

## 2019–2020 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. Federal regulations require that we complete verification before processing federal 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

			@	
Last Name	First Name	M.I.		Banner (ID) Number
Cell Phone Number (with area code)			NMHU Email Address	

### B. Family Information

List the people in your parents' household. Include:

- The student.
- The parents (including stepparent) even if the student does not live with the parents.
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2019, through June 30, 2020, or if the other children would be required to provide parental information if they were completing a FAFSA for 2019-2020. Include children who meet either of these standards, even if a 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, 2020.
- For those listed below, excluding parents, include the name of the college for those who 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, 2019, thru June 30, 2020.

Full Name	Age	Relationship	College/University	Enrolled at Least Half Time (Yes or No)
		<i>Self</i>	New Mexico Highlands University	

**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.**

## PARENT(S) 2017 INCOME INFORMATION

**I am a TAX FILER**

**Instructions:** Complete this section if the parents filed or will file a 2017 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 2017 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

**Check the box that applies:**

- The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2017 IRS income tax return information into the student's FAFSA.
- The parents have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2017 IRS income tax return information into the student's FAFSA.
- The parents are unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2017 IRS Tax Return Transcript(s)**.

If the parents filed separate 2017 IRS income tax returns, the IRS DRT cannot be used and the **2017 IRS Tax Return Transcript(s)** must be provided for each.

**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 2017 income tax return with the IRS.

Parent must provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2018 that indicates a 2017 IRS income tax return was not filed with the IRS or other relevant tax authority that can be obtained from [www.irs.gov](http://www.irs.gov).

**Check the box that applies:**

- Neither parent was employed and had no income earned from work in 2017.
- One or both parents were employed in 2017 and have listed below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form is provided. Provide copies of all 2017 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.

Employer's Name	IRS W2 or an Equivalent Document Provided by Employer?	2017 Income
		\$
		\$
		\$
Total Income Earned from Work		\$

## STUDENT 2017 INCOME INFORMATION

**I am a TAX FILER**

**Instructions:** Complete this section if the student filed or will file a 2017 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 2017 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 2017 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 2017 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 **2017 IRS Tax Return Transcript(s)**.

If the student and spouse filed separate 2017 IRS income tax returns, the IRS DRT cannot be used and the **2017 IRS Tax Return Transcript(s)** must be provided for each.

**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 2017 income tax return with the IRS.

**Check the box that applies:**

- The student was not employed and had no income earned from work in 2017.
- The student and/or spouse were employed in 2017 and have listed below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form is provided. Provide copies of all 2017 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.

Employer's Name	IRS W2 or an Equivalent Document Provided by Employer ?	2017 Income
		\$
		\$
		\$
Total Income Earned from Work		\$

**To obtain a 2017 IRS Tax Return Transcript:**

- Get Transcript by Mail – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Get Transcript Online – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

**C. Certification and Signatures**

**WARNING: If you purposely give false or misleading information you may be fined, sent to prison, 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.

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

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date