



# 2015-2016 Verification Worksheet

Independent

Financial Aid and Scholarship Services, Student Services Center

525 Buena Vista Dr. SE, Albuquerque, NM 87106, Fax 224-3124 online [www.cnm.edu/depts/fass](http://www.cnm.edu/depts/fass)

Your Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information we will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents and submit the form and documents to any of our financial aid office locations. We may ask for additional information. If you have questions about verification contact our office.

### IMPORTANT INFORMATION FOR TAX FILERS

The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you have not already used the tool, go to [FAFSA.gov](http://FAFSA.gov), log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2014 IRS income tax information into your FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you are unable or choose not to use the IRS Data Retrieval Tool you will need to request and submit a tax return transcript. You may request a transcript of your 2014 tax return (and W2's if requested) online at [www.irs.gov](http://www.irs.gov) or call 1-800-908-9946.

**NOTE: If you or your spouse, if married, had to amend your taxes you will need a signed copy of the form filed with the IRS (1040, 1040A or 1040EZ) OR a "Tax Return Transcript" AND a signed Amended Form 1040X. ALL DOCUMENTS MUST BE SIGNED AND HAVE STUDENT NAME AND ID.**

### A. Student Information *(Please use blue or black ink when completing this form. Leave boxes that do not apply blank.)*

_____ Last Name	_____ First Name	_____ M.I.	_____ CNM ID or Social Security Number
_____ Address (include apt. no.)		_____ Date of birth	
_____ City	_____ State	_____ Zip Code	_____ Phone Number (include area code)

### B. Family Information

List the people in your household, include:

- Yourself and your spouse if you are married, and
- your children, if any, if you will provide more than half of their support from July 1, 2015, through June 30, 2016, or if the child would be required to provide your information if they were completing a FAFSA for 2015-2016. Include children who meet either of these standards, even if they do not live with you.
- Other people if they now live with you, **and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2015 through June 30, 2016.**

Include the name of the college for any household member, who will be enrolled at least half time (6 credits), in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2015 and June 30, 2016. If more space is needed, attach a separate page with your printed name and CNM ID or social security number at the top.

Full Name	Age	Relationship	College or University	Will be Enrolled in at least 6 credits?
<i>Example: Jane Smith</i>	<i>24</i>	<i>Wife</i>	<i>Central University</i>	<i>Yes</i>
		Self	CNM	

Student's Name: \_\_\_\_\_ CNM ID: \_\_\_\_\_

**C. Independent Student's Income Information for Tax Filers**

1. Student and spouse, if married, who filed taxes should check the boxes that apply:

**Student** (If you were not required to file taxes proceed to Spouse information, if married. Otherwise, proceed to Section D.)

I, the student, have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my 2014 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.

I, the student, am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I have **attached my 2014 IRS tax return transcript(s)**—not photocopies of the income tax return.

**Spouse** (If your spouse was not required to file taxes proceed to Section D.)

My spouse has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2014 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.

My spouse is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I have **attached his/her 2014 IRS tax return transcript(s)**—not photocopies of the income tax return.

**D. Independent Student's Income Information for Non-filers**

1. Student and spouse who were not required to file taxes should list every employer for 2014 even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and CNM ID at the top. W2 transcripts as well as taxes can be obtained online at [www.irs.gov](http://www.irs.gov) or by calling 1-800-908-9946.

Employee's Name	Employer's Name	2014 Amount Earned
<i>Example: Marty Jones</i>	<i>JJ's Auto Body Shop</i>	<i>\$2,000.00</i>

**E. Independent Student's Other Information To Be Verified**

1. Has one of the persons listed in Section B received benefits from the Supplemental Nutrition Assistance Program (SNAP, formerly known as food stamps) any time during the 2013 or 2014 calendar years? Mark one:  Yes  No

2. Complete this section if you or your spouse, if married, paid child support in 2014. If you need more space, attach a separate page that includes your printed name and CNM ID or social security number at the top.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name/Age of Child for Whom Support Was Paid	Amount of Child Support Paid in 2014
<i>Marty Jones(example)</i>	<i>Chris Smith</i>	<i>Terry Jones/8 years</i>	<i>\$6,000.00</i>

**F. Sign this Worksheet**

By signing this worksheet, I (we) certify that all the information reported on it is complete and correct. If married, spouse's signature is optional.

**Submit this worksheet to CNM Financial Aid and Scholarship Services. Make sure that tax forms are signed.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse Signature (optional)

\_\_\_\_\_  
Date

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