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WELCOME Oil and Gas Severance Tax Remitters !

The Taxation and Revenue Department (TRD) will be integrating Oil and Gas Severance Taxes (OGST) into the existing TRD Tax System, GenTax\TAP. OGST processes, returns, payments and reporting will be removed from the current mainframe Legacy ONGARD system and all processing will occur within the current TRD Tax System as of March 19, 2018.

The State Land Office's project, named the Royalty Replacement Project (RAPS) will, when complete, remove Royalty functionality from the ONGARD mainframe system. More details about RAPS will be released by the State Land Office as information becomes available.

The TRD Oil and Gas Severance Tax Replacement Project entails transferring the processing of three tax programs (Oil and Gas Production, Ad Valorem Equipment, Advance Payment and Natural Gas Processors taxes) from the ONGARD system to TRD's GenTax® system which already processes taxes for (28) other programs.

IMPORTANT DATES:

DATE	MILESTONE
Feb 23, 2018	Last day to enter a response in the Registration Survey. http://www.tax.newmexico.gov/severance-tax-project.aspx "NMTRD OGST Production Registration Survey" Those with an entry in this survey will receive, via email, the morning of March 19, 2018; the letter with letter ID that will allow them to create their logons to TRD Taxpayer Access Point (TAP) for entry of Oil and Gas returns.
Feb 26, 2018	OGT Web Filers Last Date to file Oil and Gas Severance Taxes in ONGARD Last Filing (Sales) Period for which return can be filed in ONGARD: December 2017 NGPT Web Filers Last Date to file NGPT in ONGARD Last Filing (Sales) Periods for which return can be filed in ONGARD: January 2018.
Feb 27, 2018 Feb 28, 2018	8:30 – 9:30 AM both days the final two Industry WebEx sessions will be held. All on the current email distribution list (800-900 email addresses) will receive an invite by Close of Business (COB) Feb 20, 2018.
March 5 2018	OGT Corrections

	Upload CSV correction – Last date to upload in ONGARD
March 9, 2018	Last day to send a Return file attachment to email OilGas.Outreach@state.nm.us for pre-rollout feedback.
March 19, 2018 8 AM	Registration Letter sent via email to all companies completing the “NMTRD OGST Production Registration Survey”. Production Taxpayer Access Point (TAP) open for Oil and Gas Extraction Tax Reporting. TAP: https://tap.state.nm.us/Tap/ Continued support via: OilGas.Outreach@state.nm.us email into the TRD Ticketing System Phone Support available 8-5 starting March 19, 2018: 866-285-2996 OGST- Specific Questions: OPTION #2.
Mar-26-2018	Last postmark date for all OGT & NGPT returns without penalty being applied.

IMPORTANT OGST RESOURCES:

A list and links to all resources anyone might require will be provided on the existing TRD Public Oil Gas Extraction web page, **as of the morning of March 19, 2018:**

<http://www.tax.newmexico.gov/Businesses/oil-natural-gas-and-mineral-extraction-taxes.aspx>

Until March 16, 2018 all reference documents will continue to be posted on the TRD Oil and Gas Severance Tax **Project** public web site: <http://www.tax.newmexico.gov/severance-tax-project.aspx>.

DOCUMENTS PROVIDED IN THIS WELCOME PACK:

- 1 Introductory letter
 - IMPORTANT DATES
 - Industry Readiness Checklist – All the actions industry members can take prior to March 19, 2018
- 2 TAP Logon Registration Options for Oil and Gas Customers
- 3 Specifics regarding PUN and Amendments
 - PUN and Return Technical Industry Specification
 - Partial Replacement Amendment Process Examples
- 4 Troubleshooting Guide – Error Handling - Return Upload Errors
- 5 Public Report Cross Reference – Old ONGARD Reports\Inquiries Cross-referenced to New

Readiness Checklist

Please accomplish all the below to ensure your company is ready for the transition that will occur March 19, 2018.

All Filers:

- To be prepared for March 19, 2018 logon creation:
 - Fill out the SurveyMonkey Survey. This will ensure the person designated by your company to file Oil and Gas Severance Tax taxes will **receive the Letter ID** needed AM March 19, 2018. <https://www.surveymonkey.com/r/NMTRD-OGST-RegSurvey>
 - Read “TAP Logon Registration Options for Oil and Gas Customers” included in this packet.

- If you have not already watched the **instructional videos** for both Registration, and Returns and Payments, please do so before rollout weekend (March 17 – 18,2018). These videos will be moving after Rollout weekend but are still located at:
<http://www.tax.newmexico.gov/testing.aspx>.
 - NOTE: Only review those videos that are applicable to your company’s business.
- Read the FAQs Page available from <http://www.tax.newmexico.gov/severance-tax-project.aspx>
- Ensure your Excel or XML file complies with the necessary format.** Examples and instructions for the files can be found from: <http://www.tax.newmexico.gov/severance-tax-project.aspx> and then the applicable link:
 - Paper and Typed Web Filing
 - Web Filing – Excel Upload (csv replacement) TAP
 - Bulk Filing – XML (csv Replacement) TAP
- Ensure you data is correct by checking the latest **PUN Xref** available from the project home page above or directly to page: <http://www.tax.newmexico.gov/ogard-trd-pun-x-ref.aspx>
 - Updated February 7 and March 7, 2018. This update will contain the Federal Agreements received the week of 01/16/2018, and the latest information received from State Land Office and Energy, Minerals, and Natural Resources Department’s OCD at date of publishing the Excel file.
 - The Xref Excel file will be removed March 19, 2018. PUN Inquiry will continue to be available from the TAP home page, Oil and Gas Reports link.
- Review the **amendment** instructions in the “PUN and Return – Technical Industry Specification 03-31-2017.doc”.
- For those of you with remaining questions about **AMENDMENTS**, review the “Partial Replacement Amendment Process Examples.xlsx” included in this packet to understand how amendments should be accomplished in TAP.
 - **NOTE:** You can ONLY file one ORIGINAL return for a Sales\Filing period. To illustrate, if today you produce two separate original returns one for oil product codes and one for gas product codes, these files have to be submitted as a single file in TAP.

Third Party Filers – IN ADDITION TO THE ABOVE:

1. Instructions for filling out the Survey response for Third Party Filers:
Registration Survey – Third Party Filers:
 1. Client Companies need to create one response EACH to the survey with the client customer's email, FEIN, and associated OGRIDS.
 2. No Survey Response is required for a Third Party filer.
 3. The email address entered in each survey will receive the Letter ID March 19 for the entered FEIN and 1-5 OGRIDS.
2. In addition to the above, read the "Tips for Third Party Filers" from page:
<http://www.tax.newmexico.gov/testing.aspx>
3. And review the video "Third Party OGT Filing" linked to that same page.
4. If you do not currently have a TAP account, please create one with your company's FEIN before March 19, 2018.