



**HUMAN SERVICES**  
DEPARTMENT

Susana Martinez, Governor  
Brent Earnest, Secretary  
Mary Brogdon, Director

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## General Information Memorandum

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**ISD-GI 18-04**

**TO:** ISD Employees  
**FROM:** Mary Brogdon, Director, Income Support Division  
**RE:** 2017 Annual Recipient Benefit Statements  
**DATE:** January 16, 2018

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 damaged, 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 (CASA) for handling.

If you have any questions regarding this GI, please contact Suzanne Duran-Vigil at 505-827-7289 or [SuzanneP.Duran-Vigi@state.nm.us](mailto:SuzanneP.Duran-Vigi@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**



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**Case Number:**  
**Date:** January 15, 2018

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


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**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 2017 under your Tax ID number.

**DIRECT FINANCIAL ASSISTANCE PAYMENTS**

\$ 1469 20

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.

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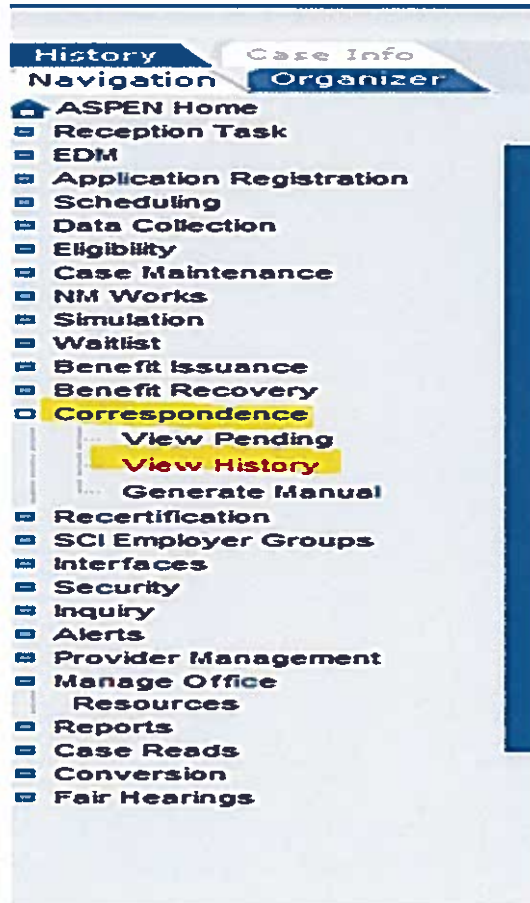
**ANNUAL RECIPIENT BENEFIT STATEMENT**



**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: 1/1/2018  
 Print End Date: 2/1/2018  
 Document Title: ISD 151 Annual Recipient Benefit Statement  
 Then Click on Search

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

\* Case or Application or Vendor or FEIN or SSN # or Facility # or Individual ID:

Print Begin Date:  Print End Date:

Print Mode:

Document Title:

Display Suppressed Correspondence:

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

The Search results will be displayed. Click on the Radio Button and click on next.

**Search Criteria**

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

\* Case or Application or Vendor or FEIN or SSN # or Facility # or Individual ID:

Print Begin Date:  Print End Date:

Print Mode:

Document Title:

Display Suppressed Correspondence:

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

**Search Results**

[Select](#) | [Issued To](#) | [Document Description](#) | [Print Date](#) | [Print Type](#) | [Print Mode](#) | [Date Received](#)

Client	Document Description	Print Date	Print Type	Print Mode	Date Received
<input checked="" type="radio"/>	ISD 151 - Annual Recipient Benefit Statement	01/19/2017	Original	Central Print	

Record Set 1 of 1  
[Next](#)

Then click on Local Print

History Correspondence Detail [?](#) [★](#) [🔊](#)

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:	01/19/2017
Case or Application or Vendor or Individual #:	...	User ID:	<a href="#">RIGSTMTALY</a>
Print Mode:	Central Print	Print Type:	Original

Recipients [Client]

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