



Bennett J. Baur
Chief Public Defender

Professional Services Contract Application

Application must be typed

Contractor Information			
Service Type:			
Legal Business Name (as appears at TRD):		DBA (if Applicable):	
Contact Name:	Title:		
Street/PO Box:	City:	State:	Zip: -
Phone: () -	Email address:		
NM Combined Reporting System (CRS) # AKA Gross Receipt Tax #: - - <u>Services provided out-of-state</u> - the litigation expert does not need to register for a CRS #. <u>Services provided in NM</u> - 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 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 Rhonda.sanchez@lopdnm.us.
 - Application -W9 -Copy of current Licensure (if applicable) -Resume
- 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:	<i>Remember to allow up to 14 weeks.</i>
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