



Bennett J. Baur
Chief Public Defender

Professional Services Contract Application

Application must be typed

Contractor Information

| | | | |
|---|----------------|----------------------|--------|
| Service Type: | | | |
| Legal Business Name (as appears at NM TRD): | | DBA (if applicable): | |
| Contact Name: | Title: | | |
| Street/P.O. Box: | City: | State: | Zip: - |
| Phone: () - | Email Address: | | |
| NM TRD Combined Reporting System (CRS) # (AKA: Gross Receipt Tax ID #): - - | | | |
| Services Provided Out-of-State - the litigation expert does not need to register for a CRS #. | | | |
| Services Provided in NM - the litigation expert will need to apply for a CRS#. (Example: providing court testimony.) | | | |
| The application process is simple and can be done on-line at: http://www.tax.newmexico.gov/Businesses/register-your-business.aspx . | | | |
| For questions regarding the application or process of obtaining a CRS number please contact the NM Taxation and Revenue Office at: (505) 827-0700. | | | |
| Qualifications | | | |
| Are you a former or current NM government employee? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you a retiree of NM state government? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Have you done business with State of NM within the last 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Complete DFA W9, as DFA will not accept a Federal W9. Part 5 required for direct deposit. Include a VOIDED check or letter from bank confirming account # and routing #. | | | |
| Scope of Work: | | | |
| Qualifications to include License Number and Expiration if applicable. (Please also attach a resume/CV): | | | |

Service Rates

| Service with brief description | Rate (Flat or Hourly) | Amount |
|--------------------------------|-----------------------|--------|
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |

Instructions/Timelines

- Complete the PSC Application and attachments. Send complete packet to: christina.keyes@lopdnm.us.
 *Application *W9 *Copy of current Licensure (if applicable) *Resume/CV
- W9 Processing—up to **6 weeks** (new or inactivated expert) -Evaluation/contract process—up to **8 weeks** -Maximum Timeline - **14 weeks**
- Notification of application status will be sent via email to the applicant and LOPD staff requestor (if applicable).

THIS IS NOT A CONTRACT! DO NOT PROVIDE SERVICES WITHOUT A FULLY EXECUTED CONTRACT.

FOR LOPD USE ONLY:

LOPD Requestor Contact Information (if applicable)

| | | |
|-------|--------|--------------|
| Name: | Email: | Phone: () - |
|-------|--------|--------------|

When is fully executed contract needed:

Remember: allow up to 14 weeks.