



### New Mexico Taxation and Revenue Department

# Annual Report of Non-Resident Remittees Holding an Agreement to Pay Tax on Oil and Gas Proceeds Instructions

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Who Must File: Remitters of oil and gas proceeds from oil and gas production from a well located in New Mexico who are subject to withholding tax from payments according to the Oil and Gas Proceeds and Pass-Through Entity Withholding Tax Act [Sections 7-3A-1 through 7-3A-9 NMSA 1978] are required to submit information returns to the Department annually. For oil and gas proceeds paid on or after January 1, 2012, Form RPD-41374, Annual Report of Non-Resident Remittees Holding An Agreement to Pay Tax on Oil and Gas Proceeds, is used to report the distribution of oil and gas proceeds to each non-resident remittee who entered into an agreement to pay the tax on oil and gas proceeds pursuant to the Oil and Gas Proceeds and Pass-Through Entity Withholding Tax Act. For the 2011 filing requirements, see Form RPD-41360.

 Remitters are also required to file electronically, Forms 1099-Misc, or for those entities that do not receive an IRS form 1099-Misc, a pro forma 1099-Misc or New Mexico Form RPD-41285, Annual Statement of Withholding of Oil and Gas Proceeds, to the Department for each remittee from whom oil and gas proceeds from a New Mexico well was paid and report the New Mexico tax withheld. If the oil and gas proceeds paid on Form 1099-Misc is a combination of oil and gas proceeds from oil and gas production in multiple states, separately state the oil and gas proceeds derived from New Mexico oil and gas production and the amount of New Mexico tax withheld.

File Electronically: If the remitter has more than 50 payees who receive New Mexico oil and gas proceeds to report, remitters are required to electronically file Form RPD-41374 through the Department's website, and Forms 1099-Misc, pro forma 1099-Misc or Form RPD-41285 electronically, either through the Combined Federal/State Filing Program or through the Department's website. See "Where to File" later in these instructions. If the remitter has more than 50 New Mexico payees, and is unable to file electronically because a hardship exists, the remitter may request Department approval to file by paper. The remitter may request approval by filing Form RPD-41350, E-File Exception Request Form. The request must be received by the Department at least 30 days before the taxpayer's electronic report is due.

Other Reporting Requirements: Remitters are also required to provide sufficient information to enable the remittees to comply with the provisions of the Income Tax Act and the Corporate Income and Franchise Tax Act, with respect to the remittee's share of the gross oil and gas proceeds. A remitter may use federal Form 1099-Misc, if required to be filed by the IRS, a pro forma 1099-Misc, or Form RPD-41285, Annual Statement of Withholding of Oil and Gas Proceeds, to report to the remittees the gross oil and gas proceeds paid and New

Mexico tax withheld. These forms must be provided to the remittee by February 15th of the year following the year for which the statement is made.

NOTE: For tax years beginning January 1, 2011, Form RPD-1541283, Annual Summary of Oil and Gas Proceeds Withholding 167ax, is no longer required to be mailed to the Department. 177 Form RPD-41283 should be completed and retained by the 187 remitter. Form RPD-41283 reconciles the total oil and gas 197 proceeds withheld and reported on Form RPD-41284 and 207 the amounts withheld from the remittees.

Aremitter, who is also a pass-through entity (PTE), may also a need to file Form RPD-41359, Annual Statement of Pass-24 Through Entity Withholding, and Form RPD-41367, Annual Withholding of Net Income of a Pass-Through Entity Detail Report. As a PTE, similar withholding requirements are imposed on the allocable net income of the pass-through entity. If you earn net income for the owners, members, partners or beneficiaries of your organization, then pass-through entity net income and withholding tax is reported on these forms. Forms RPD-41374, Annual Report of Non-Resident Remittees Holding an Agreement to Pay Tax on Oil and Gas Proceeds, and RPD-41285, Annual Statement of Withholding of Oil and Gas Proceeds, described in the remainder of this document, are used only when oil and gas proceeds are apaid to a remittee.

When to File: Form(s) RPD-41374 and Forms 1099-Misc, pro forma 1099-Misc or Form RPD-41285 are due on or before the last day of February of the year following the close of the calendar year in which the oil and gas proceeds were paid. If the due date of the return falls on a Saturday, sunday or state or national legal holiday, the return is timely the postmark bears the date of the next business day. If no payment of oil and gas proceeds was made for a calendar year, no filings are required.

Penalty for Failure to File. A \$5 penalty will be assessed 49 for failing to file Form RPD-41374 timely. You may pay the 50 penalty through the Department's website at https://tap.state.51 https://tap.state.51 https://tap.state.51 https://tap.state.51 https://tap.state.51 https://tap.state.51 https://tap.state.51 https://tap.state.51 https://tap.state.551 https://tap.stat

Where to File: File online using the Department's website at 55 https://tap.state.nm.us. First-time e-filers will need to create a 66 login name and password. For assistance call (505) 827-0825...

If granted an exemption to electronically file Form RPD-41374, <sup>58</sup> or you have 50 or fewer New Mexico payees and choose to <sup>59</sup> file this form in paper format, submit this completed form to: <sup>60</sup> New Mexico Taxation and Revenue Department, P.O. Box <sup>61</sup> 25127, Santa Fe, NM 87504-5127.

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The income and withholding tax information must be submitted on Forms 1099-Misc, *pro forma* 1099-Misc or New Mexico Form RPD-41285, Annual Statement of Withholding of Oil and Gas Proceeds, and must be submitted in one of the following ways:

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- Submit 1099-Misc forms by electronic transmission through the Combined Federal/State Filing Program 19 with IRS approval (State records must be included and 20 must bear codes for forwarding to New Mexico), or
  - Submit forms 1099-Misc, pro forma 1099-Misc or New Mexico Form RPD-41285 electronically\* using the Department's website, or
  - If 50 or fewer payees, you may submit the paper forms to New Mexico Taxation and Revenue Department, P.O. Box 5779, Santa Fe. New Mexico 87502-5779.

\*To obtain specific information regarding the electronic file, log in to the web file page on the Department's website at https://tap.state.nm.us.

Remitters should be aware that the Department is required to compare the tax information received from the remitters with the records of the remittees and if the Department determines that the remittee is not paying the proper tax on oil and gas proceeds, the Department may request that the remitter show reasonable cause for not withholding (see "Exceptions to the Requirement to Withhold" in these instructions). If the Department determines that a non-resident remittee is not paying New Mexico income tax on the oil and gas proceeds. the Department will notify the remitter that the remitter must withhold from future oil and gas proceeds paid to the remittee. If the remitter did not withhold because the remitter and remittee entered into an agreement pursuant to [Section 7-3A-3(G) NMSA 1978], the agreement must be revoked and the remitter will be held responsible for future tax required to be withheld from the remittee.

#### INSTRUCTIONS FOR COMPLETING THE FORM

Enter the name and address of the remitter, the federal identification number and mark the box indicating whether the number is a federal employer identification number (FEIN) or a social security number (SSN). Also enter the total New Mexico gross oil and gas proceeds distributed by the remitter in the calendar year of this return.

Column 1. Enter the name and address of all recipients (remittees) of oil and gas proceeds made by this payor (remitter) with whom a valid signed Form RPD-41353, Owner's or Remittee's Agreement to Pay Withholding on Behalf of a Pass-through Entity or Remitter, is on file. The agreement must not be revoked. Form RPD-41353 is required,, documentation showing that the remitter and remittee have entered into an agreement that the hon-resident remittee, agrees to pay the New Mexico tax on the oil and gas proceeds paid to the remittee. If an individual, enter the first, middle initial and last name of the remittee. Mark the box if the address is outside the U.S.

If you have a foreign address, enter the street address, city name and postal code in the appropriate line. Also complete the spaces for the foreign province and/or state and country. Follow the country's practice for entering the foreign postal code, the province or state, and country. Do not abbreviate the country name. Reports with incomplete foreign addresses for Remittee's will be rejected.

Column 2. Enter the remittee's federal identification humber and mark the box indicating whether the number is a federal employer identification number (FEIN) or a social 29 security number (SSN).

Column 3. Enter the remittee's share of the total gross New 32 Mexico oil and gas proceeds paid. Line 1, Total New Mexico gross oil and gas proceeds distributed by the remitter, equals the total gross New Mexico oil and gas proceeds 35 distributed as reported on Forms RPD-41374, 1099-Misc. and Form RPD-41285.

Column 4. Enter the tax withheld from the remittee's oil and 39 gas proceeds.

Complete line 2 for each page, entering the sum of column<sub>42</sub> 4 for the page. Also complete line 3 on the first page show 43 ing the total tax withheld and paid by the remitter to the Department on Form RPD-41284, from all pages

Sign and date the report. The remitter or the remitter's authorized representative must sign and date the report. Also enter the contact phone number and e-mail address.

#### IMPORTANT DEFINITIONS:

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"Remittee" means a person who is entitled to payment of oil, and gas proceeds by a remitter.

*Remitter"* means a person who pays oil and gas proceeds to any remittee.

*'Oil and gas'*'means crude oil, natural gas, liquid hydrocarbons<sub>59</sub> or any combination thereof, or carbon dioxide.

For definitions of "Oil and gas proceeds" see "What are gross 62 oil and gas proceeds?" next.

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#### What are gross oil and gas proceeds?

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65 66 "Oil and gas proceeds" means any amount derived from oil and gas production from any well located in New Mexico and payable as royalty interest, overriding royalty interest, production payment interest, working interest or any other obligation expressed as a right to a specified interest in the cash proceeds received from the sale of oil and gas production or in the cash value of that production. Oil and gas proceeds excludes "net profits interest" and other types of interest the extent of which cannot be determined with reference to a specified share of the oil and gas production and excludes any amounts deducted by the remitter from payments to interest owners or paid by interest owners to the remitter that are for expenses related to the production from the well or cessation of production from the well for which the interest owner is liable.

"Gross oil and gas proceeds" means the amount of oil and gas proceeds subject to oil and gas proceeds withholding tax and includes amounts deducted by the remitter for expenses and severance taxes, but does not include amounts deducted for expenses or taxes prior to receipt by the remitter. If a taxpayer receives a Form 1099-Misc for its oil and gas proceeds, the gross amount is the amount reported on federal Form 1099-Misc in box 2--royalties, and in box 7--non-employee compensation.

## The following payments are not subject to the oil and gas proceeds withholding tax:

- "net profits interest" and other types of interest which cannot be linked to a specified share of the oil and gas production.
- advance royalty payments, bonus payments, minimum royalty payments, shut-in payments and rental payments, provided that the payments are not offset against a share of future production.

The well must be located in New Mexico, but if the production is from a well subject to a unit or communitization agreement whose area crosses state boundaries, the amount attributable to "oil and gas production from any well located in New Mexico" may be derived through the allocation methodology set out in the agreement.

Adjustments to the amount withheld: If a remitter receives oil and gas proceeds from which an amount has been deducted and withheld pursuant to the Oil and Gas Proceeds and Pass-Through Entity Withholding Tax Act, the remitter may take credit for that amount in determining the amount the remitter must withhold and deduct.

#### Exceptions to the Requirement to Withhold.

If the amount to be withheld from the payment is less

than ten dollars (\$10) or if the sum of all payments made <sup>10</sup> to that remittee by the remitter, including the subject pay-<sup>11</sup> ment, in the calendar quarter is thirty dollars (\$30) or less. <sup>12</sup> If the remittee is an insurance company and falls under <sup>13</sup> the provisions of [Section 59A-6-6 NMSA 1978], no with-<sup>14</sup>

holding is required.

- At the option of a remitter, a remitter may agree with the remittee that the remittee pay the amount that the remitter would have been required to withhold and remit, to the Department on behalf of the remittee pursuant to the Oil and Gas Proceeds and Pass-Through Entity With-21 holding Tax Act. The remittee remits the tax required to be withheld using a form of payment such as estimated payments or withholding. The remittee can also satisfy the terms of the agreement by filing its New Mexico income tax return and paying the tax due. The remitter must have a completed Form RPD-41353, Owner's or Remittee's Agreement to Pay Withholding on Behalf of a Pass-Through Entity or Remitter, on file at the time it files its annual reporting requirements for the tax year, to which the agreement pertains. If the Department notifies the remitter that the remittee has failed to remit the required payment, the agreement is no longer acceptable by the Department as reasonable cause for failure to withhold. The remitter is not responsible for withholding on oil and gas proceeds paid to the remittee prior to the Department's notification.
- 4. The remittee maintains its place of business or residence 38 in New Mexico:
  - If the remittee's address on Form 1099-Misc, pro<sub>40</sub> forma 1099-Misc or RPD-41285, Annual Statement<sub>41</sub> of Withholding of Oil and Gas Proceeds, is a New<sub>42</sub> Mexico address;
  - If an individual, a signed Form RPD-41354, Decla-44 ration of Principal Place of Business or Residence in New Mexico, is on file that the individual is a resi-46 dent of New Mexico and declaring the physical lo-47 cation of the individual's abode in New Mexico;
  - If a corporation, a signed Form RPD-41354, Decla-49 ration of Principal Place of Business or Residence in New Mexico, is on file that the corporation's prin-51 cipal place of business is in New Mexico, or
  - If a corporation incorporated in New Mexico, the same corporation's incorporation papers are on file, with sufficient portions of those papers to demonstrate incorporation in New Mexico, or information from the Secretary of State website indicating that the corporation is a New Mexico corporation in good standing and its address.
- Documentation is on file showing that the remittee is on granted exemption from the federal income tax by the united States Commissioner of Internal Revenue as an organization described in Section 501(c)(3) of the section 501(c)(3)

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4 22 24 26 48 60 62 20 40 46 50 64 68 70 72 80 New Mexico Taxation and Revenue Department 4 Annual Report of Non-Resident Remittees 5 Holding an Agreement to Pay Tax on Oil and Gas Proceeds 6 6 7 Instructions 8 Page 4 of 48 9 Internal Revenue Code, including a copy of the remit-10 10 11 tee's federal Form W-9 or a copy of the determination letter from the IRS. The obligation to deduct and with-12 12 hold from payments to organizations identified in this 13 13 paragraph applies if that income constitutes unrelated 14 15 income. 15 16 16 Documentation is on file showing that the remittee is 17 17 the United States, New Mexico or any agency, instru-18 18 mentality or political subdivision of either. 19 19 Documentation is on file showing that the remittee is 20 a federally recognized Indian nation, tribe or pueblo 21 or any agency, instrumentality or political subdivision 22 thereof. 23 Documentation is on file showing that the remitter's 24 payment to the remittee is subject to further distribution 25 by the remittee as a remitter to working interest owners 26 royalty interest owners, overriding royalty interest owners 27 and/or production payment interest owners. Acceptable 28 28 proof includes -- but is not limited to-- written notification 29 from a remittee or internal documentation such as signed 30 30 division orders demonstrating that the payment is subject 31 to further distribution by the remittee as a remitter to 32 working interest owners, royalty interest owners, over-33 riding royalty interest owners and/or production payment 34 interest owners. 35 36 If you believe that you have a valid reason for not withhold. 37 ing from a remittee, other than the reasons listed above, you must obtain approval from the Secretary before you file your 39 39 return. Please inclu<mark>de with your requ</mark>est detailed information 40 to support an alternative reasonable cause for not withhold-41 ing. To request the Secretary's approval, submit a written 42 request to the Albuquerque District Office at New Mexico 43 43 Taxation and Revenue Department, Corporate Income Tax 44 Audit Supervisor, P.O. Box 8485, Albuquerque, NM 87198-45 8485. For assistance call 505-841-6221 46 47 47 Amending: Check the amended indicator box if you are 48 amending a previously filed Form RPD-41374, Annual Re-49 port of Non-Resident Remittees Holding An Agreement to 50 50 Pay Tax on Oil and Gas Proceeds. If a refund is due because you overpaid tax on Form RPD-41284, Quarterly Oil and Gas Proceeds Withholding Tax Return, you must amend the Form RPD-41284, to which you incorrectly reported. Do not attempt to obtain a refund when filing Form RPD-41374. If requesting a refund due to an overpayment of tax withheld, complete Form RPD-41071, Application for 57 Tax Refund, and submit it with the amended return, RPD-41284 59 **NOTE:** You can amend your return online, visit: <a href="https://tap.">https://tap.</a> 61 61 state.nm.us. 62 62 63 63 8064 82 644 10 12 14 16 18 20 22 24 26 28 30 32 34 36 38 40 42 44 46 48 50 52 54 56 58 60 62 64 66 68 70 72 74 76 78 65 66