



# 2021-2022 Verification Worksheet

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)

**Dependent**

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 the Financial Aid Office at Main campus, or the CNM Connect Center at any branch campus. Documents can also be emailed to [financialaid@cnm.edu](mailto:financialaid@cnm.edu). 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 click on the Financial Information tab. From there, follow the instructions to determine if you/your parent(s) are eligible to use the IRS Data Retrieval Tool to transfer 2019 IRS income tax information into your FAFSA. If you/your parent(s) are unable or choose not to use the IRS Data Retrieval Tool, you will need to request and submit a tax return transcript, or submit a signed copy of the 1040, with schedules 1-3 as applicable, filed with the IRS. You may request a transcript of your 2019 tax return (and W2's if requested) online at [www.irs.gov](http://www.irs.gov), by calling 1-800-908-9946 or by completing and mailing a form 4506T, which can be printed from the IRS website.

**NOTE: If you or your parent(s) had to amend your taxes you must provide a "Tax Return Transcript" AND a signed Amended Form 1040X.**

**ALL DOCUMENTS MUST BE SIGNED AND HAVE STUDENT NAME AND ID.**

**A. Student Information** (Use blue or black ink when completing this form. Do not use whiteout. 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 parent(s)' household, include:

Yourself and your parent(s)/step-parent. If you do not live with your parents, list the parent(s)/step-parent who last supported you.

- Your parent(s)' other children, if your parent(s) will provide more than half of their support from July 1, 2021, through June 30, 2022, or the children would be required to provide parental information when completing a FAFSA for 2021-2022. Include children who meet either of these standards, even if they do not live with your parent(s) or stepparent.
- Other people if they now live with your parent(s), **and your parent(s) provide more than half of their support and will continue to provide more than half of their support from July 1, 2021 through June 30, 2022.**
- Include the name of the college for any household member (**excluding parents and high school students taking college courses**), 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, 2021 and June 30, 2022. 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?
<b>Example: Jane Smith</b>	<b>21</b>	<b>Sister</b>	<b>Central University</b>	<b>Yes</b>
		Self	CNM	

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

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1. Student and parent who filed taxes should check the boxes that apply:

**Student** (If you were not required to file taxes, proceed to Parent information.)

- I, the student, have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my 2019 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 2019 IRS tax return transcript OR signed 1040 and, if applicable, schedules 1-3.**

**Parent** (If your parent(s) were not required to file taxes proceed to Section D.)

- My  Parent 1  Parent 2 has/have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer their 2019 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.
- My  Parent 1  Parent 2 is/are unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I have **attached their 2019 IRS tax return transcript OR signed 1040 and, if applicable, schedules 1-3.**

**D. Information for Non-filers**

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1. **Student-** If you did not file taxes for 2019, use this space to include a statement indicating you have not and are not required to file 2019 taxes and list sources and amounts of income earned from work, **and** a W-2 from each source of employment.
- Parent-** If your parent(s) did not work or have income in 2019, use this space to explain how the household was supported for 2019. If your parent did not file taxes include a statement from your parent indicating they have not and are not required to file 2019 taxes and list sources and amounts of income earned from work, **and** a W-2 from each source of employment. **Your parent must also provide** an IRS Verification of Non-Filing letter dated on or after October 1, 2019. Your parent may request a letter of Non-Filing through the "Get Transcript" service at [www.irs.gov](http://www.irs.gov). If your parent has never filed a tax return, they must complete a Form 4506-T and mail it to the IRS. Form 4506T can be downloaded from <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>


**E. Sign this Worksheet**

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By signing this worksheet, We certify that all the information reported on it is complete and correct. At least one parent must sign.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

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