

a division of the department of cultural affairs
407 galisteo, suite 270, santa fe nm 87501-2641
505.827.6490 or 1.800.879.4278 (in state)
505.827.6043 (fax)
www.nmarts.org



RETURN Packet Checklist

Please complete and return all the following items in one envelope.

Two copies of:

- ___ Contract: *Please be sure to complete the following pages on both copies:*
 - Revised Budget Estimate
 - Schedule of Programs & Services
 - Signature page

One copy of contract support documents (we recommend you keep a copy of these forms for your files):

- ___ Assurance of Compliance Form
- ___ New Mexico Substitute W-9 Form
- ___ Statement of Federal Standing & Funds Form
- ___ New Mexico Pay Equity Initiative form*
- OR**
- ___ Certification form*

** The State of New Mexico now requires compliance with the Governor's Pay Equity Initiative. You can go to this website and download the form you need -*

*http://www.generalservices.state.nm.us/spd/pay_e.html NOTE: Organizations with fewer than 10 employees are exempt from the reporting requirements unless eight or more employees are in the same job classification. In addition, organizations are exempt if they receive less than \$20,000 in **total** state contracts or less than \$50,000 in **total** state professional services contracts. If your organization has fewer than 10 employees or meets the total state contract income exemption, please sign the appropriate section on the enclosed certification form.*

Mail to:

**New Mexico Arts
Bataan Memorial Building
407 Galisteo, Suite 270
Santa Fe NM 87501-2641**

NOTE: This is a new mailing address effective July 1, 2011.