

New Mexico Taxation and Revenue Department
GRT-PV Gross Receipts Tax Payment Voucher

You may submit a payment with the payment voucher below or pay gross receipts 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 **PAYMENTS**, click **Make a Payment**, and then **Business**. 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 When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day you make your payment.

Checklist for Filling Out and Mailing the Payment Voucher

<input type="checkbox"/>	Are you using the correct form? This form is for a taxpayer who wants to make a payment for their gross receipts tax return.
<input type="checkbox"/>	Did you indicate the correct filing period for which you are making the payment?
<input type="checkbox"/>	Are name(s) and address complete, correct, and legible?
<input type="checkbox"/>	Is the New Mexico Business Tax Identification Number (NMBTIN)?
<input type="checkbox"/>	Are the Social Security Number (SSN), and Federal Employer Identification Number (FEIN) legible?
<input type="checkbox"/>	Did you write the NMBTIN on your, GRT-PV and correct filing period on your check or money order?
<input type="checkbox"/>	Is your check or money order signed and is your payment in the envelope with the voucher?
<input type="checkbox"/>	Did you mail your GRT-PV and payment to the address below?

MAIL GRT-PV and payment to:
New Mexico Taxation and Revenue Department
PO Box 25128
Santa Fe, NM 87504-5128

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)

GRT-PV Gross Receipts Tax Payment Voucher

Filing Period End Date: _____
 mm/dd/ccyy

BUSINESS NAME		
NMBTIN	SSN	FEIN
ADDRESS		CITY, STATE, ZIP

Filing Frequency: Monthly Quarterly Semiannually Other: _____

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

AMOUNT ENCLOSED

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*Using your own envelope,
 mail payment and voucher to:
 New Mexico Taxation and Revenue Department
 P.O. Box 25128, Santa Fe, NM 87504-5128*

