. Doing Business As (DBA):			
*3. FEIN:		*4. If applicable, provide NM CRS ID No.:	
*5. Contractor's License No. (or Professional Licensure No.):		5a. POI Business Permit No. :	
Issuing Organization:			
State Issued:			
Date Issued:			
*6. Mailing Address:		City:	State:
			Zip Code:
*7. Remit Address:		City:	State:
			Zip Code:
*8. Physical Address:		City:	State:
			Zip Code:
*9. Type of Ownership:			
<input type="checkbox"/> Corporation			
<input type="checkbox"/> Limited Liability Corp. (LLC)			
<input type="checkbox"/> S Corporation			
<input type="checkbox"/> Non-Profit Organization 501(c)3			
<input type="checkbox"/> Individual/Proprietorship/Sole Owner			
<input type="checkbox"/> Partnership (complete 10a. Vendor Contact Information)			
<input type="checkbox"/> Other: _____			
<input type="checkbox"/> Tribal Organization: _____			
*9a. Native Owned Business:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Tribal Affiliation:		% owned: _____	
		Pueblo of Isleta Tribal ID: _____	

II. VENDOR CONTACT INFORMATION

*10. Official Point of Contact	*11. Financial Point of Contact
Name:	Name:
Title:	Title:
Phone:	Phone:
e-mail:	e-mail:
*12. Vendor Website URL:	

III. VENDOR BUSINESS ACTIVITY

*13. Primary Type of Business Activity (Check all that apply) Service <input type="checkbox"/> or Product <input type="checkbox"/>		
<input type="checkbox"/> Architecture and Design	<input type="checkbox"/> Environmental Services	<input type="checkbox"/> Rental & Leasing
<input type="checkbox"/> Authentic/Traditional arts and crafts	<input type="checkbox"/> Financial Services (type)	<input type="checkbox"/> Retail
<input type="checkbox"/> Computer & Information Technology Services	<input type="checkbox"/> Food Services	<input type="checkbox"/> Scientific & Technical Services
<input type="checkbox"/> Construction	<input type="checkbox"/> Government	<input type="checkbox"/> Utilities
<input type="checkbox"/> Educational Services	<input type="checkbox"/> Health Care	<input type="checkbox"/> Vehicle equipment
<input type="checkbox"/> Engineering (type)	<input type="checkbox"/> Real Estate Services (Assessment, etc.)	<input type="checkbox"/> Warehouse & Storage
<input type="checkbox"/> Other Services: _____		
*14. Will your business require a NTTC or Tax exempt statement? YES <input type="checkbox"/> or NO <input type="checkbox"/>		
*15. I attest that the information provided within this application is true and accurate. I have attached a completed W-9 and if applicable a certificate of insurance.		
Print Name:		Title:
Signature:		Date:

For Pueblo of Isleta Use:

Department:	Tax ID. No:	Date Issued:
NTTC issued? YES <input type="checkbox"/> or NO <input type="checkbox"/>	Tax exempt statement issued? YES <input type="checkbox"/> or NO <input type="checkbox"/>	Date Issued:



PUEBLO OF ISLETA
Treasury Department

P.O. Box 1290, Isleta, NM 87022 ♦ (505) 869-1808 ♦ Procurement@isletapueblo.com

Vendor Registration Application

II. VENDOR CONTACT INFORMATION

10a. List Partner's, Owners, Corporate Officers

Name:

Title:

Phone:

e-mail:

Name:

Title:

Phone:

e-mail:

Name:

Title:

Phone:

e-mail:

Name:

Title:

Phone:

e-mail:

Name:

Title:

Phone:

e-mail:

Name:

Title:

Phone:

e-mail:

Name:

Title:

Phone:

e-mail:

Name:

Title:

Phone:

e-mail:

Name:

Title:

Phone:

e-mail:

Name:

Title:

Phone:

e-mail:

Instructions

Please complete application in full. For any question that does not apply please mark with N/A.

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 Federal Employer Identification Number (FEIN). For Individuals, enter Social Security Number (SSN) or Individual Tax Identification Number (ITIN).
4. If your business will need a Non-Taxable Transaction Certificate, please provide your New Mexico State Tax ID number also known as a Combined Reporting System (CRS) ID number.
5. If applicable, enter Contractor's License or Professional Licensure Number, Issuing Organization, State within which the license is issued, and the date license was issued.
5a. If applicable, enter your POI Business Permit number.
6. Enter business mailing address for correspondence.
7. Enter business remittance address where checks can be received.
8. Enter business physical 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). If Business is identified as a Partnership, please use additional contact information page to list all Owners, Partners, Corporate Officers of the business.
9a. If you have Native Owned Business, identify percentage the Business is Native Owned and Tribal Affiliation. If Pueblo of Isleta Business, identify Tribal Member ID number.
10. Enter name of Business Official Point of Contact who is designated to represent and legally bind the business. (Name, Title, Phone, and email).
10a. List Partner's, Owners and Corporate Officers on Page 2.
11. Enter Business Financial Point of Contact who can be reached for financial questions. (Name, Title, Phone, and email).
12. Enter business website URL, if applicable.
13. Select the primary type(s) of business in which you will engage. You may select more than one if necessary.
14. Identify whether your business will require a Nontaxable Transaction Certificate or a Tribal Tax Exempt Statement.
15. The vendor 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 Isleta Tax ID No., and/or denial of permission to enter or conduct business within the Pueblo of Isleta Reservation.

Completed applications may be submitted by:

Mail: Pueblo of Isleta Treasury Department P.O. Box 1290 Isleta, NM 87022	E-mail: Scan and send to: Procurement@isletapueblo.com
---	---

Frequently Asked Questions (FAQ):

Why must I register my company with the Pueblo of Isleta Treasury Department?

Any Person Engaging in Business within the Pueblo of Isleta Reservation must register with the Pueblo's Treasury Department in order to maintain compliance with the Pueblo's Tax Code and new Vendor procedures.

Who must register?

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

Who is not required to register?

- Any Person that is not engaging in Business within the Pueblo of Isleta Reservation is not required to register.
- Any Person expressly exempted from registration by the Pueblo of Isleta.