



Office of Financial Aid and Scholarships  
 Box 9000, Las Vegas, NM 87701  
 Office: (505) 454-3318 or 1-800-379-4038  
 Fax: (505) 454-3398  
[financialaid@nmhu.edu](mailto:financialaid@nmhu.edu)  
[www.nmhu.edu](http://www.nmhu.edu)

## 2017–2018 VERIFICATION WORKSHEET - DEPENDENT (V1)

Please read the entire form, complete ALL sections, attach the requested documentation, sign the form, and return to the Office of Financial Aid and Scholarships. By law, New Mexico Highlands University has the right to request this information before awarding financial aid. If there are differences between the information submitted and your Free Application for Federal Student Aid (FAFSA) the school will make the necessary changes. Incomplete worksheets and documentation will cause delays in processing your financial aid. No determination of aid eligibility can be made until all documents are received and reviewed.

### A. Student Information

			@
Student's Last Name	First Name	M.I.	Student's Banner (ID) Number
Student's Phone Number (include area code)		Student's Email Address	

### B. Dependent Student Family Information

List the people in your parents' household. Include:

- The student.
- The parents (including stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2017, through June 30, 2018, **OR** if the other children would be required to provide parental information if they were completing a FAFSA for 2017-2018. Include children who meet either of these standards, even if the child does not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other person's support, and will continue to provide more than half of that person's support through June 30, 2018.

Number in College: Include information about any household member, excluding parents, who is or will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2017 and June 30, 2018, and include the name of the college. If more space is needed, provide a separate page with the student's name and Banner I.D. number at the top.

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

Full Name	Age	Relationship	College/University	Enrollment Status Part-time/Full-time
		<i>Self</i>	New Mexico Highlands University	

**PARENT(S) 2015 INCOME INFORMATION – Choose only one option**

**I am a TAX FILER**

**Instructions:** Complete this section if the parent filed or will file a 2015 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov).* In most cases, no further documentation is needed to verify 2015 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

**Check one box that applies:**

- The parent(s) has used the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student's FAFSA.
- The parent(s) has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2015 IRS income tax return information into the student's FAFSA.
- The parent(s) is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2015 IRS Tax Return Transcript(s)**.

**To obtain a 2015 IRS Tax Return Transcript:**

- **Online Request** – Go to [www.irs.gov](http://www.irs.gov), under Tools heading, click on the “Get a tax transcript”. Click “Get Transcript ONLINE” or “Get Transcript by Mail”. Make sure to request the IRS “Return Transcript”. An IRS “Account Transcript” **will not** be accepted.
- **Telephone Request** – 1-800-908-9946
- **Paper Request** – IRS Form 4506T EZ or 4506-T must be completed and submitted to the IRS

**I am NOT A TAX FILER**

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2015 income tax return with the IRS.

**Check one box that applies:**

- Neither parent was employed and had no income earned from work in 2015.
- One or both parents were employed in 2015 and have listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. Provide copies of all 2015 IRS W-2 forms issued to the parents by their employers. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and Banner I.D. number at the top.

Source of Income	W-2 Issued		2015 Income
	Yes	No	\$
	Yes	No	\$
	Yes	No	\$
	Yes	No	\$
	Yes	No	\$

**STUDENT 2015 INCOME INFORMATION – Choose only one option**

**I am a TAX FILER**

**Instructions:** Complete this section if the student filed or will file a 2015 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov).* In most cases, no further documentation is needed to verify 2015 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

**Check one box that applies:**

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2015 IRS income tax return information into the student's FAFSA.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2015 IRS Tax Return Transcript(s)**.

**To obtain a 2015 IRS Tax Return Transcript:**

- **Online Request** – Go to [www.irs.gov](http://www.irs.gov), under Tools heading, click on the “Get a tax transcript”. Click “Get Transcript ONLINE” or “Get Transcript by Mail”. Make sure to request the IRS “Return Transcript”. An IRS “Account Transcript” **will not** be accepted.
- **Telephone Request** – 1-800-908-9946
- **Paper Request** – IRS Form 4506T EZ or 4506-T must be completed and submitted to the IRS

**I am NOT A TAX FILER**

The instructions and certifications below apply to each student/spouse included in the household. Complete this section if the student/spouse will not file and are not required to file a 2015 income tax return with the IRS.

**Check one box that applies:**

- The student was not employed and had no income earned from work in 2015.
- The student and/or spouse were employed in 2015 and have listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. Provide copies of all 2015 IRS W-2 forms issued to the student/spouse by their employers. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and Banner I.D. number at the top.

Source of Income	W-2 Issued		2015 Income
	Yes	No	\$
	Yes	No	\$
	Yes	No	\$
	Yes	No	\$
	Yes	No	\$

Student's Name: \_\_\_\_\_ NMHU I.D. # @ \_\_\_\_\_

**C. Certification and Signatures**

Each person signing below certifies that all of the information reported is complete and correct. Original signatures are required.

**WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.**

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's Banner ID Number

\_\_\_\_\_  
Student's Signature (Original Signature Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (Original Signature Required)

\_\_\_\_\_  
Date