MVD–10781S
REV. 01/14

New Mexico Taxation & Revenue Department - Motor Vehicle Division

2-Page Short Form

2014 Auto Recycler License Renewal Business Information

Mail completed form to: 505 Marquette, NW Suite 1501, Albuquerque, NM 87102

Business Information

1. License #	2. Legal Name of Business Entity or Owner		
3. New Mexico Tax ID# (CRS)	4. Federal Tax ID Number	5. Mailing Address (may differ from business address)	
6. County	7. City	8. State	9. Zip Code

10. Ownership Type
- ❑ Proprietorship
- ❑ Partnership

OR

- ❑ Corporation
- ❑ Sub-S Corp
- ❑ LLC
- ❑ Trust or Estate

11. NMSOS SCC and EPA Permit numbers
A. NMSOS SCC#_____
or Partnership#_____
B. EPA Permit #_____

Primary Lot Information

12. Doing Business As (DBA) Name		13. Business Telephone #	14. Business Fax #
15. Physical Business Street Address			16. County
17. City	18. State	19. Zip Code	20. Preferred Contact Person
21. Telephone Number	22. Business E-Mail Address		
23. Number of Vehicles Dismantled/Crushed During Previous Year			

Supplemental Lot Information

Please attach a separate sheet with all requested information for each additional supplemental location.

24. Doing Business As (DBA) Name		25. Business Telephone #	26. Business Fax #
27. Physical Business Street Address			28. County
29. City	30. State	31. Zip Code	32. Preferred Contact Person
33. Telephone Number	34. Business E-Mail Address		
35. Number of Vehicles Dismantled/Crushed During Previous Year			

Bond Verification

Underwriting Company Information:

36. Name of Bond Underwriter			37. Business Telephone #
38. Mailing Address	39. City	40. State	41. Zip Code

Insurance Agency Information:

42. Name of Bond Insurance Agency			43. Business Telephone #
44. Mailing Address	45. City	46. State	47. Zip Code

Bond Information:

48. Bond Number	49. Bond Amount	50. Bond Renewal Start Date for 2014	51. Bond Renewal End Date for 2015

New Mexico Taxation & Revenue Department - Motor Vehicle Division

2-Page Short Form

2014 Auto Recycler License Renewal Applicant Affidavit

Mail completed form to: 505 Marquette, NW Suite 1501, Albuquerque, NM 87102

Business Information	
1. License #	2. Legal Name of Business Entity or Owner

A. **Any and all changes** concerning the auto recycler licensing requirements must be submitted to the Dealer Licensing Bureau and must be acceptable to the Dealer Licensing Bureau. Changes include but are not limited to: changes in ownership, changes of business partners, change of location, adding a Supplemental Lot, mailing address, phone numbers, fax numbers, email, tax id numbers, or your bonding company pursuant to Section 66-4-2 NMSA 1978 Department to issue license.

B. When and if the department approves changes, **all changes** made must be reflected on all Invoices, and on any business sign pertaining to the business, as well as changes stated above.

C. Bond receipt **MUST** be submitted to the Dealer Licensing Bureau at **505 Marquette NW, Suite 1501, Albuquerque, NM 87102**, within 10 business days of payment. If changing bonding companies during the license year, a **NEW ORIGINAL BOND** must be submitted. Any lapse in coverage could result in your license being suspended or revoked. Submit proof that bond is concurrent with license period, e.g. April 1 to March 31.

D. No proprietor, partner, corporate officer or operating agent has been convicted of a felony related to the use, sale or exchange of a motor vehicle since the first issuance or subsequent renewal(s) of this business license.

E. This business maintains an established place of business at the physical address stated in this application, which includes:
- A place devoted exclusively to the business for which the license is to be issued and from which the principal portion of the licensee's business is conducted.
- A prominently displayed sign giving the licensee's Doing Business As (DBA) or trade name.
- An area of sufficient size or space to permit the recycling, parking or storage of one or more vehicles, based on the business of the licensee.
- An enclosed building on a permanent foundation which meets the requirements of the Local Zoning Ordinates, the Construction Industries Division, the Fire and/or Environmental Department regulations and requirements, and is large enough to accommodate the offices(s) of the licensee and large enough to provide a safe place to keep and maintain the books and records of the licensee for three years.

F. This business maintains at its place of business the records of the following transactions for at least three (3) full calendar years:
- Every vehicle of a type subject to registration under the Motor Vehicle Code, which is bought, sold, or exchanged by the licensee or received by the licensee for the sale or exchange.
- Every motor vehicle body, chassis or engine which is sold or otherwise disposed of.
- Every vehicle that is bought or otherwise acquired and dismantled by the licensee.

Applicant hereby authorizes the New Mexico Taxation and Revenue Department and any law enforcement agency at its request to conduct a background investigation into my character, credit history, criminal history, employment history, motor vehicle operator's history, and tax compliance history.

I swear or affirm under penalty or perjury that the information I have provided in this document is true and correct to the best of my knowledge and belief. I swear that I am the owner, partner, corporate officer or operating agent of the business named above, that I have the authority to bind the business named above as to any representations made in this application, and that all statements made herein are true and correct to the best of my knowledge. I hereby acknowledge that any changes to the above information throughout the license year are subject to approval by the Taxation and Revenue Department-Motor Vehicle Division, Dealer Licensing Bureau.

G. _____
Applicant Printed/Typed Full Name

H. _____
Applicant Signature

I. _____
Date

J. _____
Notary Public

K. _____
My Commission Expires

L.

Place Notary stamp here

M. Acknowledgement: On _____ day of _____ (month) of _____, the above named person, either personally known to me or identified through satisfactory evidence, appeared to me and indicated that he/she signed the foregoing document voluntarily for the purposes herein.

New Mexico Taxation & Revenue Department - Motor Vehicle Division

2-Page Short Form Instructions

2014 Auto Recycler License Renewal Short-Form Application Instructions

Mail completed form to: 505 Marquette, NW Suite 1501, Albuquerque, NM 87102

General Instructions

- These are the forms required by the Taxation and Revenue Department-Motor Vehicle Division Dealer Licensing Bureau to apply for a renewal of a current Auto Recycler License.
- **PLEASE NOTE:** There are separate renewal applications for Dealer and Auto Recycler Licenses. Please be sure you use the correct one for each license and use the correct number for each business.
- Please submit your application in a timely manner. This will assist your customers who have purchased vehicles to have a smooth transaction when titling and registering their vehicles.
- **Follow all instructions and read all notes contained in this document. All information will be compared to the current Dealer Licensing Bureau records for consistency and accuracy. A License will not be issued until all discrepancies are corrected. An incomplete or inaccurately completed application could delay or jeopardize processing, approval and issuance of your 2014 license.**
- The Dealer Licensing Bureau does routine background tax checks on all owners and on other businesses in which they have an ownership interest. If we find that any tax payments are not current, or that any owners or their businesses are not currently in good standing with the New Mexico Taxation and Revenue Department (TRD) or the Secretary of State (SOS), additional documentation will be required.
- If you have any questions regarding this application, please contact the New Mexico Motor Vehicle Division's Dealer Licensing Bureau at (505) 383-2316.

Deadlines

ALL 2013 AUTO RECYCLER LICENSES WILL EXPIRE MARCH 31, 2014.

2014 Auto Recycler Licenses will be effective from April 1, 2014 to March 31, 2015.

The **DEADLINE DATE** to submit 2014 auto recycler renewal applications is **FEBRUARY 28, 2014**.

License Renewal Checklist

If a box does not apply to you or your business operations (Ex: no supplemental lot) please mark N/A signifying not an applicable response. Please use this as your checklist to make sure you have included all materials and completed all applicable sections.

- ❑ Please print clearly or type. Illegible applications will not be reviewed. All boxes must be filled in. Failure to do so will cause the application to be returned and will delay application processing and approval.
- ❑ This document must be signed by the owner or responsible officer/agent (see page 3, letters G through M), and must be properly notarized. The signature will be accepted as valid only if the signer's information is currently in the Dealer Licensing Bureau (DLB) records.
- ❑ Out-of-state owners of proprietorships must submit official proof from a government agency of personal income tax filed for the previous year.
- ❑ If you are exempt from taxes or CRS#, please attach government document attesting to that fact.
- ❑ **Make copies of this application for your records. The Dealer Licensing Bureau (DLB) will not make copies for you.**
- ❑ **VERIFICATION DOCUMENTS -** Provide clear copies of the following documents for the 2014 license period:
  - **Bond receipt(s) for renewal year 2014-2015.** Include receipts for separate bonds for any and all supplemental locations. Submit one type of acceptable receipt as specified in instruction #51.
  - **Printout of SOS status SCC# or Partnership# for**: corporations, Sub-S, LLC and partnerships (must be current – no more than seven days old) from www.sos.state.nm.us/business_services/ .
  - **Printout of NOI Application detail page** www.epa.gov/npdes/noisearch (must be current – no more than seven days old).
  - **Printout of NMVTIS Compliance Report** from agency you report to or NMVTIS at the website below (must be current – no more than seven days old). www.vehiclehistory.gov/nmvtis. Submit a copy of your last report.
  - **$50.00 renewal application fee** (check or money order only, payable to MVD).

Send completed packet to the address on the header of each page.

New Mexico Taxation & Revenue Department - Motor Vehicle Division

2-Page Short Form Instructions

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Page 1 Business Information

1. Enter the license number issued to you by the Dealer Licensing Bureau (DLB).
2. Enter the business name or entity. If business name is a proprietorship, enter the individual's name: first, middle initial and last name. If partnership enter business name.
3. Enter Tax number (CRS#) issued to you by the New Mexico Taxation and Revenue Department.
4. Enter Federal ID Number (FEIN) issued to you by the federal government. DO NOT enter a Social Security Number (SSN). This is required for all entities except sole proprietorships that have no employees.
5. Enter address at which the business will receive mail from the DLB.
6. County where your mailing address is located.
7. City where your mailing address is located.
8. State where your mailing address is located.
9. Zip code where your mailing address is located.
10. Check the type of ownership for your business (choose only one).

11A. **ALL corporation and partnership types** enter the SCC # or partnership # issued by the New Mexico Secretary of State.

11B. EPA information **must** be provided, including permit number and a copy of the NOI Application detail page. For information regarding the NOI Application detail page, see checklist. A license will **not** be issued if a copy of the NOI is not included.

Page 1 Primary Lot Information

12. Primary location: This will be the first location your business applied to be licensed.
    - This will be the name that appears on your sign.
13. Enter a **RELIABLE** business number where the DLB will be able to contact you.
14. Enter a **RELIABLE** business fax number where the DLB will be able to contact you.
15. Address where business is physically located.
16. County where business is physically located.
17. City where your business is physically located.
18. State where your business is physically located.
19. Zip code where business is physically located.
20. The person in your office with whom the DLB can discuss all issues pertaining to your license including sensitive tax issues.
21. **RELIABLE** telephone number for the preferred contact person.
22. **RELIABLE** business e-mail for the preferred contact person.
23. State number of vehicles your Auto Recycler business Dismantled/Crushed during in the previous license year. This number determines how many dismantler books your business is entitled to.

Page 1 Supplemental Lot Information

24-35 follow the same instructions as 12-23 for each location.

- You will need to provide business license and fire marshal information and NOI detail page for each supplemental lot. **See "verification documents" boxes in the License Renewal Checklist**.
- If you do not have more than one location, please mark this section N/A.
- If you closed a supplemental lot and have not already notified the Dealer Licensing Bureau, please provide a letter stating which lot is closed, including the address and the date it was closed. **Failure to provide this information will result in your application being delayed**.

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Page 1 Bond Information

36. The name of the Bond Insurance Company that carries your insurance (Western, CNA, Sentry, Fidelity, etc.)

37. Bond Insurance company's business telephone number.

38-41 Bond Insurance company's mailing address, city, state and zip code.

42. The name of the Bond Insurance Agency from which you purchased your bond (Ex. Ashton, Garcia, Tooter Cosper etc.)

43. Bond Insurance agent's business telephone number.

44-47 Bond Insurance agent's mailing address, city, state and zip code.

48. The number on your bond.

49. The amount of your bond ($50, 000).

50. Please enter the date your bond renews for this year, **NOT** the date the bond was first written. All bonds should start on April 1, 2014.

51. Please enter the date your bond ends for current renewal year. Do not write "continuous." (This date could also be called "anniversary date." All bonds should end on March 31, 2015. This date may be referenced on your invoice.
    - DO NOT submit a copy of original bond as proof of bond payment.
    - Submit newly purchased original bonds, signed on principal line. Bond must be concurrent with license period. See Applicant Affidavit, form page 3, letter C
    - Choose one of the acceptable proofs of renewal payment listed below:
        - A receipt from the bond company stating: business name, bond number, and current renewal effective beginning and ending dates.
        - A copy of the front and back of your check cashed by the bank with an invoice stating: business name, bond number and renewal effective beginning and ending dates.
        - A letter from the bond company, on their letterhead, acknowledging payment for bond and noting the business name, bond number and renewal effective beginning and ending dates.

Page 2 Business Information

1. Enter the license number issued to you by the Dealer Licensing Bureau (DLB).

2. Enter the business name or entity. If business name is a proprietorship, enter the individual's name: first, middle initial and last name.

Page 2 Applicant and Business Affidavit

- Applicant Affidavit of Auto Recycler License Compliance
- Sections A-M
    - Please review this information carefully (paragraphs A-F), particularly the paragraph in bold print above the signature lines.
    - Owner or responsible executive officer must print and sign their name and date the form (Sections G-I).
    - The document must be notarized (Sections J-M).