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State of New Mexico Taxation and Revenue Department
2013 CIT-EXT, *Extension Payment Voucher*, Checklist

- ☐ Is the federal employers identification number, CIT-EXT, and the correct tax year written on your check?
- ☐ Did you select the CIT-EXT for the correct tax year for which you are making the payment?
- ☐ Did you mail your CIT-EXT and check to the address on the payment voucher?
- ☐ Did you sign and **include your check**?
- ☐ Have you attached Form RPD-41096, *Application for Extension of Time to File*, or otherwise submitted a timely request for a New Mexico extension? You can download this form from the Department's website at www.tax.newmexico.gov on the **Forms and Publications** page. If you obtained a federal automatic extension, you do not need to file RPD-41096 unless the requested extension period extends beyond the time allowed by the federal automatic extension.
- ☐ Are you using the correct form?
 - **Form 2013 CIT-EXT, *Extension Payment Voucher***, is used by taxpayers who have obtained a federal automatic extension or a New Mexico extension, who expect to owe tax on the 2013 CIT-1 return and wish to make a payment towards the liability to avoid the accrual of interest.
 - **Form CIT-PV, *Tax Payment Voucher***, is used by taxpayers when making a payment towards a 2013 CIT-1 return that has been filed or is filed at the time the payment is made.
 - **Form CIT-ES, *Estimated Payment Voucher***, is used by taxpayers making an estimated payment towards the current year tax liability.

SUBMIT ONLY A HIGH-QUALITY PRINTED, ORIGINAL FORM AND FOLLOW THESE INSTRUCTIONS. Because the Department uses high-speed scanners when processing payment vouchers, a quality form helps ensure accuracy. Do not use a photocopy of the voucher. The scanners can read only one page size to process vouchers; therefore, it is important that you **cut on the dotted line only**. When printing the voucher from the Department website or a software product, prevent resizing by setting the printer's page scaling function to **None**. If your payment voucher has a scanline (a very long row of numbers) within the bottom 1 and 1/2-inch of the voucher, do not write in the area around the scanline. **Please ensure you submit the payment with the payment voucher.**