

NEW MEXICO SELF-DIRECTED PROGRAMS NEWSLETTER

July 2025

Employment Verification Form

WHAT is IRS Form I-9, Employment Verification Form?

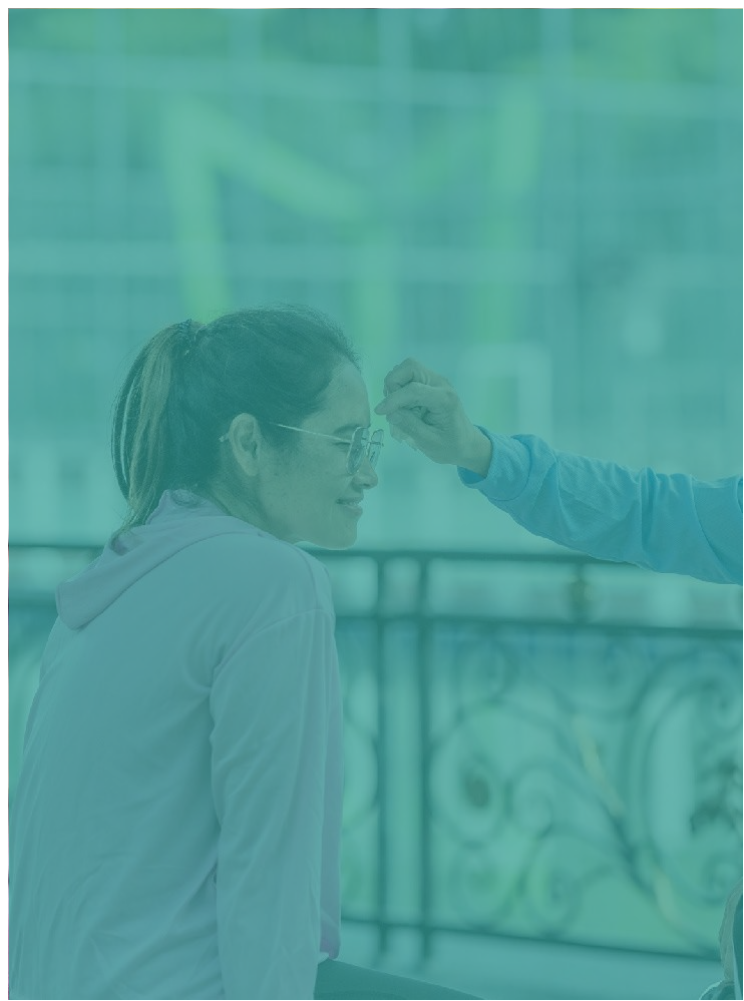
Effective, July 1st, we are now implementing the I-9 form be a required form to complete the Enrollment Process. The I-9 is also known as the Employment Eligibility Verification form. It is a form that Employers use to verify that the Employee can be legally employed in the United States.

Who fills out the I-9 form?

The form needs to be completed by every Employer who hires an employee during the employee onboarding process. Each Section will need to be filled out by the Employee or the Employer.

Section 1: Completed by the employee, providing personal information, and

attesting to their eligibility to work.
Section 2: Completed by the employer, who reviews and verifies the employees' documentation.



Tax Information Authorization (TIA) Form

What is Tax Information Authorization (TIA) Form?

If a Taxpayer would like for an authorized representative to receive a Taxpayer's return or return information, a complete Tax Information Authorization Tax Disclosure form must be provided to the Taxation and Revenue Department (TRD).

To obtain authorization, complete form ACD-31102 Tax Information Authorization Tax Disclosure. The TRD Secretary or Secretary's delegate may disclose information that concerns a Taxpayer's return and return information if TRD is presented with a complete Tax Information Authorization form. If the TRD Secretary or Secretary's delegate has reason to question the continued validity of the Tax Information

Authorization form, the Secretary or Secretary's delegate may ask the Taxpayer whether the authorization remains valid. The Taxpayer may revoke an authorization of a person to be the Taxpayer's representative by filing a document with TRD so stating. This form should also be used to update or revoke previously granted authorization to your tax information.

IMPORTANT: The Tax Information Authorization, commonly referred to as a TIA, is valid for three years from the taxpayer(s) signature date. Once that time frame has expired, a new TIA is required.

Where can these letters be returned?

P.O. Box 13260

Maumelle, AR 72113

Fax:

1-866-302-6787

Drop off:

1720A Randolph Rd. Albuquerque, NM 87106

Mail:

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