



## 2022-2023 Institutional Verification Worksheet Dependent Student

Your 2022-2023 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 and your parents 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 and a parent whose information was reported on the FAFSA 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.

### A. Student's Information

\_\_\_\_\_  
Student's Last Name      First Name      M.I.

\_\_\_\_\_  
Student's Identification (ID) Number

\_\_\_\_\_  
Student's Email Address

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

Number of Household Members: List below the people in the parents' household. Include:

- The student.
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2022 through June 30, 2023 or if the other children would be required to provide parental information if they were completing a FAFSA for 2022–2023. Include children who meet either of these standards, even if a child does not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other person's support, and will continue to provide more than half of that person's support through June 30, 2023.

\*\*Include information if any member is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2022 and June 30, 2023 and include the name of the college.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
		<i>Self</i>		

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.

Student Name: \_\_\_\_\_

Student I.D. \_\_\_\_\_

### C. Dependent Student's Income Information to Be Verified

#### Student

The student has used the IRS DRT in *FAFSA on the Web* to transfer 2020 IRS income tax return information into the student's FAFSA.

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 **2020 IRS Tax Return Transcript(s)**.

#### Parent

The Parent has used the IRS DRT in FAFSA on the Web to transfer 2020 IRS income tax return information into the student's FAFSA.

The parent is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school with a **2020 IRS Tax Return Transcript(s)**.

Fill this page out if the student did not file taxes for 2020.

### Verification of 2020 Income Information for Student Nontax Filers

The instructions and certifications below apply to the student. Complete this section if the student will not file and is not required to file a 2020 income tax return with the IRS.

#### Check the box that applies:

- The student was not employed and had no income earned from work in 2020.
- The student was employed in 2020 and has listed below the names of all employers, the amount earned from each employer in 2020, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2020 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.

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2020
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

Student Name: \_\_\_\_\_

Student I.D. \_\_\_\_\_

Please fill this section out if the parent(s) did not file taxes for 2020.

### Verification of 2020 Income Information for Parent Nontax Filers

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2020 income tax return with the IRS.

#### Check the box that applies:

- Neither parent was employed, nor neither had income earned from work in 2020.
  
- One or both parents were employed in 2020 and have listed below the names of all employers, the amount earned from each employer in 2020, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2020 IRS W-2 forms issued to the parents 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.

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2020
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

Provide documentation from the IRS or other relevant tax authority dated on or after October 1st, 2021 that indicates a 2020 IRS income tax return was not filed with the IRS or other relevant tax authority.

- \_\_\_ Check here if confirmation of non-filing is provided.
- \_\_\_ Check here if confirmation of non-filing will be provided later.

#### D. Identity and Statement of Educational Purpose

The student must appear in person at New Mexico Institute of Mining & Technology to verify his or her identity by presenting an unexpired 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 by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

Student Name: \_\_\_\_\_ Student I.D. \_\_\_\_\_

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

**Identity and Statement of Educational Purpose  
(To Be Signed in the Presence of a Notary)**

If the student is unable to appear in person at New Mexico Institute of Mining & Technology to verify his or her identity, the student must provide to the institution:

- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and
- (b) The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing  
(Print Student's Name)

This 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 Institute of Mining & Technology for 2022–2023.

\_\_\_\_\_  
(Student's Signature) (Date)

\_\_\_\_\_  
(Student's ID Number)

State of \_\_\_\_\_

City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_,  
(Date) (Notary Signature)

personally appeared \_\_\_\_\_, and proved to me  
(Printed name of signer)

on the basis of satisfactory evidence of identification \_\_\_\_\_  
(Type of unexpired 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)

Student Name: \_\_\_\_\_

Student I.D. \_\_\_\_\_

### E. Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct and is aware that after review of the information provided, a correction to the FAFSA may be necessary.

The student and one parent whose information was reported on the FAFSA must sign and date.

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**Submit this worksheet and any accompanying information to our [secure document submittal portal](#).**