

# How to Obtain the New Mexico Tax ID & the Roswell NM Business License



The City of Roswell NM is currently requiring all vendors at events being held in Roswell to have two permits to operate a booth:

- |  |      |
|--|------|
| 1. New Mexico State Tax ID# for gross receipts reporting       | Free |
| 2. City of Roswell NM Commercial Business License Registration | \$35 |

The Roswell Galacticon has reduced the vendor booth fee by \$35 this year to compensate for the Business License fee to make things easier for vendors. Below are the links and directions for obtaining these permits online. If you already have the NM Tax ID# and the Roswell NM Business License you are ready to vend at a Roswell event. Please bring a copy of the License to post in your booth or table.

1. NM Tax ID#      Free  
<https://tap.state.nm.us/tap/>  
> click on "Apply for New Mexico Business Tax ID"  
Fill out this form and retain the NM Tax ID# to put on the Business License Form.
2. Roswell Business License      \$35  
Go to City of Roswell New Mexico Government site  
<https://www.roswell-nm.gov>  
Click on "Business & Development"  
Click on "Business Licenses"  
<https://www.roswell-nm.gov/566/Business-Licenses>  
Click on "Commercial Business License Registration" for fill-in form  
Fill out the form and mail to City of Roswell, PO Box 1838, Roswell NM 88202-1838 with check  
You may be able to pay online if you call the office  
Email is listed as: [Business.License@roswell-nm.gov](mailto:Business.License@roswell-nm.gov)  
Phone number: 575-637-6280