



Independent Verification Instructions

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

Your 2018-2019 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 2019-2020 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, signed 1040(A/EZ) and, if requested, W-2 or W-2 Transcripts.*

*To obtain an IRS Tax Return Transcript go to www.irs.gov and click on the “Get a tax transcript” link (under Tools), call 1-800-908-9946 or complete and mail a form 4506T, which can be printed from the IRS website. Make sure you request the **“IRS Tax Return Transcript”** and not the “IRS Tax Account Transcript”.*