

## Independent

**FINANCIAL AID OFFICE**  
**PO BOX 680**  
**SILVER CITY, NM 88062**  
**(575) 538-6173 Fax (575) 538-6189**

### A. Independent Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's Social Security Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City State Zip Code			Student's Email Address
Student's Home Phone Number (include area code)			Student's Alternate/Cell Phone Number

### B. Independent Student's Family Information

List below the people in your household. Include:

- Yourself.
- Your spouse, if you are married.
- You or your spouse's children, if you or your spouse will provide more than half of their support from July 1, 2014, through June 30, 2015, even if the children do not live with the you.
- Other people if they now live with the student and the student or spouse provides more than half of their support and will continue to provide more than half of their support through June 30, 2015.

For any household member 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, 2014, and June 30, 2015, include the name of the college.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		<i>Self</i>		

**If more space is needed, provide a separate page with the student's name and ID 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.

### C. 2013 IRS Income Tax Return Information

**Important:** All information/ instructions apply to the **Student and Spouse, if the student is married**. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2013 or had a change in marital status after the end of the 2013 tax year on December 31, 2013.

#### Check the box that applies:

- The student and spouse has **filed or will file** a 2013 IRS income tax return(s). **Go to Section D.**
- The student and spouse **will not and are not required** to file a 2013 IRS income tax return. **Skip Section D and complete Section E.**

**D. Verification of 2013 IRS Income Tax Return Information for Student Tax Filers**

**Instructions:** 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 2013 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

In most cases, for electronic filers, 2013 IRS income tax return information for the IRS DRT is available within 2–3 weeks after the 2013 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2013 paper IRS income tax returns, the 2013 IRS income tax return information is available for the IRS DRT within 8–11 weeks after the 2013 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT.

**Check the box that applies:**

- The student **has used** the IRS DRT in *FAFSA on the Web* to transfer 2013 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 2013 IRS income tax return information into the student's FAFSA once the 2013 IRS income tax return has been filed.
- The student is **unable or chooses not to use** the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2013 IRS Tax Return Transcript(s)**.

To obtain a **2013 IRS Tax Return Transcript**, go to [www.irs.gov](http://www.irs.gov) and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript." Use the Social Security Number and date of birth of the first person listed on the 2013 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2013 IRS income tax return). In most cases, for electronic filers, a **2013 IRS Tax Return Transcript** may be requested from the IRS within 2–3 weeks after the 2013 IRS income tax return has been accepted by the IRS. Generally, for filers of 2013 paper IRS income tax returns, the **2013 IRS Tax Return Transcript** may be requested within 8–11 weeks after the 2013 paper IRS income tax return has been received by the IRS.

If the student and spouse filed separate 2013 IRS income tax returns, **2013 IRS Tax Return Transcripts** must be provided for both.

- Check here if a **2013 IRS Tax Return Transcript(s)** is provided.
- Check here if a **2013 IRS Tax Return Transcript(s)** will be provided later.

**E. Verification of 2013 Income Information for Student Nontax Filers**

**Check the box that applies:**

- The student and spouse were not employed and had no income earned from work in 2013.
- The student and/or spouse were employed in 2013 and have listed below the names of all employers, the amount earned from each employer in 2013, and whether an IRS W-2 form is provided. [Provide copies of all 2013 IRS W-2 forms issued to the student and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	2013 Amount Earned	IRS W-2 Provided?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

**Note:** We may require you to provide documentation from the IRS that indicates a 2013 IRS income tax return was not filed with the IRS.

**F. Verification of Other Untaxed Income for 2013**

Untaxed income applies to Child support, Veterans non-education benefits, housing, food, other living allowances paid to members of the military, clergy, or any others. Other untaxed income, such as workers' compensation, disability, Black Lung Benefits, untaxed portions of health savings accounts from IRS Form 1040 Line 25, Railroad Retirement Benefits, etc. Money received or paid on the student's or parent's behalf, or additional resources, that were not required to be reported on the FAFSA, but include such things as federal veteran's education benefits, military housing, SNAP, TANF, etc.

**Check the box that applies:**

- Neither the student nor spouse received any of the above listed untaxed income in 2013.
- The student or spouse received at least one of the above listed, untaxed income in 2013. The **Untaxed Income Verification Worksheet** is provided.

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

**G. Certification and Signature**

Each person signing below certifies that all the information reported is complete and correct.

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

\_\_\_\_\_  
Spouse's Signature (Optional)/Date