#### State of New Mexico - Taxation and Revenue Department

# 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

**FFFCTIVE 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)
	The name (complete this line if the name has changed since last lilling)
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	1
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

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## 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

## **FARMINGTON:**

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

#### LAS CRUCES:

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

#### **ROSWELL:**

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

#### **SANTA FE:**

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

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

For a Faster Refund file on the Internet.