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## General Information Memorandum

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**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](mailto:SuzanneP.Duran-Vigil@state.nm.us).



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 1, 2017

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




ANNUAL RECIPIENT BENEFIT STATEMENT

TAX PAYER 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 2016 under your Tax ID number.

DIRECT FINANCIAL ASSISTANCE PAYMENTS

\$ 1151.00

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-R.

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

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: 1/1/2017  
Print End Date: 2/1/2017  
Document Title: ISD 151 Annual Recipient Benefit Statement  
Then Click on Search

**Search Criteria**

Case:  Application:  Vendor:  FERL / SSN / Facility:  Individual ID:

+ Case or Application or Vendor or FERL or SSN # or Facility # or Individual ID: [Redacted]

Print Begin Date: 01 / 01 / 2017 Print End Date: 02 / 01 / 2017

Print Mode: [Dropdown]

Document Title: ISD 151 - Annual Recipient Benefit Statement [Dropdown]

Display Suppressed Correspondence:

[Reset](#) [Search](#)

**Search Results**

Select	Issued To	Document Description	Print Date	Type	Print Mode	Date Received
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The Search results will be displayed. Click on the Radio Button and click on next.

**Search Criteria**

Case:  Application:  Vendor:  FERL / SSN / Facility:  Individual ID:

+ Case or Application or Vendor or FERL or SSN # or Facility # or Individual ID: [Redacted]

Print Begin Date: 01 / 01 / 2017 Print End Date: 02 / 01 / 2017

Print Mode: [Dropdown]

Document Title: ISD 151 - Annual Recipient Benefit Statement [Dropdown]

Display Suppressed Correspondence:

[Reset](#) [Search](#)

**Search Results**

Select	Issued To	Document Description	Print Date	Print Type	Print Mode	Date Received
<input checked="" type="radio"/>	Client	ISD 151 - Annual Recipient Benefit Statement	01/01/2017	Original	Central Print	

Record Set 1 of 1  
[Next](#)

Then click on Local Print

History Correspondence Detail ? \* U

Case Name: Case #: Case Action: Case Status: Approved

Previous Preview Central Print Local Print Reset

History Correspondence Detail: ISD 151 - Annual Recipient Benefit Statement

ID Type	Case	Date Requested	01/01/2017
Case or Application or Vendor or Individual #		User ID:	BICSTITALY
Print Mode	Central Print	Print Type	Original
Recipients [Client]	<input checked="" type="radio"/>		

Previous Preview Central Print Local Print Reset

RESCINDED

**RESCINDED**