



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

INDEPENDENT STUDENT
Verification Worksheet
Guaranteed Access Grant
2020-2021 Academic Year

RETURN THIS FORM TO MHEC & ALL REQUIRED DOCUMENTATION BY APRIL 1, 2020

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 below the people that reside in your household including yourself and your spouse (if applicable).

Full Name of All Family Members (Including those receiving at least 50% of financial support from you or your spouse)	Age	Relationship to the Student	Name of College/University Attending in 2020-2021 (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.

Note: *If the student is married, please include the student's spouse.

**Please include information about any household member who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary institution any time between July 1, 2020 and June 30, 2021.

SECTION C: TAX FORMS AND INCOME INFORMATION

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

1. Student's tax information:

- ☐ The student is providing MHEC with a copy of their **2018** IRS Tax Return Transcript and **2018** W-2(s), **2018** 1099, and/or **2018** IRS Schedule C form(s), as applicable.
- ☐ The student has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2018 IRS income tax return information into the student's FAFSA.

Student Non-Tax Filers:

- ☐ The student was not employed and had no income earned from work in 2018.

- ☐ The student was employed in 2018 and has listed below the names of all employers, the amount earned from each employer in 2018, and whether an IRS W-2, 1099, and/or IRS Schedule C form is provided. List every employer even if the employer did not use an IRS W-2 form. **(You must provide copies of all 2018 W2 forms issued to the students by their employers)**

Employer's Name	Student Annual Amount Earned in 2018	W2, 1099, and/or IRS Schedule C Provided? (Y/N)

2. Student's Spouse tax information:

- ☐ The student's spouse is providing MHEC with a copy of their **2018** IRS Tax Return Transcript and **2018** W-2(s), **2018** 1099, and/or **2018** IRS Schedule C form(s), as applicable.
- ☐ The student's spouse has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2018 IRS income tax return information into the students FAFSA.

Spouse Non-Tax Filers:

- ☐ The student's spouse was not employed and had no income earned from work in 2018.
- ☐ The student's spouse was employed in 2018 and has listed below the names of all employers, the amount earned from each employer in 2018, and whether an IRS W-2, 1099, and/or IRS Schedule C form is provided. List every employer even if the employer did not use an IRS W-2 form. **(You must provide copies of all 2018 W2 forms issued to the spouse by their employers)**

Employer's Name	Student's Spouse Annual Amount Earned in 2018	W2, 1099, and/or IRS Schedule C Provided? (Y/N)

You may obtain a 2018 IRS Tax Return 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.

3. Untaxed Income (You must complete this section)

Did you or your spouse receive child support or any other untaxed income? ☐ Yes ☐ No

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

Source(s) of Untaxed Income	Annual Amount Received 2018

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

Student's Spouse Signature

Date

Submit this form and all required documents to MHEC by April 1, 2020

By Mail: Maryland Higher Education Commission. Ground Floor Suite. 6 N. Liberty Street. Baltimore, MD 21201