



## Independent Verification Instructions

**Financial Aid and Scholarship Services**, Student Services Center  
525 Buena Vista SE, Albuquerque, NM 87106, online [www.cnm.edu/depts/fass](http://www.cnm.edu/depts/fass)

*Your 2021-2022 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 2021-2022 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 2019 income information from the IRS to your FAFSA, verification **cannot** be completed without required 2019 Tax Return Transcripts, or a 2019 signed 1040, with schedules 1-3 as applicable. In addition, W-2s or W-2 Transcripts may be requested.*

*To obtain an IRS Tax Return Transcript go to [www.irs.gov](http://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”.*