



**PUEBLO OF ISLETA
Treasury Department**

P.O. Box 1290, Isleta, NM 87022 ♦ (505) 869-1808 ♦ POITAX@isletapueblo.com

Design/Construction Materials and Services Tax Return Form

SECTION 1. TAXPAYER INFORMATION

A. Taxpayer Name: _____	B. POI Tax ID No.: _____
C. Mailing Address: _____	
City: _____	State: _____ Zip Code: _____

SECTION 2. FILING INFORMATION

D. Reporting Period:			E. Return:	
Quarter 1: _____	Quarter 2: _____	Year: _____	Original: _____	
Quarter 3: _____	Quarter 4: _____		Amended: _____	

SECTION 3. CALCULATION OF TAX LIABILITY

F. Invoice Number	G. Total Sales	H. Taxable Sales (\$)	I. Tax Rate 6.4 (%)	J. Tax Liability (\$) (H x I = J)
			6.4%	
			6.4%	
			6.4%	
			6.4%	
TOTALS:	K.	L.		M.

SECTION 4. TOTAL DESIGN/CONSTRUCTION MATERIALS AND SERVICES TAX DUE

Tax Liability: Enter amount from Section 3. Box M.	N.
Credits/Adjustments Issued by the Treasury Department	O.
Total Tax Due: (N - O = P)	P.

SECTION 5. CERTIFICATION

I declare, under penalty of perjury, that all information provided within this return is true, correct, and complete to the best of my knowledge. I acknowledge that failure to report all information required in accordance with the Pueblo of Isleta Law and Order Code § 04-06-06(D) may result in the assessment of interest of 10% per annum and/or a penalty of 5% of the tax owed for each deficient month. I further acknowledge that any attempts to willfully evade or defeat any tax of the Pueblo of Isleta may result in a civil enforcement action by the Pueblo of Isleta under the Pueblo of Isleta Law and Order Code § 30-01-11 for civil penalties of up to \$10,000 per day of the violation.

Section 5. Certification

Q. Name (Print): _____	R. Title: _____
S. Signature: _____	T. Date: _____

Remit payment by check or money order payable to:

**Pueblo of Isleta
Attn: Treasury Department - Tax
P.O. Box 1290
Isleta, NM 87022**

POI Treasury Department Use Only

Instructions

Section 1. Taxpayer Information

- A. **Tax Payer Name:** Enter Taxpayer Name (i.e. Business Name or DBA) as it was submitted to the Pueblo of Isleta Treasury Department on Vendor Registration Application.
- B. **Tax ID Number :** Enter the Pueblo of Isleta Tax ID No. issued by the Pueblo of Isleta Treasury Department.
- C. **Mailing Address:** Enter the primary Mailing Address of the Taxpayer entered in Box A.

Section 2. Filing Information

- D. **Reporting Period:** Check the reporting Quarter and enter Year for which Design/Construction Materials and Services were performed and being reported.
Example: Year: 2024.
- E. **Return:** Select one of the options provided; The Return being submitted is an Original Return or an Amended Return *Note: One Return per Reporting Period only! **DO NOT** submit a Return for multiple Reporting Periods. A Return submitted recording multiple Reporting Periods or that is incomplete or otherwise inadequate will be rejected and returned to the taxpayer. Taxpayers whose Return(s) have been returned will have until the 25th day of the month following the end of the month in which the Return was/is originally due, to resubmit the Return.*

Section 3. Calculation of Tax Liability

- F. **Invoice Number:** Enter the invoice number for each invoice submitted during the reporting period.
- G. **Total Sales:** Enter the total amount of sales for each Invoice for the Reporting Period.
- H. **Taxable Sales:** Enter the total amount of sales for each Invoice that were taxable, for the Reporting Period.
- I. **Tax Rate:** 6.4%
- J. **Tax Liability:** Enter the total amount of Tax Liability from each Tax District. To find the Tax Liability, multiply the total amount of Taxable Sales entered for each Invoice under Box H by the Tax Rate under Box I. (*Box H x Box I = Tax Liability*)

- K. Enter the sum total amount of Sales reported for the Reporting Period by adding together each entry in the column under Box G.
- L. Enter the sum total amount of Taxable Sales reported for the Reporting Period by adding together each entry in the column under Box H.
- M. Enter the sum total amount of Total Tax Liability reported for the Reporting Period by adding together each entry in the column under Box J.

Section 4. Total Tax Due

- N. **Tax Liability:** Enter the amount from Section 3 Box M.
- O. **Credits/Allowances** that have been issued by the Treasury Division. Note: Provide documentation of credit or allowance.
- P. **Total Tax Due:** Subtract any Credits/Allowances (Box O) from your Tax Liability (Box N) and enter the amount Here. This is the amount of Construction Tax that is due to the Pueblo of Isleta Treasury Department.

Section 5. Certification of the Return

- Q. **Print the Name of the person that prepared the tax return.**
- R. **Title of the person entered in Box S.**
- S. **Signature of the person in Box S.**
- T. **Date the Return was prepared**

Completed returns, along with payment, may be submitted to the address provided at the bottom of the return.