

March 11, 2024

Dear Licensees,

As noted in our previous letter dated January 31, 2024, the New Mexico Regulation and Licensing Department, Alcoholic Beverage Control Division (ABC) is in the process of updating our licensing and permitting processes. This process includes a new online licensing software platform. You will be asked to register with the new platform once it is operational.

At this time, ABC is asking our Licensees to submit their FEIN number(s) (Federal Employer Information Number). We have never previously asked for this information, but it will be utilized to link the business information in the new system. Additionally, in collaboration with the New Mexico Taxation and Revenue Department, procedural changes will be made in how ABC verifies whether a Licensee is compliant with taxation requirements. The submission of the FEIN will allow ABC to verify that your liquor licenses are eligible for renewal.

**Please submit the following information:**

1. The name of the Licensee, as it appears on your current license
2. The License Number(s)
3. The FEIN Number

Deliver by **Email to: [ABC.Update@rld.nm.gov](mailto:ABC.Update@rld.nm.gov)** or by **regular mail to: ABC Update PO BOX 25101 Santa Fe, NM 87504**, or if you prefer the information **can be walked in to our office** located at the Toney Anaya Building -2nd Floor at 2550 Cerrillos Road in Santa Fe. If you have any questions or concerns, please feel free to contact our office at (505) 476-4875.

Thank you for your understanding and cooperation while ABC partakes in this new endeavor.

Sincerely,



Phillip A. Sanchez  
Director  
Alcoholic Beverage Control Division

