

# 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 name:   
Division name (if applicable):   
Street address or P.O. Box:   
City, State and Zip code:

Contact person's name:   
Contact person's phone number:   
Contact person's e-mail address:

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: XXVIII , Issue: 19, Publication date: October 17, 2017

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

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

Agency's name:

Division name (if applicable):

Street address or P.O. Box:

City, State and Zip code:

Contact person's name:

Contact person's Phone number:

Contact person's E-mail address:

## **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.