



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

DEPENDENT STUDENT
Verification Worksheet
Guaranteed Access Grant
2023-2024 Academic Year

FOR **PRIORITY CONSIDERATION** RETURN THIS FORM TO MHEC BY **MARCH 15, 2023**

SECTION A: STUDENT INFORMATION (PLEASE PRINT)

Last Name: _____ First Name: _____ MI: _____
MHEC ID#: [][][][][][][][] Date of Birth: ____/____/____ (MM/DD/YYYY)
Last 4 digits of SSN: [][][][]

SECTION B: FAMILY INFORMATION (PLEASE PRINT)

Number of Household Members: List the people that reside in your parents' household (*i.e. yourself, your parent(s) and siblings*). If the parent is remarried, you must include the stepparent. If your parents are not married but living together, you must list both parents as in the household.

List Full Name of All Family Members of the household	Age	Relationship to the Student	Name of College/University Attending in 2022-2023 (must be enrolled at least half-time)**
EXAMPLE: Gloria Smith	10	Sister	N/A
		SELF (STUDENT)	

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

SECTION C: TAX FORMS AND INCOME INFORMATION

COMPLETE THIS SECTION AND CHECK ONLY ONE BOX FOR EACH QUESTION:

1. **Student's tax information:**

- ☐ The student is providing MHEC with a copy of their **2021** IRS Tax Return Transcript or Signed 1040 Tax Return
- ☐ The student has used the IRS Data Retrieval Tool on the FAFSA to transfer the **2021** IRS income tax return information.

Student Non-Tax Filers:

- ☐ The student was not employed and had no income earned from work in **2021**.
- ☐ The student was employed in 2021 and has listed below the names of employers, the amount earned from each employer in 2021, and the amount earned on the W-2 and /or 1099. (**Submit copies of all 2021 W-2 and/or 1099 forms.**)

Employer's Name	Student Annual Amount Earned in 2021	Did you attach all W-2 and/or 1099 forms? (Y/N)

2. **Parent's tax information:**

- ☐ The parent is providing MHEC with a copy of their **2021** IRS Tax Return Transcript
- ☐ The parent has used the IRS Data Retrieval Tool on the FAFSA to transfer the **2021** IRS income tax return information.

Parent Non-Tax Filers:

- ☐ The parent was not employed and had no income earned from work in **2021**.
- ☐ The parent was employed in 2021 and has listed below the names of employers, the amount earned from each employer in 2021, and the amount earned on the W-2 and /or 1099. (**Submit copies of all 2021 W-2 and/or 1099 forms.**)

Employer's Name	Parent's Annual Amount Earned in 2021	Did you attach all W-2 and/or 1099 forms? (Y/N)

You may obtain a 2021 IRS Tax Return Transcript by:

- **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.

3. Untaxed Income (you must complete this section)

- Did you or your parent receive any other untaxed income? Yes No

If yes, list the type(s) of income (i.e. contributions to IRA, child support, etc.) received below and you must provide documentation of the untaxed income sources received

Source(s) of Untaxed Income	Annual Amount Received 2021

4. Documentation of support Applicants who reported no income on the Free Application for Federal Student Aid (FAFSA/MSFAA) must complete the information below

Check here if you **DID** report income on your 2023-2024 FAFSA/MSFAA (you are not required to complete this section)

List below all money received/paid on your behalf from family and/or friends from January 2021 through December 2021. The form is required in order to document how you and your parents paid living expenses during the 2021 tax year. When completing this form you should do the following:

- Report the Annual amount spent for each living expense under the “Report 2021 Annual Expenses” column
- Report the Name of person who paid the expense under the “Name of person who paid the expense” column
- Report the Name of the person who paid the expense under the “Relationship to student” column

Living Expenses	Report 2021 Annual Expense	Name of person who paid the bill or expense	Relationship to student (ex: grandparent, aunt, etc.)
Housing: Rent, mortgage			
Utilities: Gas, electricity water, phone, cable			
Transportation: Public, car payments, gas, insurance			
Food/groceries			
Miscellaneous: Clothes, entertainment			
Money Received on your behalf from family/friends			
In 2021, did you (or your parent, if married) receive any of the following?	Social Security benefits Yes No	SNAP (food stamps) Yes No	Cash support, TANF, AFDC, etc. Yes No

NOTE: Your consideration for the Guaranteed Access Grant (GAG) Program will be delayed if this form is incomplete and supporting documentation is not submitted.

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

Student’s Signature

Date

Parent’s Signature

Date

SUBMIT THIS FORM AND ALL REQUIRED DOCUMENTS TO MHEC ONLINE THROUGH YOUR MDCAPS ACCOUNT. SELECT “ELECTRONIC FILE UPLOAD” FROM THE HOMEPAGE AND FOLLOW THE PROMPTS TO BEGIN THE UPLOAD PROCESS. ALL DOCUMENTS MUST BE RETURNED TO MHEC FOR PRIORITY CONSIDERATION BY **MARCH 15, 2023**