

## 2017–2018 VERIFICATION WORKSHEET - DEPENDENT (V5)

Please read the entire form, complete ALL sections, attach the requested documentation, sign the form, and return to the Office of Financial Assistance and Scholarship. By law, New Mexico Highlands University has the right to request this information before awarding financial aid. If there are difference 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. 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) have 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) have 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) are unable or choose 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 “Tax 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 the student. Complete this section if the student will not file and is 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 was employed in 2015 and has 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. High School Completion Status

Provide one of the following documents that indicate the student's high school completion status when the student will begin college in 2017–2018:

- A copy of the student's high school diploma.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A state certificate or transcript received by a student after the student passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- For a student who was homeschooled in a state where state law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a state where state law does not require the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a transcript, or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.

A student who is unable to obtain the documentation listed above must contact the Office of Financial Aid and Scholarships.

### IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE

The student must appear in person at New Mexico Highlands University to verify his or her identity by presenting a valid government-issued photo identification (I.D.), such as, but not limited to, a driver's license, other state-issued I.D., or passport. The institution will maintain a copy of the student's photo I.D. that is annotated with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's I.D.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided on the following page.

If the student is unable to appear in person at New Mexico Highlands University to verify his or her identity, the student must provide:

- (a) A copy of the valid government-issued photo identification (I.D.) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued I.D., or passport; and
- (b) The original notarized Statement of Educational Purpose provided below, which must be notarized.

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

**Statement of Educational Purpose**

I certify that I, \_\_\_\_\_, am the individual signing this  
(Print Student's Name)  
Statement of Educational Purpose and that the federal student financial assistance  
I may receive will only be used for educational purposes and to pay the cost of attending New Mexico Highlands  
University for 2017-2018.

\_\_\_\_\_  
(Student's Signature) (Date)

\_\_\_\_\_  
(Student's ID Number)

**Notary's Certificate of Acknowledgement**

State of \_\_\_\_\_  
City/County of \_\_\_\_\_  
On \_\_\_\_\_, before me, \_\_\_\_\_,  
(Date) (Notary's name)  
personally appeared, \_\_\_\_\_, and provided to me  
(Printed name of signer)  
on basis of satisfactory evidence of identification \_\_\_\_\_  
(Type of government-issued photo ID provided)  
to be the above-named person who signed the foregoing instrument.

**WITNESS my hand and official seal**  
(seal)

\_\_\_\_\_  
(Notary signature)

My commission expires on \_\_\_\_\_  
(Date)

<b>Office Use:</b> Initial: _____ Date: _____ ID used: _____
---

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

**D. CERTIFICATIONS AND SIGNATURES**

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date. 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