

# QUICK REFERENCE INSTRUCTIONS

## PIT-EZ FOR 2021 PIT-1

### GENERAL INFORMATION

The Quick Reference Instructions (PIT-EZ) for the *New Mexico Personal Income Tax Return* (PIT-1) is a summary to help you complete your PIT-1 faster. It is not intended to replace the full set of instructions.

Depending on your tax situation and your understanding of the New Mexico tax laws, you may want to read the full instructions for some items. *What to Know and Do Before You Begin* gives a good overview and begins on PIT-1, page 17. Detailed line instructions begin on PIT-1 instructions, page 20.

### Who Must File the PIT-1 Return

New Mexico's law says every person with income from New Mexico sources required to file a federal income tax return must file a New Mexico PIT-1.

This includes non-residents with income from every New Mexico source, including wages, rents, royalties, businesses, and estates. Even foreign nationals and people who reside in states that do not have income taxes must file in New Mexico when they have income from any New Mexico source whatsoever and are required to file a federal return.

**IMPORTANT:** The tax year on your PIT-1 must match the tax year of your federal return. Do not file short year returns unless allowed by the Internal Revenue Code.

If you are a resident of New Mexico, you also must file a New Mexico return if any of the following are true:

- You want to claim a refund of any New Mexico state income tax withheld from your pay.
- You want to claim any New Mexico rebates or credits.

### GETTING STARTED

Follow these steps before you start filling out your PIT-1:

1. Prepare your federal return. Even if you are not required to file a federal return, it is easier to complete the PIT-1 after you fill out a sample federal return. Much of the information requested on the PIT-1 is the same.
2. Find out what other forms and schedules you are required to file. This depends on your residency status and your personal situation.

For a description of the various forms you may need, see *Required Forms and Attachments* in the full PIT-1 instructions on page 9. If you are claiming credits, see *Attachments Required to Claim Credits* on page 10.

**IMPORTANT:** Submit only the original, official PIT-1 and schedules.

### FILLING IN YOUR RETURN

Follow these guidelines to complete your PIT-1:

- Complete all required information. Do not leave any

required fields blank.

- Leave blank all spaces and boxes that do not apply to you.
- Type or print using blue or black ink. Do not use a pencil.
- Round all numbers and enter only whole dollar amounts. For example, enter \$10.49 as \$10 and \$10.50 as \$11.
- Write numbers clearly and legibly.
- To show a loss, place a minus sign (-) immediately to the left of the loss amount. Do not use brackets or parentheses.

For details, see *Important Guidelines* on PIT-1 instructions, page 20.

### TOP OF PAGE 1

Complete the top of page 1 of the PIT-1. If you are filing for a fiscal year, enter the month, day, and year your tax year began and the month, day, and year it ended.

### LINES 1 AND 2. Name and Social Security Number

Clearly enter your name and social security number (SSN) and if applicable, the name and SSN of your spouse in exactly the same order as on your federal return. Even if you are married filing separately, your spouse's SSN is required.

### No Social Security Number?

If you or your spouse do not have an SSN, you may be eligible for a federal Individual Taxpayer Identification Number (ITIN) from the IRS. For details about the ITIN and its requirements, see PIT-1 instructions, page 18.

Make sure all names and SSNs or ITINs are legible, complete, and correct.

### Blind and 65 Years of Age or Older

If you or your spouse (if applicable) are blind for federal income tax purposes or age 65 years or older, mark **X** in the boxes.

**NOTE:** The Taxation and Revenue Department may request proof at a later date that you or your spouse, if applicable, are blind for federal purposes. Do not attach the proof to your return.

### Residency Status and Date of Birth

Enter **R**, **N**, **F**, or **P** to indicate your residency status and, if applicable, your spouse's residency status. Use **R** for resident, **N** for non-resident, **F** for first-year resident, and **P** for part-year resident. For more information, see PIT-1 instructions, pages 3-5 and 20-21.

Enter date of birth in **MM/DD/CCYY** format. For example, if birth date was on July 20, 1952, enter 07/20/1952.

### LINE 3. Address

Mark box 3a if your address on the PIT-1 has changed since

your last filing. In 3b, clearly enter your address. Make sure your address is legible, complete, and correct.

If you have a foreign address, enter the street address, city name and postal code in the appropriate line. Also complete the spaces for the foreign province and/or state and country. Follow the country's practice for entering the foreign postal code, the province or state, and country. Do not abbreviate the country name.

**LINE 4. Deceased Taxpayer or Spouse and Any Claimant**

If the refund must be made payable to a person other than the taxpayer or spouse, on line 4a enter the claimant's name and on line 4b enter the claimant's SSN.

If the taxpayer or the spouse named on the return died before you file this return, on lines 4c and 4d, enter the date of death in **MM/DD/CCYY** format. For example, if the date of death was on June 13, 2021, enter 06/13/2021.

If requesting the refund to be made payable to a person other than the taxpayer or to the estate of the taxpayer, you **must** attach **both of** the following to the taxpayer's refund claim:

- Form RPD-41083, *Affidavit to Obtain Refund of New Mexico Tax Due a Deceased Taxpayer*; **and**
- A copy of the death certificate or other proof of death.

For more information, see *Representatives of Deceased Taxpayers* on PIT-1 instructions, page 5.

<b>Worksheet for Computing the Amount on Line 5 of the PIT-1 Return</b>	
3. Yourself. Enter "1"	
4. Spouse. Enter "1", 5. if applicable.	
6. Enter total number of dependents and other dependent as reported on your federal return.	
7. Total. Add lines 1, 2, and 3. Enter here and on line 5.	

**LINE 5. Exemptions**

Deduction amounts for personal exemptions are suspended for tax years 2019 through 2025 by the Federal Tax Cuts and Jobs Act.

New Mexico uses the same definitions and qualifications pursuant to Section 151 of the Internal Revenue Code to determine exemption amounts and whether someone is your dependent or other dependent.

Eligibility remains important for determining who may claim credits and other tax benefits on PIT-1 and other required forms and attachments. The total in this line item will include you, your spouse if filing a joint return, your qualifying de-

pendents, and your qualifying other dependents.

See Form 1040 or 1040SR Instructions for definitions for 2021.

**IMPORTANT:** If you, or your spouse, if married filing jointly, **qualify** as an other dependent of another individual for federal income tax purposes, whether or not you or your spouse were claimed as an other dependent on the other person's federal return, exclude that spouse from the total in line 5.

To determine the amount to enter on line 5, complete the *Worksheet for Computing the Amount on Line 5 of the PIT-1 Return*.

**LINE 6. Extension of Time to File**

If you have a federal or New Mexico extension of time to file, mark **X** in box 6a and enter the date the extension expires in 6b.

If the federal extension was automatic, or if you received approval for a New Mexico extension, do **not** attach a copy of the extension request to your PIT-1. It is not necessary in this case.

**LINE 7. Filing Status**

Show your filing status by marking **X** in the correct box. Use the same filing status on your state return that you used on your federal return. If you did not file a federal return, use the filing status you would have used for federal income tax purposes.

**Requirements for Items 3 and 4**

If you mark **X** in item 3, *Married filing separately*, your spouse's name and SSN are required on lines 2a and 2b.

If you mark **X** in item 4, *Head of Household*, on the line below item 4, enter the name of the person who qualifies you as head of household if that person is a child and not eligible to be included as a qualified dependent under federal regulations.

**LINE 8. Dependents and Other Dependents**

Enter the name, SSN, and date of birth of each dependent you reported on your federal return. If you have more than five qualifying dependents and other dependents, use Schedule PIT-S to enter your additional dependents.

**IMPORTANT:** Only file Schedule PIT-S if you filled in the five dependent lines on PIT-1, line 8, and you need additional lines for more than five qualifying dependents.

To enter the dependent's date of birth, use **MM/DD/CCYY** format. For example, if your daughter was born April 16, 2012, enter 04/16/2012. For details about dependents, see PIT-1 instructions, page 22.

**LINE 9. Federal Adjusted Gross Income**

Enter the federal adjusted gross income as reported on your federal Form 1040 or 1040SR, line 8b.

### **LINE 10. Itemized State and Local Tax Deduction**

If you itemized deductions on your 2021 federal income tax return, on your PIT-1 Return you must add back all or part of the amount shown for **Taxes You Paid (state and local)** on federal Schedule A, line 5a.

To determine the amount to enter on line 10, go to page 23 of the PIT-1 instructions and complete the *Line 10. Worksheet for Computing the Amount on Line 10 of the PIT-1 Return*.

### **LINE 11. Total Additions to Federal Adjusted Gross Income**

If you completed Schedule PIT-ADJ, lines 1 to 5, enter the **Total Additions** from PIT-ADJ, line 5.

If you have **any** of the following **additions** to federal adjusted gross income, file PIT-ADJ:

- Interest and dividends from federal tax-exempt bonds;
- A federal net operating loss carryover;
- Contributions refunded when closing a New Mexico approved Section 529 college savings plan account\*;
- Certain contributions rolled out of a New Mexico approved Section 529 college savings plan account\*, **or**
- A charitable deduction claimed on federal Schedule A for a donation of land to private non-profit or public conservation agencies for conservation purposes from which you were allowed the New Mexico land conservation tax credit.

\* *These should only be added back if the taxpayer took the contribution as a deduction on a prior year tax return.*

For information about calculating the additions, see PIT-ADJ instructions for lines 1 to 5.

### **LINE 12. Federal Standard or Itemized Deduction Amount**

If you did not itemize deductions on your 2021 federal return, enter the allowable federal standard deduction from federal Form 1040 or 1040SR, line 9.

If you itemized deductions on your 2021 federal Form 1040 or 1040SR, do the following:

- Enter the allowable federal itemized deductions you reported on Form 1040 or 1040SR, line 9.
- Mark box 12a.

### **Charitable Deduction of Land**

If you claim a charitable deduction in your federal itemized deductions on federal Schedule A, for a donation of land to private non-profit or public conservation agencies for conservation purposes from which you were approved for the New Mexico land conservation tax credit, you must add back the charitable deduction amount included in your itemized deductions on federal Schedule A. To determine the amount of the charitable deduction to add back, see the Schedule PIT-ADJ, line 4 line instructions.

### **LINE 13. Deduction for Certain Dependents**

Beginning tax year 2021, as long as the exemption amount

pursuant to Section 151 of the Internal Revenue Code is zero (0), a taxpayer who is not a dependent of another individual and files a return as a head of household or married filing jointly may claim a deduction from net income in an amount of \$4000 for certain dependents.

To calculate the deduction for PIT-1, line 13, use *Worksheet for Calculating Deduction for Certain Dependents* on of PIT-1 instructions, page 24.

### **LINE 14. New Mexico Low- and Middle-Income Tax Exemption**

A New Mexico income tax exemption is allowed for low- and middle-income taxpayers. All taxpayers, including residents, part-year residents, first-year residents, and non-residents may claim this exemption in full.

The maximum is \$2,500 for each qualified household member reported on federal Form 1040 or 1040SR, and PIT-1, line 5 for income tax purposes. The amount varies according to filing status and adjusted gross income.

To claim the exemption, the amount on PIT-1, line 9 must be equal to or less than any of the following:

- \$36,667 (if single)
- \$27,500 (if married filing separately)
- \$55,000 (if married filing jointly, qualified widow(er), or head of household)

To calculate the exemption, use *New Mexico Low- and Middle-Income Tax Exemption Worksheet* on PIT-1 instructions, page 25.

### **LINE 15. Total Deductions and Exemptions from Federal Income**

If you completed Schedule PIT-ADJ, lines 6 to 23, on PIT-1, line 15, enter the **Total Deductions and Exemptions** from PIT-ADJ, line 23.

You are **must** complete and attach Schedule PIT-ADJ if any of the following are true:

- You have interest and dividend income on New Mexico state and local bonds.
- You have a New Mexico net operating loss carryover.
- You have interest income from U.S. Government obligations.
- You have Railroad Retirement income not taxable by New Mexico.
- You have Railroad Unemployment Insurance Act sick pay.
- You, your spouse, or both are members of an Indian nation, tribe, or pueblo and your income was wholly earned on the lands of the reservation or pueblo of which the individual is an enrolled member while domiciled on that land, reservation, tribe, or pueblo.
- You, your spouse, or both are age 100 or over **and** you are not dependents of another taxpayer.
- You, your spouse, or both are age 65 or over or blind,

**and** your adjusted gross income is not over \$51,000 for a joint return; \$28,500 for a single taxpayer; or \$25,500 for married taxpayers filing separately.

- You have federally taxable contribution to or distributions from a New Mexico Medical Care Savings account.
- You contribute to a New Mexico-approved Section 529 college savings plan.
- You have net capital gains for which you can claim a deduction of up to \$1,000 or 40% of your net capital gains, whichever is greater.
- You have United States armed forces wages or salary from active duty service.
- You, your spouse, or both are age 65 or over, and you have unreimbursed or uncompensated medical care expenses of \$28,000 or more for yourself, your spouse, or dependents.
- You, your spouse, or dependents have expenses related to donating human organs for transfer to another person.
- You received a reimbursement from the New Mexico National Guard servicemember's life insurance reimbursement fund.
- You were required to include, in your federal adjusted gross income, taxable refunds, credits, or offsets of state and local income tax (federal Schedule 1, line 1).
- You are a non-resident United States Public Health Service (USPHS) servicemember, and you earned income in New Mexico for USPHS active duty pay.
- Liquor license lessor deduction.

For information about calculating total deductions and exemptions, see the PIT-ADJ instructions for lines 6 to 22.

#### **LINE 16. Medical Care Expense Deduction**

If you file a New Mexico PIT-1, you may claim a deduction for medical care expenses paid during the tax year for medical care for you, your spouse, or a dependent. Eligible filers include out-of-state residents with income tax responsibility to New Mexico.

To determine the deduction amount to enter on PIT-1, line 16, use *Worksheet for Calculating Medical Care Expense Deduction* and the instructions beginning on PIT-1 instructions, page 26.

**IMPORTANT:** You **must** complete both lines 16 and 16a. If either are incomplete, the Department denies your deduction.

#### **LINE 16a. Unreimbursed and Uncompensated Medical Care Expenses**

Enter the qualifying unreimbursed and uncompensated medical care expenses you used to calculate your medical care expense deduction on PIT-1, line 16.

To determine qualifying expenses, see the line 16 instructions on page 25 of the PIT-1 instructions.

#### **LINE 17. New Mexico Taxable Income**

Add lines 9, 10, and 11, then subtract lines 12, 13, 14, 15, and 16. If the result is negative, enter zero. This is your New

Mexico taxable income.

#### **Non-Residents Using Gross Royalty Income**

If you are a non-resident and you elect to calculate tax on **gross** royalty income under \$5,000 using special procedures, enter your **gross** royalty income from New Mexico sources. Also see *Non-Residents and Royalty Income* on PIT-1 instructions, page PIT-1-5.

#### **LINE 18. New Mexico Tax**

Unless you qualify for Schedule CC, calculate your New Mexico tax by using one of these methods and then complete line 18a:

- If you have income from sources inside and outside New Mexico, use your entry on PIT-B, line 14 or;
- Use the Tax Rate Tables from the full PIT-1 instructions, starting on page T-1.

**IMPORTANT:** When calculating your tax using the rate tables, make sure to use the taxable income amount on line 17.

#### **Alternative Tax Schedule CC**

If you qualify to file Schedule CC, *Alternative Tax Schedule*, enter on line 18 only the amount from Schedule CC, line 3.

You qualify to file Schedule CC if you meet **all** the following requirements:

- You have no business activities in New Mexico other than sales.
- You do not own or rent real estate in New Mexico, **and**
- You have annual gross sales in or into New Mexico of \$100,000 or less.

#### **Line 18a. Rate Table Indicator**

In the box on line 18a, enter **R** or **B** to show the source for calculating your tax:

- **R** = Tax Rate Tables
- **B** = Schedule PIT-B

**NOTE:** If you are a non-resident and elect to compute tax on gross royalty income less than \$5,000, enter **Y** for gross royalty income. See *Non-Residents Using Gross Royalty Income* earlier on this page.

#### **LINE 19. Additional Amount for Tax on Lump-Sum Distributions**

If you received a lump-sum payment and you are using the special federal 10-year tax option on federal Form 4972, you are eligible to use New Mexico's averaging method. To calculate your New Mexico averaged tax, use *Worksheet for Calculating Tax on Lump-Sum Distributions* on PIT-1 instructions, page 28.

If you did not use the federal averaging methods available on federal Form 4972, you are not eligible to use the New Mexico averaging method.

**IMPORTANT:** If you used PIT-B to calculate New Mexico tax liability on line 18, and you also used the federal special tax option and New Mexico averaging methods to calculate

tax on a lump-sum distribution on line 19, **do not** add line 19 when completing PIT-1, line 22 as instructed. Instead subtract the sum of lines 20 and 21 from the amount you entered on PIT-1, line 18. Skip line 19.

You do not need to add PIT-1, line 19 when completing PIT-1, line 22 because the New Mexico part of line 19 (lump-sum distributions) is included in PIT-B, line 14

#### **LINE 20. Credit for Taxes Paid to Another State**

A **resident** of New Mexico who must pay personal income tax to another state on income that is also taxable in New Mexico may take a credit against New Mexico tax for tax paid to the other state. To determine if you qualify, see PIT-1 instructions, page 28.

#### **LINE 21. Business-Related Income Tax Credits Applied**

If you are eligible to claim one or more of the following non-refundable credits, or if you are claiming any refundable business-related tax credits that may be applied to your income tax due, enter the amount from PIT-CR, line A, and attach the completed PIT-CR to your PIT-1:

- Affordable Housing Tax Credit,
- Angel Investment Credit,
- Advanced Energy Tax Credit,
- Agricultural Biomass Income Tax Credit,
- Business Facility Rehabilitation Credit,
- Electronic Card-Reading Equipment Tax Credit,
- Foster Youth Employment Tax Credit
- Geothermal Ground-Coupled Heat Pump Tax Credit,
- Job Mentorship Tax Credit,
- Land Conservation Incentives Credit,
- Preservation of Cultural Property Credit,
- Rural Job Tax Credit,
- Rural Health Care Practitioners Tax Credit,
- Solar Market Development Tax Credit,
- Sustainable Building Tax Credit
- New Sustainable Building Tax Credit,
- Technology Jobs and Research and Development (Additional) Tax Credit,
- Veterans Employment Tax Credit
- Film Production Tax Credit,
- New Film Production Tax Credit,
- New Mexico Film Partners New Film Production Tax Credit,
- New Solar Market Development Tax Credit, and
- Renewable Energy Production Tax Credit.

For information about these credits, see the instructions for PIT-CR.

#### **LINE 22. Net New Mexico Income Tax**

To find your net New Mexico income tax in all cases, except the situation described next, do the following:

1. Add lines 18 and 19.
2. Add lines 20 and 21.
3. From the result of step 1, subtract the result of step 2. This amount cannot be less than zero.

#### **Calculation When Using PIT-B and Claiming Additional Amount of Tax on Lump-Sum Distributions**

Although line 22 says to add line 19, do not add line 19 if both of the following are true:

- For line 18, you used Schedule PIT-B to calculate your New Mexico tax liability.
- You used the New Mexico averaging method to calculate tax on a lump-sum distribution for line 19.

If both are true, calculate your Net New Mexico Income Tax for line 22 by following these steps:

1. Add lines 20 and 21.
2. From the amount on line 18, subtract the result of step 1. In this case, you do not add PIT-1, line 19 when completing PIT-1, line 22. The New Mexico part of line 19 (lump-sum distribution) is already included in Schedule PIT-B, line 14.

#### **LINE 24. Total Claimed on Rebate and Credit Schedule**

If you claim any of the following special New Mexico rebates or refundable credits, complete and attach Schedule PIT-RC to your PIT-1:

- Low income comprehensive tax rebate,
- Property tax rebate for low income persons 65 or older,
- Additional low income property tax rebate for Los Alamos or Santa Fe County residents,
- New Mexico child day care credit,
- Refundable medical care credit for persons 65 or older, **or**
- Special needs adopted child tax credit.

#### **LINES 25 and 25a. Working Families Tax Credit**

If you were a New Mexico resident during any part of 2021 and you file a PIT-1, you may claim the working families tax credit. The credit is 20% of the Earned Income Credit (EIC), also referred to as the Earned Income Tax Credit (EITC), for which you are eligible the same tax year.

The EIC is a refundable federal income tax credit for low income working individuals and families. The credit reduces the amount of federal tax you may owe and may increase your refund from the IRS.

If you qualify for the working families tax credit, and the credit exceeds your income tax liability for the tax year of the claim, you may receive a refund.

On line 25a, enter the amount of EIC you reported on your 2021 federal Form 1040 or 1040SR, Line 18a.

To find the entry for line 25, multiply the amount on line 25a by 0.20 (20%).

**IMPORTANT:** You must complete both lines 25 and 25a. If either are incomplete, the Department may deny your deduction.

**For More Information.** To see all the requirements for claim-

ing the EIC, read the rules in the federal 1040 or 1040SR tax package or see IRS Publication 596, *Earned Income Credit (EIC)*. You may also read about the EIC on the IRS website at [www.irs.gov](http://www.irs.gov) and download the publication from the site.

#### **LINE 26. Refundable Business-Related Income tax credits**

Line 26 line shows the refundable amount of business-related income tax credits you claimed on PIT-CR. From PIT-CR, line B, enter the total amount of your refundable part of the following tax credits:

- Film Production Tax Credit,
- Renewable Energy Production Tax Credit, and
- Technology Jobs and Research and Development (Additional) Tax Credit.

#### **LINE 27. New Mexico Income Tax Withheld**

Except for income from oil and gas proceeds and income from pass-through entities (covered in lines 28 and 29), enter the total of all your other New Mexico income tax withheld. These are shown on your annual withholding statements, including Form(s) W-2, W-2G, 1099, 1099-R, and 1099-MISC. Attach a copy of the forms to your PIT-1.

#### **Payments You Cannot Include**

Do not include income tax withheld from your share of the net income of a pass-through entity or from oil and gas proceeds.

Do not include any payment you made for gross receipts tax, withholding tax, compensating tax, or any other type of tax due to the State of New Mexico. These payments are not payments towards your personal income tax liability. They are not considered “tax withheld,” “estimated,” or “other” payments on your PIT-1.

#### **LINE 28. New Mexico Income Tax Withheld From Oil and Gas Proceeds**

Enter the total of all New Mexico income tax withheld from oil and gas proceeds as shown on your annual withholding statements, 1099-MISC, and RPD-41285, *Annual Statement of Withholding of Oil and Gas Proceeds*. Attach a copy of the forms to your PIT-1.

#### **LINE 29. New Mexico Income Tax Withheld From a Pass-Through Entity**

Enter the total New Mexico income tax withheld from the net income of pass-through entities as shown on your annual withholding statements, 1099-MISC, and Form RPD-41359, *Annual Statement of Pass-Through Entity Withholding*. Attach a copy of the forms to your PIT-1. An entity that has had tax withheld cannot pass a withholding statement directly to its owners, members, partners, or beneficiaries. The entity must first file and report the tax withheld on its New Mexico income tax or annual information return. After filing and reporting the tax withheld, the entity may then pass the tax withheld to another entity by issuing the owner, member, partner, or beneficiary an annual withholding statement.

#### **LINE 30. 2021 Estimated Income Tax Payments**

Enter the total of New Mexico estimated tax payments you

made for 2021 as shown in your records. Include all of the following:

- Estimated payments you made with PIT-ES payment vouchers;
- Your last installment, even if you pay it in 2022; and
- Overpayments from your 2020 return that you applied to your 2021 taxes.

#### **Do Not Include These Payments**

Do not include any of the following payments:

- Extension payments you made with PIT-EXT payment vouchers
- Any return payments you made with PIT-PV payment vouchers
- PIT-PV or PIT-EXT payments you made through the Department website.

**NOTE:** Report extension and return payments on PIT-1, line 31.

#### **DIFFERENT NAME OR SSN**

If you made any estimated payments using a different name or SSN, attach a schedule to your return showing how you made each estimated payment.

#### **LINE 31. Other Payments**

Enter the total payments you made toward your 2021 personal income tax liability that are not included on line 30, including:

- Extension payments you made with PIT-EXT payment vouchers
- Return payments you made with PIT-PV payment vouchers
- PIT-PV or PIT-EXT payments you made through the Department website.

#### **LINE 32. Total Payments and Credits**

Add lines 24 through 31, and enter the total here.

#### **LINE 33. Tax Due**

If line 23 is greater than line 32, the difference is the **amount of tax you owe**. Subtract line 32 from line 23, enter the difference here.

#### **LINE 34. Penalty on Underpayment of Estimated Tax**

This line is only for taxpayers who owe an underpayment penalty. Leave the line blank in these situations:

- You do not owe an underpayment penalty.
- You owe an underpayment penalty and you want the Department to calculate the penalty for you.

If you want to calculate the penalty, enter the amount of penalty on the underpayment of estimated tax you owe.

For details about calculating penalty, see the instructions for PIT-ES, *Personal Income Estimated Tax Payment Voucher*.

#### **Department Process for Penalty Due**

The Department sends you a bill or if you are due a refund, reduces your refund by the amount of the penalty due.

### LINE 35. Special Method Allowed for Calculation of Underpayment of Estimated Tax Penalty

You can use a special method if **both** the following are true:

- You owe penalty for underpayment of estimated personal income tax using the standard method of calculating the penalty.
- You qualify for a special penalty calculation method, which reduces the amount of penalty due

#### Indicate the Special Method

If both are true, enter 1, 2, 3, 4, or 5 in the box on line 35 to indicate the method you elect to calculate your underpayment penalty. To use the special penalty calculation, the Department requires you to complete and attach Form RPD-41272, *2021 Calculation of Estimated Personal Income Tax Underpayment Penalty*, to your PIT-1.

#### When To Leave the Box Blank

Leave the box blank in these situations:

- You do not qualify for one of the special methods.
- You do not owe estimated tax using the standard method of calculating the underpayment of estimated tax penalty.

### LINE 36. Penalty

If you file late and owe tax, or if you do not pay the tax on or before the date your return is due, enter penalty here.

Calculate penalty by multiplying the unpaid amount due on line 33 by 0.02 (2%). Then multiply this product by the number of months or partial months for which your return or payment is late. The result cannot exceed 20% of the tax due.

If you want the Department to calculate the penalty for you, leave the line blank.

### LINE 37. Interest

If you do not pay the income tax due on or before the original due date of your return, even if you receive an extension of time to file, add interest. If you want the Department to calculate interest for you, leave the line blank.

#### Formula to Calculate Daily Interest

Tax due x daily interest rate for the quarter x number of days late = interest due

#### Interest Changes Quarterly

The annual and daily interest rate for each quarter is posted on our website at <http://www.tax.newmexico.gov/Individuals/penalty-interest-rates.aspx>. For more information about interest, see PIT-1 instructions, page 33.

### LINES 39 through 42. Overpayment/Refund

If line 23 is less than line 32, you have an overpayment. Subtract line 23 from line 32, and enter the difference on line 39.

If you have penalty or interest due from lines 34, 36, or 37, reduce your overpayment by the sum of the amounts in those lines. If you owe penalty or interest the Department will

reduce your overpayment by penalty and interest amounts.

You can handle your overpayment in any or a combination of the following ways:

- You can use it for voluntary fund contributions. To do this, enter the amount you wish to contribute on line 40 and attach Schedule D to your PIT-1. For information, see Schedule D, *New Mexico Voluntary Contributions Schedule*.
- You can apply it to your 2022 estimated tax. To do this, enter the amount on line 41.
- You can have the Department refund your overpayment to you. To do this, enter the amount on line 42.

### WHAT TO DO BEFORE YOU MAIL YOUR RETURN

Before you mail your return, follow these steps:

1. Check the figures on your return and on your attachments. Make sure these are original, official PIT-1 and schedules.
2. On your PIT-1 at the bottom of page 2, sign and date. If you are married and filing a joint return, both spouses must sign.
3. Below the signature, the taxpayer and, if married filing joint, the spouse, is required to enter their state issued driver's license or state issued identification card number and a two digit state code identifying the state issuing the identification number. Also enter the expiration date of driver's license or state issued identification number. These identification numbers will be used as an additional level of verification to help protect your personal information from identity theft and fraudulent returns. If you do not have this identity, write "NONE" in this field. If the taxpayer and, if married filing joint, the spouse, do not wish to provide a state issued driver's license or state issued identification card, write "DECLINED" in the spaces provided.
4. Below your signature, enter your phone number and email address.
5. If you paid someone to prepare your return, make sure your paid preparer signs your return in the **Paid preparer's use only** section. The preparer may sign by hand or any method of electronic signature acceptable to the IRS. The preparer must also fill in the other blanks in this section. For more information, see PIT-1 instructions, beginning on page 34.
6. If you are mailing a payment with your return, do the following:
  - Complete the PIT-PV payment voucher.
  - Write your social security number and the tax year on your check.
  - Cut the voucher on the dotted line.
  - Mail the payment voucher with your payment.

**IMPORTANT:** Only submit a payment voucher if you submit a payment.

#### Submit ONLY High-Quality Printed, Original Vouchers

Payment vouchers are processed through high-speed scanners. Cut the bottom portion of the voucher **ONLY** on the

dotted line.

### Where to Mail a Return WITHOUT a Payment

If you are **not** mailing a payment with your return, mail your refund return or other return to:

NM Taxation and Revenue Dept.  
P.O. Box 25122  
Santa Fe, NM 87504-5122

### Where to Mail a Return WITH a Payment

If you **are** mailing a payment with your return, mail your return, payment and voucher to:

NM Taxation and Revenue Dept.  
P.O. Box 8390  
Santa Fe, NM 87504-8390

### Filing and Paying Online

You can file your return online for free at <https://tap.state.nm.us>. You can also pay by electronic check (E-Check) at no charge.

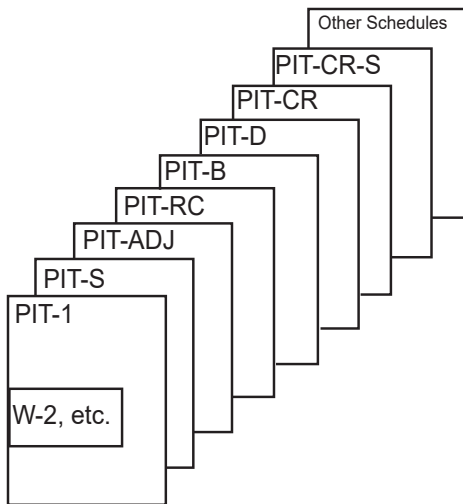
You may use a credit card for an online payment. A convenience fee is applied to reimburse the state for fees the credit card companies charge the State of New Mexico. The fee is calculated on the amount of the transaction.

### Filing Checklist

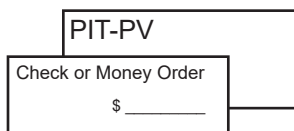
Complete the *Filing Checklist* on PIT-1 instructions, page 37.

### Assemble Your Return

Put your PIT-1 and all attachments in the order shown below:



If your return shows tax due, add a payment voucher along with your check.



**IMPORTANT:** Do not use staples or tape to assemble your return.

### Recommendations For Filing Your Return

The Department encourages all taxpayers to file electronically whenever possible. Electronic filing is fast, safe, and secure. It provides the fastest turnaround for a refund and saves tax dollars. A return filed electronically costs less than a paper return.

Taxpayers who file and pay electronically receive a filing deadline extension of April 30, 2022. For all other taxpayers, the filing deadline is April 15, 2022.

### FINAL STEPS

If you are not electronically filing your return, follow these steps:

1. Mail your PIT-1 return, schedules, and attachments to the address as noted in this page.
2. Keep a copy of your original return and all attachments.