



Maryland Higher Education Commission  
Office of Student Financial Assistance  
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  
2022-2023 Academic Year**

FOR **PRIORITY CONSIDERATION**, UPLOAD THIS FORM TO MDCAPS BY **APRIL 1, 2022**

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

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

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

Last 4 digits of Student 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
		<b>SELF (STUDENT)</b>	

*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 **2020** IRS Tax Return Transcript **or** 2020 Signed 1040 Tax Return
- The student has used the IRS Data Retrieval Tool on the FAFSA to transfer the **2020** IRS income tax return information.

**Student Non-Tax Filer:**

- The student was **not** employed and had no income earned from work in **2020**.
- The student was employed in **2020** and has listed below the names of all employers, the amount earned from each employer in **2020**, and the amount earned on the W-2 and/or 1099. (**Submit copies of all 2020 W-2 and/or 1099 forms.**)

Employer's Name	Student Annual Amount Earned in 2020	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 **2020** IRS Tax Return Transcript or 2020 Signed 1040 Tax Return
- The parent has used the IRS Data Retrieval Tool on the FAFSA to transfer the **2020** IRS income tax return information.

**Parent Non-Tax Filers:**

- The parent was not employed and had no income earned from work in **2020**.
- The parent was employed in **2020** and has listed below the names of all employers, the amount earned from each employer in **2020**, and the amount on the W-2 and/or 1099. **(Submit copies of all 2020 W-2 and/or 1099 forms.)**

Employer's Name	Parent Annual Amount Earned in 2020	Did you attach all W-2 and/or 1099 forms (Y/N)?

**You may obtain a 2020 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 untaxed income in 2020?  Yes  No

**If yes, list the type(s) of income (i.e. 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 2020

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

I understand that if this form is incomplete or supporting documentation is not provided, my financial aid may be delayed. If asked by an authorized official of the Office of Student Financial Assistance, I agree to provide proof of the information that I have given on this form.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**FOR PRIORITY CONSIDERATION, UPLOAD THIS FORM THROUGH YOUR MDCAPS ACCOUNT BY APRIL 1**