



Susanna Martinez
Governor

Demesia Padilla, CPA
Cabinet Secretary

April 23, 2014

First and First Last
Street Address
Albuquerque, NM 87111

REQUEST FOR ADDITIONAL INFORMATION

Dear First and First,

Your tax year **2013** New Mexico Personal Income Tax Return has been received. However, the refund you claim **has not** been processed at this time. Additional information is required to permit the Department to verify the correct refund amount. Listed below is additional information needed to complete the processing of the claimed refund. To complete the processing of the refund, please **return copies of the requested information below with this letter by May 23, 2014**.

Copies of all W-2s, 1099s and/or all other income source documents for tax year 2013

Copies of federal 1049 /1040NR with all supporting schedules(s) for tax year 2013

Copies of all receipts/invoices for the total unreimbursed medical expenses for tax year 2013

Please include a day time **telephone number** where you can be reached should we have additional questions:

Home / Work / Cell (_____) _____

Home / Work / Cell (_____) _____

This request for additional information or forms may result in a considerable delay in the issuance of any refund as processing will not commence until you submit the requested information.

Contact Name
(505) 222-XXXX Phone
(505) 841-XXXX Fax
FirstM.Last@state.nm.us

Mail documents to:

New Mexico Taxation & Revenue Department
PO Box 8575
Albuquerque, NM 87198
Attn: Contact Name