State of New Mexico Taxation and Revenue Department

PIT-ES Personal Income Estimated Tax Payment Voucher

Taxpayers may submit payment with the payment voucher below or pay estimated personal income taxes online at no charge by electronic check. To pay online, go to the Taxation and Revenue Department website at www.tax.newmexico.gov and click **Online Services**. The electronic check authorizes the Department to debit your checking account in the amount and on the date you specify. You may also use any of these credit cards—Visa, MasterCard, American Express, or Discover Card—for your online payment. A convenience fee of 2.40% is applied for using a credit card. The State of New Mexico uses this fee, calculated on the transaction amount, to pay charges from the credit card companies.

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.

IMPORTANT: ALWAYS INCLUDE YOUR PAYMENT WITH THE PAYMENT VOUCHER.

NOTE: When you provide a check as payment, you authorize the Department either to use information from your check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction.

Checklist for Filling Out and Mailing the Payment Voucher

- ❑ Are you using the correct form? This form is for taxpayers who want to make a quarterly estimated payment. If you are making a payment with the final PIT-1 return, use the PIT-PV payment voucher. If you are making an extension payment, use the PIT-EXT payment voucher.
- ❑ Did you indicate the correct tax year for which you are making an estimated payment?
- ❑ Did you indicate the correct quarter to which the payment is to be applied?
- ❑ Are name(s) and address complete, correct, and legible?
- ❑ Are social security number(s) legible?
- ❑ Did you write social security number(s), PIT-ES, and the correct tax year on your check or money order?
- ❑ Is your check or money order signed and **is your payment in the envelope** with the voucher?
- ❑ Did you mail your PIT-ES and payment to the address below?

Mail PIT-ES and payment to:
New Mexico Taxation and Revenue Department
PO Box 8390
Santa Fe, NM 87504-8390

Please cut on the dotted line to detach the voucher and then submit it with your payment to the Department.

(CUT ONLY ON THE DOTTED LINE)

PIT-ES New Mexico Personal Income Estimated Tax Payment Voucher

Tax Year _____ mm/dd/ccyy

Indicate the tax year and the quarter to which the payment is to be applied:

❑ **1ST (APR 15)** ❑ **2ND (JUN 15)** ❑ **3RD (SEP 15)** ❑ **4TH (JAN 15)**

SPOUSE'S FIRST NAME AND INITIAL	LAST NAME	SPOUSE'S SOCIAL SECURITY NUMBER
ADDRESS (Number & Street)	CITY, STATE AND ZIP CODE	

Make your check or money order payable to:
New Mexico Taxation and Revenue Department

AMOUNT ENCLOSED ___,___,___.00

Using your own envelope,
mail payment and voucher to:
New Mexico Taxation and Revenue Department
P.O. Box 8390, Santa Fe, NM 87504-8390