State of New Mexico Taxation and Revenue Department

PIT-PV Personal Income Tax Payment Voucher

You may submit a payment with the payment voucher below or pay personal income taxes online at no charge by electronic check. You can pay online through Taxpayer Access Point (TAP). Go to https://tap.state.nm.us and under **FOR INDIVIDUALS**, click **Make a Payment**. 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. With the high-speed scanners the Department uses when processing payment vouchers, a quality form helps ensure accuracy. Do not use a photocopy of the voucher. Because the scanners can read only one page size to process vouchers, it is important to **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 a taxpayer who wants to make a payment with the final PIT-1 return. If you are making an estimated payment, use the PIT-ES 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 the payment?
- ❑ Are name(s) and address complete, correct, and legible?
- ❑ Are social security number(s) legible?
- ❑ Did you write social security number(s), PIT-PV, 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-PV and payment to the address below?

MAIL PIT-PV 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 ON THE DOTTED LINE)

PIT-PV **New Mexico Personal Income Tax Payment Voucher**

Tax Year _____ mm/dd/ccyy

YOUR FIRST NAME AND INITIAL	LAST NAME	YOUR SOCIAL SECURITY NUMBER
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

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

AMOUNT ENCLOSED ___,___,___.00