



Santa Clara Pueblo Tax Administration

Doing Business with Santa Clara Pueblo

1. Doing business with the Pueblo of Santa Clara is considered doing business on the Pueblo of Santa Clara. You need to apply for and receive a business license before you start the contract for work.
2. There are a few very restrictive exemptions to the requirement, if you think you qualify for an exemption, please ask.
3. The Class 1 Business License comprises all businesses not related to construction. The application/renewal fee for a Class 1 license is \$50.
4. The Class 2 Business License comprises all construction activities. The application/renewal fee is based upon the value of the contract being executed. Fees range from \$150 to \$5,750 and up.
5. A completed W-9 is required to contract with the Pueblo.
6. All portions of the application or renewal form must be completed.

The Tax Administrator has the authority to revoke or suspend a business license or refuse to renew a license for good cause:

- a) For any material misstatement of fact in an application for a License or License renewal
 - b) For any material misstatement of facts in a record, report, or other document required to be kept and/or filed with the Tax Administrator
 - c) For any violation of a License condition.
 - d) For any violation of this Code or any regulation promulgated hereunder, or any valid order of the Tax Administrator
 - e) For failure to pay any applicable tribal tax in the amount and at the time due.
7. Gross Receipts Tax – are paid to the Pueblo in an amount set by the Pueblo. GRT can be paid directly to the Pueblo or can be paid to the state, using a location code to indicate work done on or with the Pueblo.

Business License Fee Structure

Class 1 Business License Fee: \$50.00

Class 2 Business License Fees

Based on value of the contract

Total Contract Value

\$1 to \$10,000	\$150
\$10,001 to \$25,000	\$225
\$25,001 to \$50,000	\$400
\$50,001 to \$100,000	\$650
\$100,001 to \$500,000	\$1,000
\$500,001 to \$1,000,000	\$3,500
\$1,000,001 and up	\$5,750

Gross Receipts Tax Rates

Rio Arriba County 8.6875% 17-903 Location Code
Within Santa Clara Grant

Santa Clara Pueblo 6.6250% 17-901 Location Code
Main Grant Area

Santa Fe County 8.8125% 01-903 Location Code
Española/ Santa Clara Grant 1

Santa Clara Pueblo 01-901 01-901 Location Code
Santa Fe County four corners area