



Maryland Higher Education Commission
 Office of Student Financial Aid
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 MHEC.MARYLAND.GOV

DEPENDENT STUDENT Verification Worksheet 2025-26 Academic Year

IMPORTANT: FOLLOW INSTRUCTIONS CLOSELY. This form must be filled out correctly, in full, and signed by both the student and a parent. Failure to follow instructions will delay or prevent processing of State financial aid awards.

The Maryland Higher Education Commission (MHEC) has selected your 2025-26 Free Application for Federal Student Aid (FAFSA) or MHEC One-App application for verification. State financial aid awards will not be finalized until all verification requirements are met.

A. Student Information

_____ / _____ / _____
 Last Name First Name M.I. Date of Birth (MM/DD/YYYY)

_____ / _____
 Last Four Digits of SSN MHEC ID#

- If you do not have a Social Security Number, write 0000.
- Your MHEC ID# is the unique identifier for your MDCAPS account and can be found at the top of the screen after login: <https://mdcaps.mhec.state.md.us/MDCAPS/login.aspx>

B. Family Size **List below the people that reside in your parent(s)' household:**

- Include yourself (even if you do not live with your parent[s]);
- Your parent(s) and your parent(s)' other children.
- Write each person's current age and relationship to you, the student.
- If your parent is remarried, list the stepparent. If your parents are not married but live together, list both parents.
- In the 2025-26 College/University column, write the college or university the individual plans to enroll for the 2025-26 academic year, or write N/A or leave blank if they will not be enrolled in college.

If more space is needed, attach a separate page with student's name and MHEC ID# at the top.

Full Name	Age	Relationship	2025-26 College/University
EX: Jane Smith	14	Sister	N/A
		SELF (Student)	

C. Student Income and Tax Information **Check the box that applies:**

- I, the student, have filed taxes for 2023 and I have successfully transferred 2023 Federal Tax Information from the IRS into my FAFSA.
- I, the student, have filed taxes for 2023, but I have not or could not transfer 2023 Federal Tax Information from the IRS to my FAFSA, and I am providing MHEC with a copy of my 2023 IRS Tax Return Transcript OR Signed 1040 IRS Tax Return. **If you completed the MHEC One-App for undocumented students and filed taxes, you must select this option.**
- I, the student, did not file taxes for 2023, was not employed, and have no income earned from work in 2023.
- I, the student, did not file taxes for 2023, but was employed, have income earned from work, and have listed below the names of my employers and the amount earned from each employer in 2023.

- List below the names of all employers and the amount earned from each employer.
- Must submit W-2 forms for each employer or 1099-MISC.

If more space is needed, attach a separate page with student's name and MHEC ID#

Employer's Name	2023 Income Earned	Issued W-2?

D. Parent(s) Income and Tax Information **Check the box that applies:**

If two parents were reported in Section B of this worksheet, the instructions and certifications below refer to both parents.

- I/We, the parent(s), have filed taxes for 2023 and have successfully transferred 2023 Federal Tax Information from the IRS into the student's FAFSA.
- I/We, the parent(s), have filed taxes for 2023, but have not or could not transfer 2023 Federal Tax Information from the IRS to the student's FAFSA, and will be providing MHEC with a copy of my/our 2023 IRS Tax Return Transcript OR Signed 1040 IRS Tax Return. **If a student completed the MHEC One-App for undocumented students and their parent(s) filed taxes, they must select this option.**
- I/We, the parent(s), did not file taxes for 2023, was/were not employed, and have no income earned from work in 2023.
- I/We, the parent(s), did not file and was/were not required to file taxes for 2023, but was/were employed, have income earned from work, and have listed below the names of my/our employers and the amount earned from each employer in 2023.
 - List below the names of all employers and the amount earned from each employer.
 - Must submit W-2 forms for each employer or 1099-MISC.

If more space is needed, attach a separate page with student's name and MHEC ID#

Who Earned Income?	Employer's Name	2023 Income Earned	Issued W-2?

How to Obtain a 2023 IRS Tax Transcript:

- **ONLINE** – Go to <http://www.irs.gov/individuals/get-transcript>. Click “**Get Transcript ONLINE.**” Make sure to request the “IRS Tax Return Transcript” and NOT the “IRS Tax Account Transcript.” To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **MAIL** – Go to <http://www.irs.gov/individuals/get-transcript>. Click “**Get Transcript by MAIL.**” Make sure to request the “IRS Tax Return Transcript” and NOT the “IRS Tax Account Transcript.” The transcript is generally received within 10 business days from the IRS's receipt of the online request.

E. Untaxed Income **Both student and parent(s) need to check the box that applies to them:**

Examples of untaxed income include: contributions to IRA, child support, inheritance, etc.

- I, the **student**, did not receive other untaxed income in 2023.
- I, the **student**, received other untaxed income in 2023 and will list the type(s) and amount in the below table.
If more space is needed, attach a separate page with student's name and MHEC ID#
- I/We, the **parent(s)**, did not receive other untaxed income in 2023.
- I/We, the **parent(s)**, received other untaxed income in 2023 and will list the type(s) and amount in the below table.
If more space is needed, attach a separate page with student's name and MHEC ID#

Who Earned Income?	Source(s) of Untaxed Income	2023 Amount Received

Double check you have completed all sections A-E above correctly.
 Your consideration for need-based State financial aid programs will be delayed or prevented if this form is incomplete and supporting documentation is not submitted by the published deadlines.

F. Certification and Signature **Typed signatures are not permitted. STUDENT AND ONE PARENT MUST SIGN.**
Wet signatures (signed in ink) or verified e-signatures are permitted. Improper or missing signatures will result in this document being rejected.

Each person signing below certifies that all of the information provided is true and complete to the best of the signee’s knowledge, and agrees to provide documentation that will verify the accuracy of the information reported.

 Student Signature

 Date

 Parent Signature

 Date

Upload this form and all required documents to MHEC via your MDCAPS account. Select *Electronic File Upload* from the home dashboard and follow prompts to submit.

All documents must be submitted to MHEC by the published deadline.
<https://mhec.maryland.gov/preparing/Pages/Important-Scholarship-and-Grant-Deadlines.aspx>

Submit online via your MDCAPS account:
<https://mdcaps.mhec.state.md.us/MDCAPS/login.aspx>