



University Financial Aid  
and Scholarship Services

**2023-24 Institutional Verification Form**

Student Name: \_\_\_\_\_ Aggie ID: \_\_\_\_\_  
LAST FIRST MI

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please read and complete this form carefully. For tables, read and fill out sections down and across.**

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for a review process called verification. If there are differences between your FAFSA and the verification information provided, we will recalculate your financial aid eligibility and send you an updated award. Delays in completion and submittal of this form may result in limited funding for the academic year. *If needed, we reserve the right to request additional documents that are not specified on this form.*

**TABLE 1: List all the people in your household** with their names and ages and other applicable information from across the table.

**If you are a dependent**, include yourself, your parent(s), (including step-parents), and other dependent children if (your parent(s) will provide more than half of their support from July 1, 2023 through June 30, 2024, or if the children would be required to provide parental information when completing the FAFSA. Also write the name of the college for any family member, (excluding parent(s) if they attend college), who will be attending college at least six credit hours. **Fill out each applicable section across the table.**

Full names of those in household (Parent(s) must be listed for dependent students)	Student ID	Age	Relationship to student (parent, brother/sister, etc.)	Will this person attend college half-time (6 credit hours) or more in 2023-24		Print the name of the college and degree program the student is pursuing (i.e. A.A., B.A., B.S., M.A., PhD)  <b>Student Example: NMSU-BA</b>
				Yes	No	
1. List yourself here:			SELF			NMSU - _____
2.						
3.						
4.						
5.						
6.						

1. Did any household members receive any SNAP benefits in 2021 or 2022?

Yes, I (the student) have.     Yes, my parents have.     No, no one has received SNAP benefits.

2. Did any household members pay child support\* in 2021?

Yes, I (the student) paid child support.     Yes, my parents paid child support.     No, no one paid child support.

\*If yes was selected, please attach the **Child Support Paid Form** found at [fa.nmsu.edu/2023-24-verification-forms](https://fa.nmsu.edu/2023-24-verification-forms)

**Incomplete sections may result in delayed processing and disbursement of financial aid**

**TABLE 2:** Complete this table by checking the appropriate boxes down from each section, and then read across to confirm what required documents you must submit for both student and parent(s). **Dependent students** must provide parent(s) documents.

Student Income	Parent Income	Submit the Required Documents
<input type="checkbox"/> I filed or will file a 2021 Federal Income Tax Return	<input type="checkbox"/> I filed or will file a 2021 Federal Income Tax Return	<p><b>2021 IRS Tax Return Transcript.</b> You may request an IRS Tax Return Transcript online at <a href="https://irs.gov/individuals/get-transcript">irs.gov/individuals/get-transcript</a> or by calling 1-800-908-9946.</p> <p>Using the IRS Data Retrieval Tool to transfer your tax information into your FAFSA will waive the requirement of the Tax Return Transcript.</p>
<input type="checkbox"/> I worked but am not required to file a 2021 Federal Income Tax Return*.  Note: Work-study is income and a W-2 is required.  *If you were required to put parent tax information on the FAFSA, do not submit a Verification of Nonfiling Form from the IRS for yourself.	I worked but am not required to file a 2021 Federal Income Tax Return.	<p><b>2021 W-2 Form(s) or other earning statement from employer(s).</b> If you have misplaced your W-2(s), you may request a duplicate from your employer(s).</p> <p><b>2021 Non-Filing Letter:</b> You may request this IRS document online at <a href="https://irs.gov/individuals/get-transcript">irs.gov/individuals/get-transcript</a> or by calling 1-800-908-9946. You may have to submit a 4506-T form, found at <a href="https://irs.gov/forms-instructions">irs.gov/forms-instructions</a>, and check box 7. You will receive a <b>Statement of Verification of Nonfiling</b> from the IRS; submit this Statement to the Financial Aid Office. <i>If both parents did not file then a Statement of Verification of Non-Filing is required for each parent.</i></p> <p>Also, <b>please complete Table 3 below.</b></p>
<input type="checkbox"/> I did not work and will not file a 2021 Federal Income Tax Return*.  *If you were required to put parent tax information on the FAFSA, do not submit a Verification of Nonfiling Form from the IRS for yourself.	I did not work and will not file a 2021 Federal Income Tax Return.	<p><b>2021 Non-Filing Letter:</b> You may request this IRS document online at <a href="https://irs.gov/individuals/get-transcript">irs.gov/individuals/get-transcript</a> or by calling 1-800-908-9946. You may have to submit a 4506-T form, found at <a href="https://irs.gov/forms-instructions">irs.gov/forms-instructions</a>, and check box 7. You will receive a <b>Statement of Verification of Non-filing</b> from the IRS; submit this Statement to the Financial Aid Office. <i>If both parents did not file then a Statement of Verification of Non-Filing is required for each parent.</i></p>

**TABLE 3:** Complete this section if you checked the box above that indicates the student and spouse, or parent, worked but will not file and are not required to file a 2021 income tax return with the IRS but have earned income.

Parent or Student Income?	Employer's Name	2021 Amount Earned	IRS W-2 Provided? If not, please explain.
Student	Al's Auto Body Shop (example)	\$2,000.00	Yes
Parent	Pete's Restaurant Supply (example)	\$2,000.00	No, the store is no longer in business.

By signing below, I/we certify that all the information reported on this worksheet is complete and correct. **For dependent students, the student and one parent must sign.** Warning: purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both. **WET SIGNATURE REQUIRED.**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to the Financial Aid Office at your primary campus.**  
*If you choose to email this form, please use your myNMSU email for security purposes.*