



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
 2020-2021 Academic Year**

RETURN THIS FORM COMPLETED 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 parents' household in the chart below. Household members include yourself, your parent(s) and siblings, if residing in your household.

Full Name of All Family Members (Including Parents) receiving at least 50% of support from your parents)	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 parent is remarried, you must include the stepparent.
 **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 parents by their employers)**

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

2. Parent's tax information:

- The parent 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 parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2018 IRS income tax return information into the students FAFSA.

Parent Non-Tax Filers:

- The parent was not employed and had no income earned from work in 2018.
- The parent 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 parent(s) by their employers)**

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

You may obtain a 2018 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 child support or any other source of untaxed income in 2018? 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, if asked, 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 by April 1, 2020
 By Mail: Ground Floor Suite, 6 N. Liberty Street, Baltimore, MD 21201