General Information Memorandum

ISD-GI 18-04

TO: ISD Employees

FROM: Mary Brogdon, Director, Income Support Division

RE: 2017 Annual Recipient Benefit Statements

DATE: January 16, 2018

This GI is to inform staff that the 2017 Annual Recipient Benefit Statements have been mailed to all cash assistance recipients. The cash assistance recipients will receive the “Annual Recipient Benefit Statement,” ISD 151 (sample attached, page 2). Cash assistance recipients must use this statement with filing their annual income tax returns.

If a cash recipient has not received an ISD 151, or it has been lost or damaged, ISD staff may reprint the ISD 151 (sample attached, page 3), in correspondence history in ASPEN.

Non-deliverable statements returned by the U.S. Postal Services shall be forwarded to the Central ASPEN Scanning Unit (CASA) for handling.

If you have any questions regarding this GI, please contact Suzanne Duran-Vigil at 505-827-7289 or SuzanneP.Duran-Vigil@state.nm.us.
INCOME SUPPORT DIVISION
CENTRAL ASPEN SCANNING AREA
P.O. BOX 830
BERNALILLO NM 87004
PHONE NUMBER: (800) 263-4455
FAX NUMBER: (855) 804-8960

NEW MEXICO HUMAN SERVICES DEPARTMENT
PO BOX 830
BERNALILLO NM 87004-9906

Case Number:
Date: January 15, 2018

ANNUAL RECIPIENT BENEFIT STATEMENT

TAXPAYER COPY

This is a statement of assistance paid by the New Mexico Human Services Department to you and any other members of your family during the calendar year 2017 under your Tax ID number.

DIRECT FINANCIAL ASSISTANCE PAYMENTS

$ 1469.20

This information is to be reported on line 07 of the rebate schedule of the New Mexico personal income tax form. Attach one copy of this statement to the completed rebate schedule and file with your state income tax form PIT-RC.

You are urged to file this statement as you may be entitled to a rebate from the state of New Mexico. If you need help to complete your state income tax form, call the nearest district office of the New Mexico Taxation and Revenue Department or your local Volunteer Income Tax Assistance (VITA) person.

ANNUAL RECIPIENT BENEFIT STATEMENT

STATE INCOME TAX COPY

Income Support Division PO Box 2348 – Santa Fe, NM 87504 Phone: (505) 827-7250 Fax: (505) 827-7203
The following are the steps to be taken to reprint the ISD 151 Annual Recipient Benefit Statement.

Go to Left Navigation and select Correspondence and then View History
Enter Case Number
Print Begin Date: 1/1/2018
Print End Date: 2/1/2018
Document Title: ISD 151 Annual Recipient Benefit Statement
Then click on Search

The Search results will be displayed. Click on the Radio Button and click on next.

Then click on Local Print

Income Support Division PO Box 2348 – Santa Fe, NM 87504 Phone: (505) 827-7250 Fax: (505) 827-7203