



Independent Verification Instructions

Financial Aid and Scholarship Services, Student Services Center
900 University SE, Albuquerque, NM 87106, online www.cnm.edu/depts/fass

Your 2013-2014 FAFSA has been selected for a review process called Verification. Documentation required for verification depends on whether you used the IRS Data Retrieval Tool when completing your FAFSA. To determine what you need to submit, please follow these steps:

- 1. Log in to your myCNM Account**
- 2. Select the Financial Aid Tab**
- 3. On the left, click on "Eligibility"**
- 4. Under Eligibility, click "Student Requirements"**
- 5. Select the 2013-2014 Academic Year and click "Submit"**
 - **Here you will find Verification requirements specific to how you completed your FAFSA.**

*Note that if you and your spouse, if married, were required to file taxes and were unable, or chose not to use the IRS Data Retrieval Tool to transfer income information from the IRS to your FAFSA, verification **cannot** be completed without required Tax Return Transcripts and W-2 or W-2 Transcripts.*

*To obtain an IRS Tax Return Transcript go to www.irs.gov and click on the "Order a Return or Account Transcript" link or call 1-800-908-994. Make sure you request the **"IRS Tax Return Transcript"** and not the "IRS Tax Account Transcript".*

2013-2014 Verification Worksheet

Financial Aid and Scholarship Services, Student Services Center

900 University SE, Albuquerque, NM 87106, Fax 224-3124, online 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, 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 2012 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 2012 tax return (and W2's if requested) online at 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, 2013, through June 30, 2014, or if the child would be required to provide your information if they were completing a FAFSA for 2013-2014. 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, 2013 through June 30, 2014.**

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, 2013 and June 30, 2014. 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?
Example: <i>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 2012 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 2012 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 2012 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 2012 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 2012 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 or by calling 1-800-908-9946.

Employee's Name	Employer's Name	2012 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 2011 or 2012 calendar years? Mark one: ☐ Yes ☐ No

2. Complete this section if you or your spouse, if married, paid child support in 2012. 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 of Child for Whom Support Was Paid	Amount of Child Support Paid in 2012
<i>Marty Jones(example)</i>	<i>Chris Smith</i>	<i>Terry Jones</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.