



NEW MEXICO OFFICE OF THE STATE AUDITOR FINANCIAL ASSISTANCE CHECKLIST

Please submit a copy of this checklist to the OSA along with your application and required documentation.

THE APPLICATION PROCESS

- ☐ A. Determine the correct type of reporting requirements and audit services needed by the agency by completing "Tier Determination Form."
 - I. If the agency has determined that audit services are not required for a particular year (only a tier 1 or 2 self-certification form is required), please fill out a Tier Certification Form through the online portal OSA Connect. An electronic signed copy must be submitted and uploaded to the agency's portal. Hard copies are no longer accepted.
- ☐ B. Complete the application form.
- ☐ C. Include all supporting documentation (e.g. Tier Determination Form, annual financial reports, financial statements, bank statements, etc.).
- ☐ D. Ensure that all forms requiring a signature are signed by the appropriate individuals within your agency.
- ☐ E. Complete this checklist for submission with the Financial Assistance Packet.
- ☐ F. The priority deadline for small political subdivisions to submit the Financial Assistance Packet (signed application form, supporting documentation and this checklist) to the OSA is **September 4, 2020, by email or mail delivery only** (*forms must be emailed or postmarked by September 4, 2020 for the priority deadline*).
- ☐ G. Submit any required form for compliance with prior years if Tier Certifications were not previously submitted.