



**2023 FID-EXT, Extension Payment Voucher, Checklist**

- Did you write the federal employer identification number (FEIN), FID-EXT, and the correct tax year on your check?
- Did you select the FID-EXT for the correct tax year for which you are making the payment?
- Did you mail your FID-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 download this form at [www.tax.newmexico.gov](http://www.tax.newmexico.gov). At the top, click **FORMS & PUBLICATIONS**, then select Extension from the Income Taxes folder. 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?
  - **Form 2023 FID-EXT, Extension Payment Voucher**, is for taxpayers who have obtained a federal automatic extension or a New Mexico extension, who expect to owe tax on their 2023 FID-1 return, and who want to make a payment towards the liability to avoid accrual of interest.
  - **Form FID-PV, Tax Payment Voucher**, is for taxpayers when making a payment towards a 2023 FID-1 return that has already been filed or is filed when making the payment.
  - **Form FID-ES, Estimated Payment Voucher**, is used by taxpayers making 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:** Please make sure you submit the payment with the payment voucher.