

Small Business CARES Relief Grants

Acceptable Alternate Documents

Acceptable alternate documents to evidence New Mexico residency:

If the business owners do not have a New Mexico driver's license, they must submit their driver's license or government-issued identification card from any state, plus one of the following:

- 2019 New Mexico personal income tax return for the business owner showing New Mexico residency, or
- A utility bill, bank statement, or credit-card statement with the business owner's name and physical NM address dated within the past 60 days, or
- A local property tax statement with the business owner's name and physical NM address dated within the past 60 days, or
- A rent or mortgage statement with the business owner's name and physical NM address dated within the past 60 days.

Acceptable alternate documents to demonstrate the number of employees

The grant amount is based on the number of employees a business has. Proof of number of employees is required, and acceptable documents include:

- IRS Form 941
- Department of Workforce Solutions (DWS) Employer Report on Wages, form ES903a
- If you upload a data file directly to the Department of Workforce Solutions, submit a copy or screenshot of the Employment and Wage Detail Submission
- Third-party payroll tax reports submitted to the State or Federal government on behalf of the business.
- Benefits provider reports in the case of furloughed employees

Acceptable alternative documents to 2019 business tax return if a business opened in 2020

- A copy of the FEIN application or confirmation of their FEIN dated prior to April 1, 2020.
- Sole proprietors should provide one of the following documents dated prior to April 1, 2020: a business license; registration with the New Mexico Taxation and Revenue Department; tax identification number; business loan documents; or any proof in the name of the business that you were planning to open prior to April 1.