



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 CUSTOM VERIFICATION V4

Student Services Staff signature

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. (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 3. CHILD SUPPORT PAID Check the box that applies. Complete this section if someone in student's or student's parent's household paid child support in 2015.

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	Annual Amount of Child Support Paid 2015
<i>Martha Jones (example)</i>	<i>John Smith</i>	<i>Terry Smith</i>	<i>\$4000</i>

Step 4. Documentation of Identity & Statement of Purpose

1. How will you submit this form? In-person _____ If **"in-person"** follow directions in Box A
 By mail _____ If **"by mail"** follow directions in Box B

BOX A: Complete and submit this form in-person. Students must bring in original current government issued photo ID. (Driver's License, Passport, Military ID, etc.) Staff will make a copy of the original. Copies will not be accepted.

(STUDENT) Read and sign the following statement of purpose.

I certify that I _____ am the individual signing 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 costs of attending ENMU-Roswell for 2016-2017.

Student Signature: _____ Date: _____

(Student Services Staff) Is copy of photo ID attached? YES _____ NO _____ SSS initial & date _____

BOX B: If you are unable to appear in person at ENMU-Roswell, complete and sign this form in the presence of a Notary Public. Mail the original form with Notary's signature and seal or stamp to the ENMU-R Financial Aid Office.

1. Attach a clear, readable copy of the student's current government issued photo ID (Driver's License, Passport, Military ID, etc.) Copy of photo ID is attached: YES _____
 NO _____ If "no" verification is incomplete and you will not be awarded financial aid.
2. Read and sign the following statement of purpose in front of a Notary.

I certify that I _____ am the individual signing 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 ENMU-R for 2014-2015.

Student Signature: _____ Date: _____

In the State of _____ and city/county of _____ on (date) _____, before me
 (Notary's name) _____ personally appeared (student name) _____
 and provided me on basis of satisfactory evidence identification (type of gov't issued photo ID) _____
 to be the above named person who signed the foregoing instrument.

Witness my hand and official seal:

Notary Signature: _____ Date: _____

My commission expires on this date: _____

Step 5. Student's Proof of High School Completion

The school must have documentation the student completed high school or its accepted equivalent.

1. Did you previously submit documentation of high school, home school, or GED completion to ENMU-ROSWELL:
 YES _____ If 'yes' initial the statement below.

Student initials _____ I previously submitted a copy of my official high school or GED transcript or homeschool credential to ENMU-R. If, upon review, this document is not sufficient I will submit additional required documentation.

NO _____ If 'no' go to the list below and **SELECT ONLY ONE** of the following choices, **CHECK** the line, and provide an official copy of one of the following to the Student Services Center;

_____ Final official high school transcript showing graduation date

_____ GED official transcripts

_____ An acceptable homeschool completion credential meeting New Mexico and ENMU-Roswell requirements

If you cannot provide one of these documents please contact the Financial Aid Office.

Step 6 – 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 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