General Information Memorandum

ISD-GI 19-02

TO: ISD Employees
FROM: Judy Parks, Deputy Director
RE: 2018 Annual Recipient Benefit Statements
DATE: January 7, 2019

This GI is to inform staff that the 2018 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 destroyed, 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 must be forwarded to the Central ASPEN Scanning Area (CASA) for handling. CASA will scan the non-deliverable statement in the individual’s Electronic Case File (ECF).

If you have any questions regarding this GI, please contact Patricia Lucero at 505-827-6780 or email at PatriciaR.Lucero2@state.nm.us
INCOME SUPPORT DIVISION
CENTRAL ASPEN SCANNING AREA
P.O. BOX 830
BERNALILLO NM 87004
PHONE NUMBER: (800) 283-4465
FAX NUMBER: (505) 804-8960

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

Case Number: 
Date: January 10, 2019

ANNUAL RECIPIENT BENEFIT STATEMENT

TAXPAVER 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 2018 under your Tax ID number.

DIRECT FINANCIAL ASSISTANCE PAYMENTS

$ 207.00

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

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 2018 under your Tax ID number.

DIRECT FINANCIAL ASSISTANCE PAYMENTS

$ 207.00

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.
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: 1/1/2019
Print End Date: 2/1/2019
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.

Search Results
Select | Issued To | Document Description | Print Date | Print Type | Print Mode | Date Received
---|---|---|---|---|---|---
Client | ISD 151 - Annual Recipient Benefit Statement | 01/10/2019 | Original | Central Print |
| History Correspondence Detail: ISD 151 - Annual Recipient Benefit Statement |
|-------------------|-------------------|-------------------|
| ID Type           | Case              | Date Requested    | 01/10/2019        |
| Case or Application or Vendor or Individual # |                  | User ID:          | BICSTMTALY        |
| Print Mode        | Central Print     | Print Type:       | Original          |
| Recipients        | [Client]          |                  |                  |

Then click on Local Print