

2024 PTE-EXT, Extension Payment Voucher, Checklist

- Did you write the federal employer identification number (FEIN), PTE-EXT, and the correct tax year ending date on your check?
- Did you select the PTE-EXT for the correct tax year for which you are making the payment?
- Did you mail your PTE-EXT and check to the address on the payment voucher?
- Did you sign and **include your check**?
- Did you attach Form RPD-41096, *Application for Extension of Time to File*, or otherwise submit a timely request for a New Mexico extension? You can get this form from www.tax.newmexico.gov. At the top, click **FORMS & PUBLICATIONS**, then select the **Income Taxes, Income Taxes (Current Tax Year Forms)**, and **Extension** folders. If you obtained a federal automatic extension, you do not need to file RPD-41096 unless the requested extension period extends beyond the time allowed by the federal automatic extension.
- Are you using the correct form?
 - **2024 PTE-EXT**, *Pass-Through Entities Tax Return Extension Payment Voucher*, is for taxpayers who obtained a federal automatic extension or a New Mexico extension, who expect to owe tax on the 2024 Form PTE, and who want to make a payment towards a liability to avoid accrual of interest.
 - **PTE-PV**, *Pass-Through Entities Tax Return Payment Voucher*, is for taxpayers when making a payment towards a 2024 Form PTE that has already been filed or is filed when making the payment.

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: Please make sure you submit the payment with the payment voucher.