

Michelle Lujan Grisham, Governor David R. Scrase, M.D., Secretary-Designate

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

PO Box 2348 - Santa Fe, NM 87504

Phone: (505) 827-7250 Fax: (505) 827-7203



INCOME SUPPORT DIVISION
CENTRAL ASPEN SCANNING AREA
P.O. BOX 830
BERNALILLO NM 87004
PHONE NUMBER: (800) 283-4465
FAX NUMBER: (855) 804-8960



Case Number:

Date:

January 10, 2019



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 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 reloate 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

\$ 207.0

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 reloate 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.



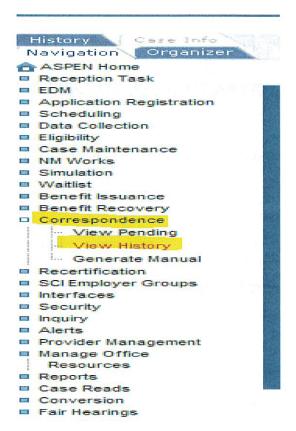
Page 1 of 2



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



Phone: (505) 827-7250 Fax: (505) 827-7203

Enter Case Number

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

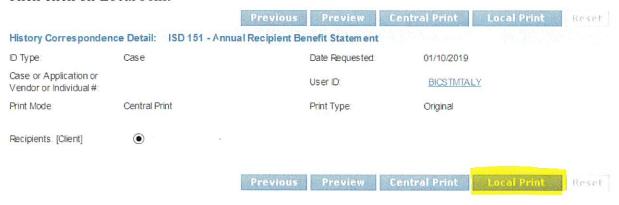
Document Title: ISD 151 Annual Recipient Benefit Statement

Then Click on Search

Search Criteria	
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Record Set 1 of 1

Then click on Local Print



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