

PLEASE READ CAREFULLY
DO NOT COMPLETE THIS FORM IF YOU DO NOT QUALIFY AS A SMALL ENTITY

Warning: 74-3-12.1 NMSA 1978, makes it a criminal offense to make knowingly a false statement, representation or certification in a document to the Department as to any matter within its jurisdiction.

**CERTIFICATION OF SMALL ENTITY STATUS FOR THE PURPOSES OF ANNUAL
FEES IMPOSED UNDER 20.3.16 NMAC**

A licensee who qualifies as a small entity under a specific size standard established by the State of New Mexico may pay a reduced annual fee by filing the required certification on Department RPP Form 526. A separate RPP Form 526 is required for each type of authorization (see authorizations in 20.3.16.12 NMAC). Each authorization will appear as a separate category on the invoice.

1. Complete all items on the Department RPP Form 526 as follows (**NOTE:** Incomplete or improperly completed forms will be returned as unacceptable.)

- Enter the licensee name and address exactly as they appear on the invoice. Annotate name and/or address change for billing purposes on the invoice (if returning the invoice) or this form.
- Enter the license number.
- Enter the owner's name (or the certifying official's name who is signing the form), his/her phone number and email address.
- Enter the name and address of the company that owns or controls the licensee. If it is the same as the licensee then state so.
- Check the appropriate size standard under which the licensee qualifies as a small entity. Check one box only. Note the following:

a. A licensee that is a subsidiary of a large entity, including foreign entities, does not qualify as a small entity. The calculation of a firm's size must include the employees or receipts of the parent company and all other affiliates. Affiliation with another concern is based on the power to control whether exercised or not. Such factors as common ownership, common management and identity of interest are indicators of affiliation. The affiliated business concerns need not to be in the line of business listed in the license.

b. Gross annual receipts, as used in the size standards, include all revenue received or accrued by your company from all sources, regardless of the form of the revenue, and not solely receipts from licensed activities. Receipts of a for-profit concern not engaged in manufacturing means average gross receipts over its last three completed years (13 CFR 121.104). By contrast, number of employees of a manufacturing concern is based on employment during each pay period for the preceding 12 calendar months (see 13 CFR 121.106).

c. Department size standards on small entity are generally based on the Small Business Administration's regulations (13 CFR Part 121). However, where there is a direct conflict between the Small Business Administration's regulations and the 20.3 NMAC (Department's rules), the 20.3 NMAC shall govern and those rules shall be applicable to the licensees.

d. The size standards apply to the licensee, not to the individual authorized users who maybe listed in the license.

e. If you are a manufacturer, enter your North American Industry Classification System (NAICS) business code under Size Standard 2: MANUFACTURING INDUSTRY. If you do not know your NAICS code it can be obtained on the internet at www.census.gov.

f. As used in Size Standard 5, "educational institution" means an entity that has education as its primary function; that offers programs accredited by a nationally recognized accrediting agency or association; that is legally authorized to provide a program of organized instruction or study; that provides an educational program for which it awards academic degrees; and that makes its educational programs available to the public.

2. The completed RPP Form 526 must be submitted with a proof of the size category (e.g. if claiming size standard 1.A or 1.B., submit a copy of the federal tax return).

3. The licensee must submit a new certification with its annual fee payment each year. A licensee must pay the full amount of the invoice, if the licensee fails to submit RPP Form 526 at the time the annual fee is paid.

CERTIFICATION OF SMALL ENTITY STATUS FOR THE PURPOSES OF ANNUAL FEES IMPOSED UNDER 20.3.16 NMAC

NAME AND ADDRESS OF LICENSEE (as it appears on the invoice):		LICENSE NUMBER	
OWNER/CERTIFYING AGENT	TELEPHONE () -	E-MAIL ADDRESS	
COMPANY NAME AND ADDRESS			
SIZE STANDARDS (Select one box only)		ANNUAL FEE PER LICENSE CATEGORY	
1. SMALL BUSINESS A for-profit concern that provides a service or a concern not engaged in manufacturing, with average gross receipts of \$5 million or less over its last 3 completed fiscal years. <input type="checkbox"/> A. \$350,000 to \$5,000,000 <input type="checkbox"/> B. LESS THAN \$350,000		\$1,500 \$500	
2. MANUFACTURING INDUSTRY A manufacturing concern with an average number of 500 or fewer employees based upon employment during each pay period for the preceding 12 calendar months. NAICS BUSINESS CODE: <input type="checkbox"/> A. 35 to 500 EMPLOYEES <input type="checkbox"/> B. LESS THAN 35 EMPLOYEES		\$1,500 \$500	
3. SMALL ORGANIZATION A not-for-profit organization that is independently owned and operated and has annual gross receipts of \$5 million or less. <input type="checkbox"/> A. \$350,000 to \$5,000,000 <input type="checkbox"/> B. LESS THAN \$350,000		\$1,500 \$500	
4. SMALL GOVERNMENTAL JURISDICTION A small governmental jurisdiction is a government of a city, county, town, township, or village with a population (including educational institutions*) of less than 50,000. <input type="checkbox"/> A. 20,000 to 50,000 POPULATION <input type="checkbox"/> B. LESS THAN 20,000 POPULATION		\$1,500 \$500	
5. SMALL EDUCATIONAL INSTITUTION THAT IS NOT STATE OR PUBLICLY SUPPORTED AND HAS 500 OF FEWER EMPLOYEES* <input type="checkbox"/> A. 35 to 500 EMPLOYEES <input type="checkbox"/> B. LESS THAN 35 EMPLOYEES		\$1,500 \$500	
CERTIFICATION			
This certification MUST be signed by the owner of the entity named above or an official empowered to act on behalf of the entity. I certify that the above named licensee qualifies as a small entity under the size standards established by the Department for its licensees in 20.3.16 NMAC. The licensee qualifies as a small entity under the specific size standard indicated above. WARNING: 74-3-12.1 NMSA 1978, makes it a criminal offense to make knowingly a false statement, representation or certification in a document to the Department as to any matter within its jurisdiction. The submittal of false statements is punishable by fine or imprisonment, or both, and for purposes of this certification, may result in revocation or suspension of the license.			
I CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.	PRINTED/TYPED NAME & TITLE	SIGNATURE	DATE