

State of New Mexico Taxation and Revenue Department

You may submit payment with the voucher below or pay the pass-through entity penalty for late filing 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 **GENERAL TASKS**, click **Make a Payment**, and then **Business**. From the **Account Type** drop-down, select **Corporate Income Tax**. The electronic check authorizes the Department to debit your checking account in the amount and on the date you specify. You may also use a credit card for your online payment. A convenience fee 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 us to use information from your check to make a one-time electronic fund transfer from your account. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day you make your payment.

**Mail completed return, payment, and voucher to:
New Mexico Taxation and Revenue Department
P.O. Box 25127
Santa Fe, NM 87504-5127**

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)

**PTE-PV New Mexico Income and Information Return for Pass-Through Entities
Payment Voucher**

Tax year beginning _____ **and ending** _____

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|--------------------------|--|
| PASS-THROUGH ENTITY NAME | FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN) |
| MAILING ADDRESS | NEW MEXICO CRS IDENTIFICATION NUMBER |
| CITY, STATE AND ZIP CODE | <input type="checkbox"/> Check this box if address is new or changed |

AMOUNT ENCLOSED

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