

Business Continuity Grant Requirements

New Mexico Taxpayer ID Number – this is the number which the business uses to report revenue to the state for gross receipts tax (not income tax) and/or state payroll tax withholding for employees. Number may be entered with or without dashes – but all numbers including zeros must be included.

New Mexico Unemployment Report - Fourth Quarter 2019

The preference is for the file upload to the grant application to be a screen shot from NM Workforce Solutions reporting system (screen shot below). We do not require the information on each of your employees.

Website: <https://ui.dws.state.nm.us/Employer/Core/Login.ASPX>

Access the site with your user/password

Left hand side of window, expand Employment and Wage Detail Reporting and select View Employment and Wage Detail History. Enter Year: 2019, Quarter: October, November, December (Q4) and search. Print screen details including the search results, save and upload with the grant application.

The screenshot displays the 'Employment and Wage Detail Submission History Search' interface. At the top, it shows the Employer Account Number (00096480), Employer Name (AZTEC CITY OF), and Claims Response Method (Email). The search criteria are set to From: (mm/dd/yyyy), To: (mm/dd/yyyy), Confirmation#: (empty), Submission Type: All, Quarter: October, November, December (Q4), and Year: 2019. Search and Reset buttons are visible below the search criteria.

Search Results

Submission Date	Year	Qtr	Filing	Method	Confirmation Number	SSNs	Total UI Gross Wages	NM Withholding	WC Fees	Month	Status	Record Errors	Submitter
1/13/2020	2019	4	Original	File Upload	00096480_011320122728	94	\$1,048,387.68	\$26,850.81	\$378.40	91 92 91	Processed		kfarmer00