

NEW MEXICO SELF-DIRECTED PROGRAMS NEWSLETTER August 2025

Conduent will be closed on Monday, September 1st in observance of the Labor Day Holiday

Tax Information Authorization (TIA) Form

What is Tax Information Authorization (TIA) Form?

If a taxpayer wishes to authorize someone to receive their tax return or related information, they must submit a completed Tax Information Authorization Tax Disclosure form (ACD-31102) to the Taxation and Revenue Department (TRD).

Once submitted, the TRD Secretary or their delegate may disclose the taxpayer's return or return information to the authorized representative. If there is any doubt about the validity of the authorization, the Secretary or delegate may contact the taxpayer to confirm whether it remains in effect.

Taxpayers may revoke or update a previously granted authorization at any time by submitting a new ACD-31102 form to TRD.

IMPORTANT: The Tax Information Authorization (TIA) is valid for three years from the date the taxpayer signs the form. Once this period expires, a new TIA must be submitted Conduent to maintain authorization.



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.

I-9 Example

This section should be filled out:

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

	List A	OR	List B	AND	List C
Document Title 1					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 2 (if any)			Additional Information		
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
☐ Check here if you used an alternative procedure authorized by DHS to examine documents.					

Examples:

Document Title 1	Driver's License	Document Title 1	Social Security Card
Issuing Authority	New Mexico	Issuing Authority	United States
Document Number (if any)	1234567 (Driver's License #)	Document Number (if any)	555-55-5555
Expiration Date (if any)	12/31/2025	Expiration Date (if any)	N/A

Document Title 1	Passport
Issuing Authority	United States
Document Number (if any)	1234567 (Passport Number)
Expiration Date (if any)	8/1/2030

Most common ones submitted are Driver's License and Social Security Cards which List B and List C would be filled out.

If the individual checks off this box:

Additional Information	
☐ Check here if you used an alternative procedure authorized by DHS to examine documents.	

Conduent cannot accept as we do not have the resources to verify if the Employer verify the documents over video chat.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.					
List A		OR	List B	AND	List C
Document Title 1					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 2 (if any)		Additional Information			
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
☐ Check here if you used an alternative procedure authorized by DHS to examine documents.					
Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.					First Day of Employment (mm/dd/yyyy):
Last Name, First Name and Title of Employer or Authorized Representative			Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)

Lastly, the Employer would sign and date attesting that all the information that they are verifying is accurate that the Employee is eligible to work in the U.S.

