

## PERSONAL INCOME TAX CHANGE OF ADDRESS FORM

**PURPOSE OF THIS FORM:** Individuals may use Form RPD-41260, *Personal Income Tax Change of Address Form*, to notify the Taxation and Revenue Department of a change in address.

**HOW TO COMPLETE THIS FORM:** Enter the effective date of change. Enter your name and social security number. If married, also enter your spouse's name and social security number. Enter a prior name if you or your spouse's name has changed since last filing. Enter both your previous and new home address. Be sure to include any apartment numbers. You and your spouse (if applicable) must sign and date the form.

Mail this form to the Taxation and Revenue Department, P O Box 25122, Santa Fe, New Mexico 87504-5122. For assistance call your local district office (see back of page for listing).

If you wish to change your business address, use Form ACD-31075, *Business Tax Registration Update*. If you wish to change your address with the Motor Vehicle Division, please complete Form MVD-10284, *Change of Address Request*. These forms are available on the Department's internet site and at your local district office (see back of this form for details).

### COMPLETE THE SECTION BELOW TO CHANGE YOUR ADDRESS OF RECORD FOR PERSONAL INCOME TAX PURPOSES

EFFECTIVE DATE \_\_\_\_\_

#### PREVIOUS ADDRESS

Taxpayer name	Spouse's name (if married filing jointly)
Social security number	Spouse's social security number
Prior name (complete this line if the name has changed since last filing)	Prior name (complete this line if the name has changed since last filing)
Address (number, street, apt./suite number or post office box)	Address (number, street, apt./suite number or post office box)
City, state and ZIP code	City, state and ZIP code

#### NEW ADDRESS

Address (number, street, apt./suite number or post office box)	Address (number, street, apt./suite number or post office box)
City, state and ZIP code	City, state and ZIP code
Telephone number	E-mail address

#### YOU MUST SIGN AND DATE THIS FORM

_____ Taxpayer's signature	_____ Spouse's signature
_____ Date	_____ Date

State of New Mexico - Taxation and Revenue Department  
**LOCAL TAXATION AND REVENUE DEPARTMENT OFFICES**

Local tax offices can provide full service and information about New Mexico's taxes, programs and forms and specific information about your filing situation. If you have questions or require additional information, you may contact your local Taxation and Revenue office.

**ALBUQUERQUE:**

Taxation & Revenue Department  
Bank of the West Building  
5301 Central Ave., NE  
P.O. Box 8485  
Albuquerque, NM 87198-8485  
Telephone: **(505) 841-6200**

**ROSWELL:**

Taxation & Revenue Department  
400 North Pennsylvania, Suite 200  
P.O. Box 1557  
Roswell, NM 88202-1557  
Telephone: **(575) 624-6065**

**FARMINGTON:**

Taxation & Revenue Department  
3501 E. Main Street  
P.O. Box 479  
Farmington, NM 87499-0479  
Telephone: **(505) 325-5049**

**SANTA FE:**

Taxation & Revenue Department  
1200 South St. Francis Drive  
P.O. Box 5374  
Santa Fe, NM 87502-5374  
Telephone: **(505) 827-0951**

**LAS CRUCES:**

Taxation & Revenue Department  
2540 El Paseo, Bldg. # 2  
P.O. Box 607  
Las Cruces, NM 88004-0607  
Telephone: **(575) 524-6225**

**Main switchboard (Santa Fe): (505) 827-0700**

**NOTE: IF YOU ARE SELF-EMPLOYED, RUN A BUSINESS OUT OF YOUR HOME , OR WORK FOR SOMEONE ELSE BUT DO NOT HAVE WAGE TAXES WITHHELD, you may be required to register with the Department for gross receipts tax. Businesses that sell or lease goods and other tangible property or perform services in New Mexico could be subject to New Mexico gross receipts tax. All businesses must register with the New Mexico Taxation and Revenue Department to obtain a tax identification number, tax reporting forms and instructions. For more information, please contact your local Taxation and Revenue office.**

**Forms, instructions and general information brochures are available on the Department's Internet home page at:**

**[www.tax.newmexico.gov](http://www.tax.newmexico.gov)**

**For a *Faster Refund* file on the Internet.**