



New Mexico Environment Department
Climate Change Bureau
Clean Transportation Fuel Program



Clean Transportation Fuel Program (CTFP) Account Closure Form

Instructions: In order to close an existing CTFP **Application, Reporting, and Compliance System (ARCS)** account, please complete this Account Closure Form, which is intended to facilitate compliance with the cancellation requirements in 20.2.92.501(D) NMAC. This form must be signed and dated by a person with the authority to legally bind the company. Please upload the document using the “Correspondence” tab in your ARCS account.

Reason for Account Closure

Please check one of the following boxes, then provide a more detailed description in the space provided below.

☐ My organization/company is no longer doing business in New Mexico.

Last Business Day (MM/DD/YYYY):

☐ My organization/company would like to opt out of the New Mexico CTFP.

Opt out Starting (MM/DD/YYYY):

☐ My organization/company is being sold to another company. Our current account is to be permanently closed/deactivated.

☐ Other reason.

Describe the reason for account closure request:



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Confirmation of Satisfying Account Closure Requirements

- ☐ All quarterly reporting at the time of this closure request are up-to-date in ARCS.
- ☐ Any annual compliance reporting is up-to-date in ARCS.
- ☐ I understand that any remaining credits at the time of account closure will be forfeited and cannot be recovered. I also confirm that no deficits are pending in the ARCS account.
- ☐ Opt-in Parties: Provided a 90-day notice of intent to opt out and a proposed effective opt-out date.

New Mexico Environment Department (NMED) Approval (For NMED Use Only)

Signatures below indicate final approval of account closure.

Print Name of Staff Initiator:

Signature of Staff Initiator:

Date of signature:

Print Name of Section Manager:

Signature of Section Manager:

Date of signature: