



**Maryland Higher Education Commission**  
 Office of Student Financial Aid  
 6 N. Liberty Street, Ground Suite, Baltimore, MD 21201  
 (410) 767-3300; (800) 974-0203  
 TTY for the Deaf – (800) 735-2258  
 MHEC.MARYLAND.GOV

# PARENT(S) VERIFICATION OF NON-FILING FORM 2025-26 Academic Year

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

The Maryland Higher Education Commission (MHEC) has selected the below student's 2025-26 Free Application for Federal Student Aid (FAFSA) or MHEC One-App application for verification. The FAFSA/MHEC One-App indicated that the student's parent(s) did NOT FILE a 2023 federal IRS Tax Return. 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 student does not have a Social Security Number, write 0000.
- MHEC ID# is the unique identifier for an MDCAPS account and can be found at the top of the screen after login:  
<https://mdcaps.mhec.state.md.us/MDCAPS/login.aspx>

2023 IRS Federal Minimum Income Tax Filing Requirements			
<i>Most people under 65 must file a federal tax return if their 2023 gross earned income was at least:</i>			
<b>Single</b>	\$13,850	<b>Head of household</b>	\$20,800
<b>Married, filing joint return</b>	\$27,700	<b>Qualifying surviving spouse</b>	\$27,700
<b>Married, filing separately</b>	\$5		

## B. Parent(s) 2023 Filing Status Check the box in each column (Work and File Taxes) that applies.

Both parent(s) considered in student's family size should be listed below. This would include stepparent if parent has remarried. If there is only one parent, write N/A in the second line.

In 2023 did you:	Work?		File Taxes?	
Parent Name:	Yes	No	Yes	No

## C. Parent(s) Certification of Non-Filing Check the box that applies. If neither applies, write N/A:

### Parent One:

- I, \_\_\_\_\_, the parent of the above student, certify I did not work in 2023, and the IRS has no record of a filed Form 1040 for the tax year 2023.
- I, \_\_\_\_\_, the parent of the above student, certify I did work in 2023, but I was not required to file a tax return for the 2023 year. I am providing MHEC all requested documentation to prove income earned from work.

### Parent Two:

- I, \_\_\_\_\_, the parent of the above student, certify I did not work in 2023, and the IRS has no record of a filed Form 1040 for the tax year 2023.
- I, \_\_\_\_\_, the parent of the above student, certify I did work in 2023, but I was not required to file a tax return for the 2023 year. I am providing MHEC all requested documentation to prove income earned from work.

**D. Documentation of Support** ONLY complete this section if the above student's parent(s) did NOT report any income on the FAFSA or MHEC One-App.

List below all money received/paid on your behalf from family and/or friends from January 2023 through December 2023. This information is required in order to document how the student and their parent(s) paid living expenses during the 2023 tax year instead of income earned from work.

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

<p><b>Consider all aspects of your living expenses</b>, including: housing (rent, mortgage), utilities (gas, electricity, water, internet, phone), transportation (car payments, gas, insurance, public transit), food/groceries, miscellaneous items (clothes, entertainment) and other money received.</p>	Name of Person Who Paid		Relationship to Student		2023 Total Amount	
In 2023, did you, the parent, receive any of the following? Write yes or no next to each.						
Social Security Benefits		SNAP (Food Stamps)		Cash Support (TANF, AFDC, etc.)		

**Double check you have completed all sections A-D correctly and as instructed.**

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.

**E. Certification and Signature** Typed signatures are NOT permitted. Only one parent needs to sign. Wet signatures (signed in ink) or verified e-signatures are permitted. Improper or missing signatures will result in this document being rejected.

The 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.

\_\_\_\_\_  
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 student's MDCAPS account:**  
<https://mdcaps.mhec.state.md.us/MDCAPS/login.aspx>