

How to Obtain

- the New Mexico Tax ID
- the Roswell NM Vendor Merchant Permit



The City of Roswell NM is currently requiring vendors at all events being held in Roswell to have both items listed below to operate a vendor booth:

- | | |
|--|--------------------------------|
| 1. New Mexico State Tax ID# for gross receipts reporting | Free (from NM Tax & Revenue) |
| 2. City of Roswell NM Vendor Merchant Permit | \$35 (from City of Roswell NM) |

Below are the links and directions for obtaining these permits online. If you already have the NM Tax ID# and a current Roswell NM Business Permit you are ready to vend at a Roswell event. Please bring a copy of the License to post in your booth or table.

The deadline for Business Registration is June 7, 2024 – No Exceptions.

1. NM Tax ID# - Free

[https://tap.state.nm.us/tap/ /](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/566/Business-Licenses>

- Click on “Vendor Merchant Application” 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

Phone number: 575-637-6280

Please bring a copy of the Vendor Merchant Permit to post in your booth or on your table.

OR.....

3. Let Roswell Galacticon get your permit with their bundle - \$35 added to booth or table fee.

Fill out Roswell Galacticon Vendor Application found on www.RoswellGalacticon.com

Fill out Roswell Vendor Merchant Application form found on Roswell Galacticon website.

Include the \$35 fee with the vendor booth or table fee.

Scan the completed forms and mail, email or text to E. Mayfield, Roswell Galacticon Director:

Email to: condor@dfn.com

Text to cell number: 575-626-2640

Mail to: 1801 E College Blvd.
Roswell NM 88201