

**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 authorized category (see authorized category in 20.3.16.11 NMAC). Each authorization will appear as a separate category on the invoice. The submission of certification and documentation of being a small entity after the due date of the annual fee payment will not allow the licensee to qualify as a small entity until the following year in which the next annual fee payment is due. To qualify as a small entity, an entity must provide appropriate documentation that it meets the size standards and gross income standards described in 20.3.16.12.

**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, the 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 may be 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](http://www.census.gov).
  - f. As used in Size Standard 4, "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.** A licensee who seeks to establish status as a small entity for the purpose of paying the annual fees required under this section must file a certification statement with the department. The licensee must file the required certification on department Form RPP526 for each license under which it is billed. The Form RPP526 is available at the following link: [All Application Forms and Guidance \(nm.gov\)](#). A licensee who seeks to qualify as a small entity must submit the completed Form RPP526 with the reduced annual fee payment.

**4.** 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.

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<b>NAME AND ADDRESS OF LICENSEE</b> (as it appears on the invoice):		<b>LICENSE NUMBER</b>	
<b>OWNER/CERTIFYING AGENT</b>	<b>TELEPHONE</b> (     )     -	<b>E-MAIL ADDRESS</b>	
<b>COMPANY NAME AND ADDRESS</b>			
<b>SIZE STANDARDS</b> (Select one box only)		<b>ANNUAL FEE PER LICENSE CATEGORY</b>	
<b>1. SMALL BUSINESS</b> Small businesses not engaged in manufacturing and small not-for-profit organizations (Average gross receipts for the last three completed years for all business locations): <input type="checkbox"/> A. \$485,000 to \$7,000,000 <input type="checkbox"/> B. LESS THAN \$485,000		\$4,900 \$1,000	
<b>2. MANUFACTURING INDUSTRY</b> Manufacturing entities that have an average of 500 or fewer employees working in all of licensee's locations: NAICS BUSINESS CODE: <input type="text"/> <input type="checkbox"/> A. 35 to 500 EMPLOYEES <input type="checkbox"/> B. LESS THAN 35 EMPLOYEES		\$4,900 \$1,000	
<b>3. SMALL GOVERNMENTAL JURISDICTION</b> <input type="checkbox"/> A. 20,000 to 49,999 POPULATION <input type="checkbox"/> B. LESS THAN 20,000 POPULATION		\$4,900 \$1,000	
<b>4. EDUCATIONAL INSTITUTIONS THAT ARE NOT STATE OR PUBLICLY SUPPORTED WITH 500 EMPLOYEES OR LESS.</b> <input type="checkbox"/> A. 35 to 500 EMPLOYEES <input type="checkbox"/> B. LESS THAN 35 EMPLOYEES		\$4,900 \$1,000	
<b>CERTIFICATION</b>			
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.			
<b>WARNING:</b> 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.	<b>PRINTED/TYPED NAME &amp; TITLE</b>	<b>SIGNATURE</b>	<b>DATE</b>