



**Dear New Mexico Business,**

The Small Business CARES Relief Grant agreements will be sent to awarded applicants starting December 17. All applicants will be notified by December 28.

**IMPORTANT:** The grant agreement and W-9 form will be sent to the email address in your application from **[InsureSign@send.insuresign.com](mailto:InsureSign@send.insuresign.com)** . Your email system will not recognize this address and may flag it as spam or undeliverable.



Add this email address to your email “Contact List” so you’ll receive any emails regarding grant agreements that may be sent: **[InsureSign@send.insuresign.com](mailto:InsureSign@send.insuresign.com)**

**IMPORTANT:** Grant agreements and W-9 forms must be signed electronically and returned within 48 hours. Grant agreements and W-9 forms will be sent from this address: **[InsureSign@send.insuresign.com](mailto:InsureSign@send.insuresign.com)**. We may also send text notifications.

### **Other Information**

1. **Change your spam filter.** The email address that will be used is the email address in your application. Be sure to change the spam filter and other settings to accept emails from @nmfa.net and @formstack.com domains, and add this email address to your contact list: **[InsureSign@send.insuresign.com](mailto:InsureSign@send.insuresign.com)**
2. **Check your email.** Watch your inbox and spam folder so you can respond quickly to any questions from reviewers.

We understand that you are waiting to hear about your grant decision and are working quickly to provide you with that information. We appreciate your patience as we process the grant applications.

Sincerely,

New Mexico Finance Authority