General Information Memorandum

ISD-GI 17-03

TO: ISD Employees
FROM: Sean Pearson, Deputy Secretary, Income Support Division
RE: 2016 Annual Recipient Benefit Statements
DATE: January 11, 2017

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 mutilated, 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 (CASU) 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.
ANNUAL RECIPIENT BENEFIT STATEMENT

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 2016 under your Tax ID number.

DIRECT FINANCIAL ASSISTANCE PAYMENTS

$ 1151.00

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

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

Case Number:
Date: January 1, 2017
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
Then click on Local Print

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**History Correspondence Detail:** ISO 151 - Annual Recipient Benefit Statement

- **ID Type:** Case
- **Case or Application or Vendor or Individual #:**
- **Print Mode:** Central Print
- **Date Requested:** 01/01/2017
- **User ID:** BCSTHITALY
- **Print Type:** Original

**Recipients:** [Client]