

# Billing Information Sheet



**Your agency must complete the following:**

Publish in the *New Mexico Register*

Volume:  Issue:  Publication date:

Agency's 3-digit DFA code:

Purchase order 15-digit number:

Agency & Division name:  
Billing Address & Your  
Accts Payable Contact  
Person's e-mail address &  
phone number:

Rule Filer's name & Contact  
Information, e-mail address &  
phone number:

Notice name (if submitting a notice):

[Example: Notice of Rulemaking Hearing](#)

**Or** Rule NMAC number and rule name (if filing an amendment, repeal & replace, repeal, new rule etc.)

[Example: 19.31.3 NMAC, Hunting and Fishing License Application](#)

Electronic file name(s):  
**(ALD Use Only)**

Analyst's initials:

**(ALD Use Only)**

# Instructions for Completing the BILLING INFORMATION SHEET



## Your agency must complete the following:

New Mexico Register

Volume number:

Issue number:

Publication date:

Example: Volume: XXXII , Issue: 19, Publication date: October 13, 2021

Agency's 3-digit DFA code: Example: 123

Agency's 15-digit purchase order number: Example: 12300-0000004567

**Note: We now request the email, address, and telephone number of the agency C.F.O. as well as rule filer for invoicing purposes.**

Agency & Division name:

Billing Address & Your Accts

Payable Contact Person's e-mail address & phone number:

Rule Filer's name & Contact

Information, e-mail address & phone number:

**Note: Complete one or the other of the following fields unless submitting a notice AND filing a rule.**

Notice name, if submitting a notice of rulemaking

Example: Notice of Regular Board Meeting and Rulemaking Hearing

**OR**

Rule NMAC number and rule name, if filing a new rule, an amendment, a repeal or replacement.

Example: 19.31.3 NMAC, Hunting and Fishing License Application

Last 2 fields are for Administrative Law Division staff use only.