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LOOK FOR CHANGES IN 2006

The New Mexico Department of Labor (DOL), Taxation and Revenue Department, and Workers Compensation Administration have developed a new process that will make reporting to the three agencies easier for employers. This Tri-Agency service will enable employers to submit one report with information required by all three agencies rather than submitting employee information separately using different forms.

NEW ELECTRONIC FILING SERVICE: Employers will have the option of submitting the DOL ES903 reports to NMDOL directly through the Tri-Agency website at <https://ec3.state.nm.us/NMWebFile>. The website will allow employers to complete and submit an online report or upload electronic files, providing functionality for both small and large employers.

NEW FILING FORMAT: DOL will be collecting information on behalf of all three agencies through the use of the website and on revised paper forms. In addition to reporting individual total quarterly gross wages and excess wages, all filers will now also report quarterly individual state withholding tax data for each employee and the quarterly worker's compensation fee data. These two new items have been added to the DOL ES903 Schedule B form as well as the website. The 2006 Employer's Reporting Packets will contain the updated forms and instructions. The revised form and instructions will also be available on the DOL website www.dol.state.nm.us after March 31, 2006.

Employers with two hundred and fifty (250) employees or more are still required to report their employee's wages via electronic media. We recommend this be processed through the Tri-Agency website by direct entry or file uploading instead of physical media. Employers with 75 or more employees are encouraged to also file electronically at this time in preparation for 2007 planned changes in requirements.

The electronic filing format has changed for all employers regardless of the filing media being used. Employers reporting electronically using the web service have the option of using one of three formats including Fixed- Length, CSV or XML. To access the Schema necessary to create the file refer to <http://BulkFiling.state.nm.us>. If you are submitting wages through the website for multiple employers in one (1) submission file, the XML format must be used. If in this case you cannot submit using XML, you must submit directly to DOL in Fixed-Length format. All files received by NMDOL must be in Fixed-Length format.

PAYMENTS: Electronic payments to DOL will not be available through the website at this time and must be sent directly to DOL as you have done in the past. If you file through the website, payment must be remitted directly to DOL by attaching a check to the online printed payment voucher as printed from the website. Please do not combine DOL payments with other tax program payments.

Taxpayers that report employee's workers compensation fees or withholding amounts on the paper 903A report will need to submit a CRS-1 and/or WC-1 forms and payments to the Taxation and Revenue Department. Do not include these payments with the ES903 payment.

**For more information, visit our Web site at www.dol.state.nm.us.
For technical questions, e-mail at NMWebFile@state.nm.us.
For General Questions call (505) 841-8576.**

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