

2017–2018 VERIFICATION WORKSHEET - INDEPENDENT (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 on your Free Application for Federal Student Aid (FAFSA) the school will make the necessary changes. Incomplete worksheets and documents 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. Independent Student Family Information

List the people in your household. Include:

- The student.
- The student's spouse, if the student is married.
- The student's or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2017, through June 30, 2018, even if the child does not live with student.
- Other people if they now live with the student and the student or spouse provides more than half of that 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 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	

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.* 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, 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 the student/spouse. Complete this section if the student and/or 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

Spouse's Signature (Optional)

Date