

Checklist for 2016 PIT-EXT, *Extension Payment Voucher*

- Did you write name(s) and address that are complete, correct, and easy to read?
- Did you clearly write social security number(s)?
- Did you write social security number(s), PIT-EXT, and the correct tax year on your check?
- Did you select the PIT-EXT for the correct tax year for which you are making the payment?
- Did you mail your PIT-EXT and check to the address on the payment voucher?
- Did you sign and **include your check or money order**?
- Did you attach RPD-41096, *Application for Extension of Time to File*, or otherwise submit a timely request for a New Mexico extension? You can download this form from www.tax.newmexico.gov. At the top right under **ABOUT US**, click the magnifying glass, type **RPD-41096**, and then click **Search**. If you obtained a federal automatic extension, you do not need to file RPD-41096 unless your requested extension period extends beyond the time allowed by the federal automatic extension.
- Are you using the correct form?
 - **Form 2016 PIT-EXT, *Extension Payment Voucher***, is for a taxpayer who obtained a federal automatic extension or a New Mexico extension, expects to owe tax on the 2016 PIT-1 return, and wants to make a payment towards the liability to avoid accrual of interest.
 - **Form PIT-PV, *Tax Payment Voucher***, is for a taxpayer who makes a payment towards a 2016 PIT-1 return that has already been filed or is filed with the payment.
 - **Form PIT-ES, *Estimated Payment Voucher***, is for a taxpayer who makes an estimated payment towards the current year tax liability.

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: Make sure to submit your payment with the payment voucher.