

Susana Martinez, Governor Brent Earnest, Secretary Sean Pearson, Deputy Secretary

## **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 with receive the "Annual Recipient Benefit Statement," ISD 151 (sample attached, page 2). Sash assistance recipients must use this statement with filing their annual income tax returns.

If a cash recipient has not received an ISD 151 or near the 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 (CAS) for halling.

If you have any questions garding this of, please contact Suzanne Duran-Vigil at 505-827-7289 or Suzanne P.Duran-Vigil at 505-827-



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



## ANNUAL RECIPIENT BENEFIT TATEMENT

TA Y ER COPY

This is a statement of assistance paid by the New Mexico Human Senso. Departs of 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 in equile of the N
Mexico personal income tax form. Attach one copy of this statement to the completed rebate schedule and file with your statement and file wi

You are urged to file this statement as you by Delenia a rebate from the state of New Mexico. If you need help to complete your state income tax form, call the hearest district office of the New Mexico 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

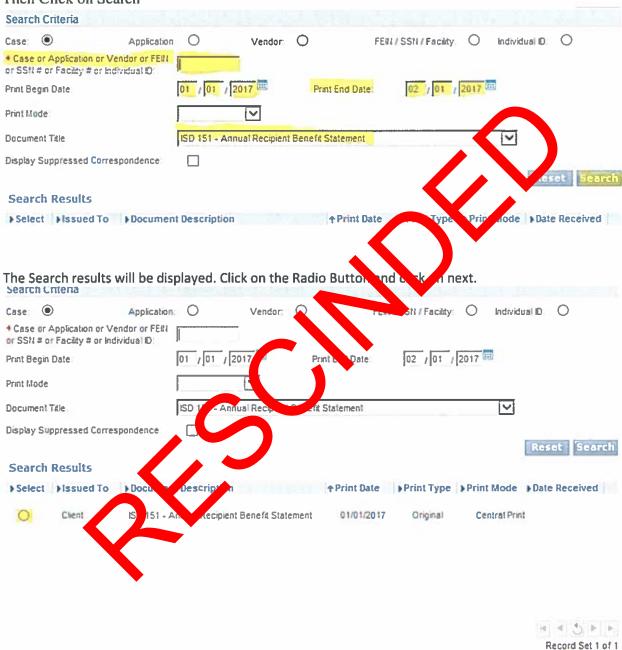


Enter Case Number

Print Begin Date: 1/1/2017 Print End Date: 2/1/2017

Document Title: ISD 151 Annual Recipient Benefit Statement

Then Click on Search



## Then click on Local Print History Correspondence Detail (?) (\*) Case Name: Case #: Case Action: Case Status: Approved Previous Preview Central Print Local Print History Correspondence Detail: ISD 151 - Annual Recipient Benefit Statement ID Type: Case Date Requested 01/01/2017 Case or Application or User ID: BICSTMTALY Vendor or Individual # Print Mode: **Central Print** Print Type Original Recipients [Client] • Reset