

January 24, 2020

Tips for taxpayers

We understand that filing your taxes is probably not the experience you most look forward to every year. Being prepared can make a big difference in getting through the process more easily, and following the instructions carefully helps ensure your return can be processed quickly and won't get kicked back for corrections.

Be prepared

- Keep a folder throughout the year where you keep receipts for spending on things like unreimbursed medical expenses that may qualify for deductions.
- Gather all your year-end tax forms – the W-2 from your employer, the 1099 forms you'll receive on other forms of income, such as interest and dividends or contract work, and your mortgage interest and property tax statements.
- Depending on your circumstances, you may need additional forms, such as your return for another state if you worked somewhere other than New Mexico during the year; RPD-41285 for oil and gas proceeds; RPD-41359 for pass-through entities; or RPD-41083 for filing on behalf of a deceased taxpayer.
- Start early so you'll know if you need additional documentation. Filing early is also helpful in avoiding return-related identity theft.
- File electronically if you can. Electronic forms are processed more quickly, and if you are owed a refund, it can be deposited directly into your bank account.
- Respond promptly to requests for more information so your return can be processed quickly.
- Beware of phishing scams by email and unsolicited phone calls seeking your social security number or credit card and banking information. If you are unsure about an inquiry from us, you may respond by phoning our Call Center at 1-866-285-2996 and asking for confirmation on the status of your return.
- Tax Help New Mexico, the AARP and other groups may be able to help you prepare your taxes if you are low income. A [list of agencies that provide help](#) filing tax returns can be found at tax.newmexico.gov under the "Individuals" tab on the home page.

Common mistakes

Fully completed, accurately computed, legible returns are processed the fastest. Returns with errors must be reviewed manually, may be flagged for potential identity theft, and may delay refunds.

Generally, delays occur because return information is incomplete, incorrect or doesn't match information in TRD records. It is important to follow directions, complete all required fields, check your figures, include all required schedules and make sure the return is legible.

Among the most common problems with returns are:

- Missing taxpayer information, such as Social Security and other ID numbers.
- Missing dependents' Social Security numbers or dates of birth.
- Leaving off driver's license information. If the taxpayer does not have a license, the word "None" should be entered in this field.
- Missing attachments and supporting documents. When you submit a paper return, you must also attach W-2s and other supporting documentation required in the instructions. Be sure to include all required schedules and claim forms for credits.
- Incorrect mailing addresses or banking information
- Incorrect format for a dependent's date of birth. The correct format is MM/DD/CCYY.
- Attaching a worksheet instead of completing the correct schedule or form.
- Incorrectly claiming an exemption, deduction or credit.
- Claiming a rebate or credits on Schedule PIT-RC but not answering the qualifying questions.
- Payments reported on the return that don't match TRD records.
- Poor-quality printed forms
- Failure to report all income from lines 1 to 7 on Schedule PIT-B, column 2, when the taxpayer is a New Mexico resident. Income reported on lines 1,2,3 and 7 must be allocated to New Mexico.
- Returns filed on behalf of deceased taxpayers filed without a death certificate or affidavit