

## 2018–2019 VERIFICATION WORKSHEET - DEPENDENT (V5)

Your Free Application for Federal Student Aid (FAFSA) was selected by the Department of Education for a review process called verification. During this review, New Mexico Highlands University will compare information submitted on your FAFSA to information on this worksheet and other required documentation. Federal regulations require that we complete verification before processing federal financial aid.

If there are differences between information on your FAFSA and this worksheet, we will make the necessary corrections. You will receive an acknowledgement reflecting these changes. If we do make corrections, please do not make any subsequent changes to your FAFSA data. 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. Family Information

List the people in your parents' household. Include:

- The student.
- The parents (including stepparent)
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2018, through June 30, 2019.
- 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, 2019.
- Include the name of the college for anyone (except a parent) who will attend college at least half-time between July 1, 2018 and June 30, 2019, and who will be enrolled in a program leading to a degree, diploma or certificate

Full Name	Age	Relationship	College/University	Enrollment Status	
				Part-time	Full-time
		<i>Self</i>	New Mexico Highlands University	Yes <input type="checkbox"/>	No <input type="checkbox"/>
				Yes <input type="checkbox"/>	No <input type="checkbox"/>
				Yes <input type="checkbox"/>	No <input type="checkbox"/>
				Yes <input type="checkbox"/>	No <input type="checkbox"/>
				Yes <input type="checkbox"/>	No <input type="checkbox"/>
				Yes <input type="checkbox"/>	No <input type="checkbox"/>
				Yes <input type="checkbox"/>	No <input type="checkbox"/>

**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.**

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

**PARENT(S) 2016 INCOME INFORMATION – Choose only one option**

**Instructions:** Complete this section if the parent/student filed or will file a 2016 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 2016 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed

- The parent(s) filed a 2016 Federal Tax Return and have successfully transferred the IRS tax information directly from the IRS to the FAFSA using the IRS Data Retrieval Tool and made no changes to that information.
- The parent(s) filed a 2016 Federal Tax Return and will provide ISU with a 2016 Federal Tax Return Transcript that can be obtained from [www.irs.gov](http://www.irs.gov) . **\*\*\* If parent(s) filed an amended return (1040X) or have an IRA or Pension rollover you must submit a Federal Tax Return Transcript.**
- The parent(s) **have not and are not required** to file a 2016 Federal Tax Return and had no earnings from work in 2016. **Parent(s) will provide a Verification of Non-filing letter(s) that can be obtained from [www.irs.gov](http://www.irs.gov).**
- The parent(s) **have not and are not required** to file a 2016 Federal Tax Return but had some earnings from work in 2016. Parent(s) will provide a Verification of Non-filing letter that can be obtained from [www.irs.gov](http://www.irs.gov) and copies of all W2's. Parent(s) will also complete the chart below listing all employers and earnings for parent(s). Use a separate sheet if necessary.

Source of Income	W-2 Issued		2016 Income
	Yes	No	\$
	Yes	No	\$
	Yes	No	\$
	Yes	No	\$
	Yes	No	\$

**STUDENT 2016 INCOME INFORMATION – Choose only one option**

- The student filed a 2016 Federal Tax Return and have successfully transferred the IRS tax information directly from the IRS to the FAFSA using the IRS Data Retrieval Tool and made no changes to that information.
- The student filed a 2016 Federal Tax Return and will provide NMHU with a 2016 Federal Tax Return Transcript that can be obtained from [www.irs.gov](http://www.irs.gov) . **\*\*\* If student filed an amended return (1040X) or have an IRA or Pension rollover you must submit a Federal Tax Return Transcript.**
- The parent(s) have not and are not required to file a 2016 Federal Tax Return and had no earnings from work in 2016. Parent(s) will provide a Verification of Non-filing letter(s) that can be obtained from [www.irs.gov](http://www.irs.gov).
- The parent(s) have not and are not required to file a 2016 Federal Tax Return but had some earnings from work in 2016. Parent(s) will provide a Verification of Non-filing letter that can be obtained from [www.irs.gov](http://www.irs.gov) and copies of all W2's. Parent(s) will also complete the chart below listing all employers and earnings for parent(s). Use a separate sheet if necessary.

Source of Income	W-2 Issued		2016 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 2018–2019:

- 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 Statement of Educational  
(Print Student's Name)

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 2018-2019.

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

\_\_\_\_\_  
(Date)

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

### Notary's Certificate of Acknowledgement

State of : \_\_\_\_\_ City/County of: \_\_\_\_\_ On \_\_\_\_\_,  
(Date)

before me, \_\_\_\_\_, personally appeared, \_\_\_\_\_, and provided to  
(Notary's name) (Printed name of signer)

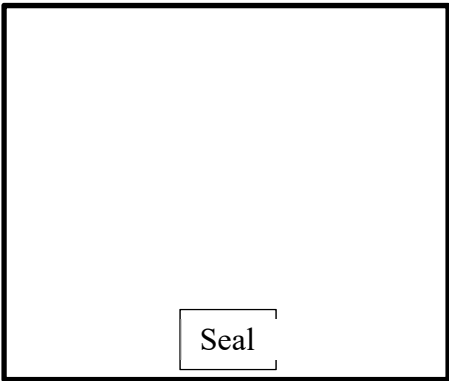
me on basis of satisfactory evidence of identification \_\_\_\_\_  
(Type of government-issued photo ID provided)

to be the above-named person who signed the foregoing instrument.

**WITNESS my hand and official seal** \_\_\_\_\_  
(Notary signature)

My commission expires on \_\_\_\_\_  
Date

**Office Use:**  
Initial: \_\_\_\_\_  
Date: \_\_\_\_\_  
ID used: \_\_\_\_\_



### CERTIFICATIONS AND SIGNATURES

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

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.

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

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date