Your 2016-2017 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 institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

Please complete using black or blue ink only.

A. **Student’s Information**

<table>
<thead>
<tr>
<th>Student’s Last Name</th>
<th>First Name</th>
<th>M.I.</th>
<th>Student’s Identification (ID) Number</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>Student’s Street Address (include apt. no.)</th>
<th>Student’s Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Student’s Email Address</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>Student’s Home Phone Number (include area code)</th>
<th>Student’s Alternate or Cell Phone Number</th>
</tr>
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</table>

B. **Number of Household Members and Number in College**

List below the people in the student’s household. Include:

- The student.
- The student’s spouse, if the student is married.
- The student’s or spouses children if the student or spouse will provide more than half of their support from July 1, 2016, through June 30, 2017, even if the children do not live with the student.
- 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, 2017.

If more space is needed, provide a separate page with the student’s name and ID number at the top.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship</th>
<th>College</th>
<th>Will be Enrolled at Least Half Time (Yes or No)</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td><strong>Self</strong></td>
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</table>

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. Independent Student's Income Information to Be Verified

Important Note: The instructions below 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 2015 or had a change in marital status after December 31, 2015.

Instructions: Complete this section if the student and spouse filed or will file a 2015 IRS income tax return(s). 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. In most cases, no further documentation is needed to verify 2015 income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

☐ The student has used the IRS DRT in FAFSA on the Web to transfer 2015 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 2015 IRS income tax return information into the student’s FAFSA once the 2015 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 with a 2015 IRS Tax Return Transcript(s).

A 2015 IRS Tax Return Transcript may be obtained through:

- Online Request - Go to www.IRS.gov, under the Tools heading on the IRS homepage, click “Get a Tax Transcript by Mail.” Click “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and NOT the “IRS Tax Account Transcript.”
- Telephone Request - 1-800-908-9946
- Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T

In most cases, for electronic tax return filers, 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 6–8 weeks after the 2015 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 or obtaining an IRS Tax Return Transcript.

If the student and spouse filed separate 2015 IRS income tax returns, the IRS DRT cannot be used and the 2015 IRS Tax Return Transcript(s) must be provided for each.

☐ Check here if a 2015 IRS Tax Return Transcript(s) is provided.
☐ Check here if a 2015 IRS Tax Return Transcript(s) will be provided later.

Verification of 2015 Income Information for Student Nontax Filers

The instructions and certifications below apply to the student and spouse, if the student is married. Complete this section if the student and spouse will not file and are not required to file a 2015 income tax return with the IRS.

Check the box that applies:

☐ The student and spouse were not employed and had no income earned from work in 2015.

☐ The student and/or spouse were employed in 2015 and have listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. [Provide copies of all 2015 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.

If more space is needed, provide a separate page with the student’s name and ID number at the top.

<table>
<thead>
<tr>
<th>Employer's Name</th>
<th>IRS W-2 Provided?</th>
<th>Annual Amount Earned in 2015</th>
</tr>
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<tbody>
<tr>
<td>(Example) ABC's Auto Body Shop</td>
<td>Yes</td>
<td>$4,500.00</td>
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<tr>
<td>Total Amount of Income Earned From Work</td>
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<td>$</td>
</tr>
</tbody>
</table>

Note: We may require you to provide documentation from the IRS that indicates a 2015 IRS income tax return was not filed with the IRS.
D. Child Support Paid

If the student and/or spouse, who is a member of the student’s household, paid child support in 2015, provide in the space below the names of the persons who paid the child support, the names of the persons to whom the child support was paid, the names and ages of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2015 for each child.

If more space is needed, provide a separate page that includes the student’s name and ID number at the top.

<table>
<thead>
<tr>
<th>Name of Person Who Paid Child Support</th>
<th>Name of Person to Whom Child Support was Paid</th>
<th>Name and Age of Child for Whom Support Was Paid</th>
<th>Annual Amount of Child Support Paid in 2015</th>
</tr>
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Total Amount of Child Support Paid $  

Note: If we have reason to believe that the information regarding child support paid is inaccurate, we may require additional documentation, such as:

A signed statement from the individual receiving the child support certifying the amount of child support received; or

Copies of the child support payment checks, money order receipts, or similar records of electronic payments having been made.

E. Receipt of SNAP Benefits

Please check a box.

☐ The student certifies that a member of the student’s household (listed in Section B of this institutional verification document) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as Food Stamp Program) sometime during 2014 or 2015.
  - Please provide documentation of SNAP benefits received during 2014 or 2015 with student’s name and ID number on the top of the receipt.

☐ The student certifies that NO members of the student’s household (listed in Section B of this institutional verification document) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as the Food Stamp Program) any time during 2014 or 2015.
F. High School Completion Status

Provide one of the following documents to indicate the student's high school completion status when the student begins college in 2016–2017:

- A copy of the student’s high school diploma.

- For students who completed secondary education in a foreign country, a copy of the “secondary school leaving certificate” or other similar document.

- A copy of the student’s final official high school transcript that shows the date when the diploma was awarded.

- A state certificate or transcript received by a student after the student passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).

- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor’s degree.

- For a student who was homeschooled in a state where state law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.

- For a student who was homeschooled in a state where state law does not require the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a transcript, or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.

A student who is unable to obtain the documentation listed above must contact the financial aid office.
G. Identity and Statement of Educational Purpose

Please check a box.

☐ I will appear in person at New Mexico Tech to verify my identity by presenting a valid government-issued photo identification (ID), such as, but not limited to, a driver’s license, other state-issued ID, or passport. The institution will maintain a copy of the student’s photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect the student’s ID. (Complete Section I).

☐ I am unable to appear in person at New Mexico Tech to verify my identity. (Complete Section II).

I. The student must sign, in the presence of the institutional official, the following:

Statement of Educational Purpose

I certify that I _____________________________ am the individual signing this
(Print Student’s Name)
Statement of Educational Purpose and that the federal student financial assistance
I may receive will only be used for educational purposes and to pay the cost of attending New Mexico Tech for

_________________________________________    _______________
(Student’s Signature)        (Date)

______________________
(Student’s ID Number)

II. If unable to appear in person at New Mexico Tech to verify his or her identity, the student must provide:

(a) A copy of the valid government-issued photo identification (ID) that is acknowledged in the notary
statement below, such as but not limited to a driver’s license, other state-issued ID, or passport; and

(b) The original notarized Statement of Educational Purpose provided below.

Statement of Educational Purpose

I certify that I _____________________________ am the individual signing this
(Print Student’s Name)
Statement of Educational Purpose and that the federal student financial assistance
I may receive will only be used for educational purposes and to pay the cost of attending New Mexico Tech for

_________________________________________    _______________
(Student’s Signature)        (Date)

______________________
(Student’s ID Number)
Notary’s Certificate of Acknowledgement

State of ________________________________________________________________________

City/County of ____________________________________________________________________

On_____________________, before me, ____________________________________________,
(Date)             (Notary’s name)
personally appeared, ____________________________________________, and provided to me
(Printed name of signer)
on basis of satisfactory evidence of identification ______________________________________
(Type of government-issued photo ID provided)
to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal
(seal)                                            ______________________________________
(Notary signature)

My commission expires on _________________________
(Date)

H. Certifications and Signatures

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

________________________________________ ________________________
Student’s Signature     Date

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

Submit this worksheet to the Financial Aid Office at New Mexico Tech, 801 Leroy Place, Socorro, NM 87801.
Fax to (575) 835-6519 or scan and email to financial-aid@admin.nmt.edu. You should make a copy for your records.