



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?

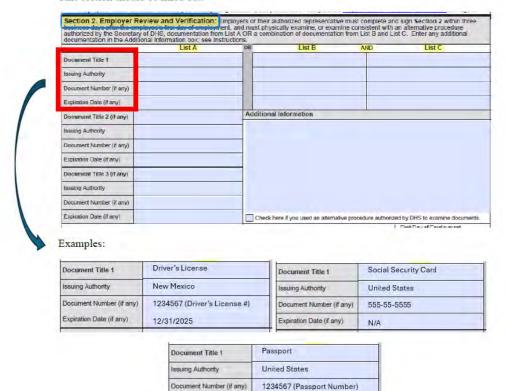
Effective, July 1st, we are now implementing the I-9 form be a required form to complete the Enrollment Process. The I-9 is also known as the Employment Eligibility Verification form. It is a form that Employers use to verify that the Employee can be legally employed in the United States.

How to Fill Out Section 2 of the I-9?

Section 2 is usually filled out by the Employer who will verify the documents that the Employee will provide. The Employee can provide a document from List A or they can provide a document each from List B and List C.

I-9 Example

This section should be filled out:



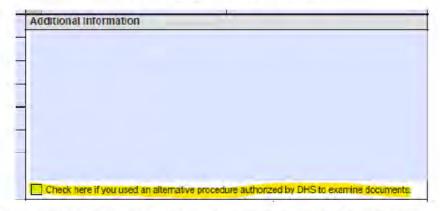
Most common ones submitted are Driver's License and Social Security Cards which List B and List C would be filled out.

Expiration Date (if any)





If the individual checks off this box:



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

	List A	OR	List B	AND	List C
Document Tale 1					
asiung Authority					
Occument Number (if any)					
Expiration Date (if any)					
Document Title 2 (if any)		Additional Information			
ssuing Authority					
Document Number (if any)					
Expiration Date (if any).					
Document Title 3 (if any)					
esuing Authority					
Occument Number (if any)					
Expiration Date (if any)		Check)	here If you used an alterna	athorize authorize	d by DHS to examine documents
Certification: I attest, under penalt imployee, (2) the above-listed document of my knowledge, the employe	umentation appears to be	genuine and to rela	ite to the employee name		First Day of Employment (mm/dd/yyyy):
ast Name, First Name and Title of E	mployer or Authorized Rep	resentative Sig	gnaturé of Employer or Aut	thorized Representative	Today's Date (mm/dd/yy/

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.



