



2016-17 GENERAL VERIFICATION INFORMATION

Please read this form before you complete the verification work sheet(s).

You have been selected for verification for the 2016-17 school year. There are 4 different verification work sheets this year so please be sure you are completing and submitting the correct one. You MUST:

- Complete ALL sections of the form;
- Attach ALL requested documentation;
- Sign the form and return to the Financial Aid Office in the Student Services Center.

Incomplete forms will not be processed. If you have questions about verification, contact a staff member in the Student Services Center as soon as possible so that the completion of your financial aid file will not be delayed.

What is Verification?

Verification is a process used to verify certain information on the FAFSA to ensure its accuracy. The U.S. Department of Education randomly selects applications for verification based on common errors, while others are randomly chosen. However, the Financial Aid Office may, at any time, select an application for verification based upon the information that was provided. The Financial Aid Office is required to make sure that all aid is awarded to students according to federal, state, and institutional regulations. If selected, the verification process must be completed before financial aid can be awarded. Since the FAFSA may be filed prior to tax filing, it is crucial that our office ensures that the information is accurate and that the funds are awarded only to eligible students.

What do I need to submit if I am selected?

You should have received a 2016-17 missing information notice informing you of the documents needed to complete your financial aid file. If you are selected for verification we will indicate on the notice what documents you will have to submit. Please be sure you are completing and submitting the correct verification form as there are 4 different verification forms this year. Forms can be found on the Financial Aid Page at www.roswell.enmu.edu.

Verification worksheets (V4 and V5) CANNOT be FAXED or EMAILED. We must have these ORIGINAL forms with all required signatures and with the official Notary Seal.

What happens once I submit my information?

Once you have submitted ALL of the requested documents the Financial Aid Office will review the information and compare it to the information you provided on your 2016-2017 FAFSA. If discrepancies are found, corrections are sent to the federal processor to recalculate your aid eligibility. It may result in a decrease in total aid, loss of the Pell Grant and other grant aid, or an increase in total aid and loans. A Financial Aid Advisor will contact you via phone if there are any questions or concerns during the verification process.

Normal processing time is approximately 10-15 business days, during which time you can track the process by going to www.roswell.enmu.edu and clicking Cosmo Link and click on Banner SSB to access your financial aid information. After your documents are logged in by our office, they will be removed from the list and you will see 'Verification in Progress' listed. Once your verification is complete, the 'Verification in Progress' item will be removed from the list.

NOTE: During **peak** processing times (April through August) it may take more than 15 business days to complete your verification. Once the verification and/or correction process is completed the student will be awarded within 7-10 business days. An e-mail notifying the student of the award will be sent to your student email account.

What happens if I don't submit the requested information?

When you and your parent signed the FAFSA (either by signing the paper FAFSA or by using your FSA ID on the web) you agreed, if asked, "To provide information that will verify the accuracy of your completed form." Therefore failure to comply with this process could result in loss of aid. If you are selected for verification, **no awarding or disbursement** of financial aid funds can be made until the verification process has been completed.

TIPS FOR COMPLETING THE VERIFICATION WORKSHEETS

Notes for Household Information

Dependent Students:

- (1) yourself, (2) your parent(s) including step-parent, (3) your parents' dependent children if your parent(s) provided 51% or more of their support, even if they don't live with the parent(s).
- Include other people in your household only if: (a) they now live with your parent(s) and if your parent(s) provides at least 51% of their support and will continue to provide more than half of their support from July 1, 2016 through June 30, 2017.
- If your parents are divorced or separated list only the parent who has provided the greater financial support in the most recent calendar year.
- If the parent you listed on the FAFSA has remarried you must list your step-parent in the household, regardless of whether or not they financially support you.
- If your parents have other dependent(s) who will attend college at least half-time between July 1, 2016 and June 30, 2017 please list their college. You may be required to provide proof of enrollment for any student not attending ENMU-Roswell.

Independent Students:

- (1) yourself, (2) your spouse (if married), (3) your children, if you will provide more than half of their support from July 1, 2016 through June 30, 2017, and (4) other dependents if they now live with you, and you provide more than half of their support and you will continue to provide more than half of their support from July 1, 2016 to June 30, 2017.
- If your spouse and/or dependent(s) will attend college at least half-time between July 1, 2016 and June 30, 2017 please list their college. You may be required to provide proof of enrollment for any student not attending ENMU-Roswell.

Notes for Asset Information

Assets NOT to include:

- The home you live in
- The value of life insurance
- Retirement plans (401[K] plans, pension funds, annuities, non-education IRA's, Keogh plans, etc.)

How do I verify my income? (Income Tax and income information)

The documents that we can now accept to verify your income tax information have changed based on policy changes from the U.S. Department of Education. You will need to provide a tax transcript from the IRS if you did not file your FAFSA using the IRS Data Retrieval Tool. These are the only two ways to verify income tax data.

If you did not initially use the IRS Data Retrieval when you first applied for financial aid and you have filed your taxes with the IRS, you should log into your FAFSA at www.fafsa.ed.gov and make a correction to use the IRS Data Retrieval Tool to update your tax information.

If you do not, or cannot, use the IRS Data Retrieval Tool, you will be required to obtain a tax transcript from the IRS and submit it to the Student Services Center (Financial Aid Office). **Personal copies of income tax returns can no longer be accepted.**

Order a Tax Transcript Please make sure you request a **Tax Transcript**. DO NOT request a Tax Account Transcript or Record of Account.

By Phone: Call the IRS at 1-800-908-9946, then follow the prompts to order your “Tax Transcript”

Online: Go to www.irs.gov, then select the following (**Order a Tax Return or Account Transcript**), Click “Order a Transcript” and follow the steps to complete your order.

If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript within 5 to 10 days from the time the IRS received the request.

***Mail or Hand in the completed Verification documents to:**

STUDENT SERVICES CENTER

Financial Aid

56 Univ. Blvd., PO Box 6000
Roswell, NM 88202

Fax: (575) 624-7120

Phone: (575) 624-7400, (575) 624-7431

Toll Free: (800) 243-6687

Email: financialaid@roswell.enmu.edu

***Verification worksheets (V4 and V5) CANNOT be FAXED or EMAILED. We must have ORIGINAL forms with all required signatures and with the official Notary Seal.**



2016-2017 STANDARD VERIFICATION V1

Please be sure you have read the General Verification Information Form provided before you complete this form so you understand the verification process. Complete **ALL** sections, attach the requested documentation, sign the form and return to the Financial Aid Office.

Step 1. STUDENT INFORMATION:		
First Name:	Last Name:	Student ID:
Address:		Date of Birth:
City, State, Zip:		Phone:
ENMU-ROSWELL E-mail address: _____ @ students.enmu-roswell.edu		

Step 2. FAMILY INFORMATION Check if you are independent or dependent. Fill out only the sections that pertain to your dependency status.

- INDEPENDENT STUDENTS:** List the people in your household:
- a. Yourself and your spouse, if married
 - b. Your children , if you will provide more than half of their support from July 1, 2016 through June 30, 2017
 - c. Any other people if they now live with you and you provided more than half of their support and will continue to provide more than half of their support from July 1, 2016 through June 30, 2017.
- DEPENDENT STUDENTS:** List the people in your household:
- a. Yourself, your parent(s) you live with (include stepparent)
 - b. Your parents other children if your parents will provide more than half of their support from July 1, 2016 through June 30, 2017, or if the other children would be required to provide parental information if they were completing a FAFSA for 2016-17. Include children who meet either of these standards, even if they do not live with your parent(s).
 - c. Any other people if they now live with your parents and your parents have provided more than half of their support and will continue to provide more than half of their support from July 1, 2016 through June 30, 2017.

First and Last Name*	Age	Relationship	Name of College in 2015-2016**	Enrolled at least ½ time
1. <i>(Student)</i>		SELF	<i>ENMU Roswell</i>	
2.				
3.				
4.				
5.				
6.				

*Proof of financial support may be requested. **Proof of enrollment in 2016-2017 may be requested.
If you need more space, attach a separate page that includes your name and STUDENT ID at the top.

Step 3. STUDENT INCOME INFORMATION Please check one box that applies to you:

- I used the data retrieval tool on the FAFSA. (The IRS data retrieval tool allows students to transfer their income information from the IRS directly to the FAFSA.) If you used this tool you will NOT need to submit 2015 IRS tax return transcripts.
- *I was unable or chose not to use the IRS Data Retrieval Tool on the FAFSA, and I will submit to the school a **2015 IRS tax return transcript. (We may request W2's if we need additional income information)**
- I was unemployed and had no income earned from work in 2015.
- I was employed in 2015 and did not file a tax return and I am not required to file a 2015 tax return. Please list below the names of all the student's employers, the amount earned from each employer in 2015. **(All W-2's are required)**

Name of employers in 2015	Total amount earned in 2015
1.	\$
2.	\$
3.	\$
4.	\$

***TO OBTAIN AN IRS TAX RETURN TRANSCRIPT, REFER TO THE VERIFICATION INFORMATION FORM FOR DIRECTIONS ON HOW TO ORDER ONE.**

Step 4. PARENT OR SPOUSE INCOME INFORMATION Please check one box that applies:

- The parent (s)/spouse HAVE used the data retrieval tool on the FAFSA. (The IRS data retrieval tool allows parents(s)/spouse to transfer their income information from the IRS directly to the FAFSA.) If the parent(s)/spouse used this tool they will NOT need to submit 2015 IRS tax return transcripts.
- *The parent/spouse is unable or chooses not to use the IRS Data Retrieval Tool on the FAFSA, and the parent(s)/spouse will submit to the school a **2015 IRS tax return transcript. (We may request W2's if we need additional income information)**
- The parent/spouse was unemployed and had no income earned from work in 2015.
- The parent(s)/spouse were employed in 2015 and did not file a tax return and is not required to file a 2015 tax return. Please list below the names of all the parent's/spouse employers, the amount earned from each employer in 2015. **(All W2's required)**

Name of employers in 2015	Total amount earned in 2015
1.	\$
2.	\$
3.	\$
4.	\$

***TO OBTAIN AN IRS TAX RETURN TRANSCRIPT, REFER TO THE VERIFICATION INFORMATION FORM FOR DIRECTIONS ON HOW TO ORDER ONE.**

Step 5. (SNAP) Supplemental Nutrition Assistance Program (Food Stamps)

Did you/ and or someone in your household receive SNAP (food stamps) in 2014 or 2015?

YES NO

Step 6. CHILD SUPPORT PAID. Check the box that applies.

- Student or Spouse paid Parent or Step-parent paid Did NOT pay child support in 2015

List below the name of the person who paid child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that was paid in 2015 for each child. Documentation of child support payments may be requested. *If you need more space, attach a separate page that includes your name and STUDENT ID at the top.*

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	<u>Annual</u> Amount of Child Support Paid 2015
<i>Martha Jones (example)</i>	<i>Jona Smith</i>	<i>Terry Smith</i>	<i>\$4000</i>

Step 7. UNTAXED INCOME AND ASSET INFORMATION

DO NOT leave any questions blank. If it's not applicable, put "0"	Student/Spouse	Parent(s)
Child support received for ALL of your children. Don't include foster care or adoption payment.	\$	\$
Other untaxed income not reported on the previous Questions, such as workers' compensation, disability, etc.	\$	\$
Money received, or paid on your behalf (e.g., bills), not reported elsewhere on form.	\$	\$

Step 8 – CERTIFICATION AND SIGNATURES

Please return this form and all required attachments within two weeks. Incomplete worksheets and documentation will cause delays in processing your financial aid.

By signing this worksheet, I (we) certify that all of the information reported is complete and accurate.

*One parent's signature is required for dependent students. **Spouse signature required if 2015 income taxes were filed separately.

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

_____	_____	_____	_____
Student Signature	Date	*Parent Signature	Date
_____	_____		
**Spouse Signature	Date		