



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

**VERIFICATION OF  
 NON-FILING FORM**  
 Verification Worksheet  
**2024-2025 Academic Year**

**SECTION A: STUDENT INFORMATION (PLEASE PRINT)**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

MHEC ID#:  Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ (MM/DD/YYYY)

Last Four Digits of SSN:

When you completed the 2024-2025 Free Application for Federal Student Aid (FAFSA) you indicated on the application that you, your spouse, and/or parent(s) did **“NOT FILE”** a 2022 IRS Tax Return. Therefore, you, your spouse, and/or parent must complete this Non-filing form in lieu of submitting the IRS Non Tax filing statement. Please confirm your status below and check (☑) the appropriate statement and submit W-2(s) or 1099 forms for each employer if required.

**NOTE:** Your consideration for any applicable State scholarship or grant program will be delayed if this form is incomplete and supporting documentation is not submitted.

**SECTION B: DEPENDENT STUDENTS (STUDENT & PARENT MUST SIGN)**

- I, the student, certify I did not work in 2022, and the IRS has no record of a filed Form 1040 for the tax year 2022.
- I, the student, certify that I did work in 2022, but I was not required to file a tax return for the 2022 year.
- I, the parent of \_\_\_\_\_, certify that I did not work in 2022, and the IRS has no record of a filed Form 1040 for the tax year 2022.
- I, the parent of \_\_\_\_\_, certify that I did work in 2022, and the IRS has no record of a filed Form 1040 for the tax year 2022.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION C: INDEPENDENT STUDENTS (STUDENT & SPOUSE, IF MARRIED, MUST SIGN)**

- I, the student or my spouse (if applicable), certify that I (or spouse if applicable) did not work in 2022, and the IRS has no record of a filed Form 1040 for the tax year 2022.
- I, the student or my spouse (if applicable), certify that I or my spouse (if applicable) did work in 2022, but was not required to file a tax return for the 2022 year.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Spouse's Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

SUBMIT THIS FORM AND ALL REQUIRED DOCUMENTS TO MHEC THROUGH YOUR MDCAPS ACCOUNT.  
 SELECT "UPLOAD FILES" FROM THE HOME DASHBOARD AND FOLLOW THE UPLOAD PROMPTS.  
**ALL DOCUMENTS MUST BE RETURNED TO MHEC.**