

2019–2020 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 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
Phone Number (include 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, through 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.

Student's Name: _____ NMHU I.D. # @ _____

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.* 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.

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.* 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		\$

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 2019–2020:

- 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 (To Be Signed at the Institution)

The student must appear in person at New Mexico Highlands University to verify his or her identity by presenting an unexpired 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 below.

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 unexpired 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 Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

Student's Name: _____ NMHU I.D. # @ _____

STATEMENT OF EDUCATIONAL PURPOSE

I certify that I _____ am the individual signing
 (Print Student's Name)

this 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
 _____ for 2019–2020.
 (Name of Postsecondary Educational Institution)

 (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 proved to me
 (Printed name of signer)
 on the basis of satisfactory evidence of identification _____
 (Type of unexpired 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 _____

D. CERTIFICATIONS 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