



Maryland Higher Education Commission
Office of Student Financial Aid
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MHEC.MARYLAND.GOV

**INDEPENDENT STUDENT
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 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).

List Full Name of All Family Members of the household	Age	Relationship to the Student	Name of College/University Attending in 2024-2025 (must be enrolled at least half-time)**
EXAMPLE: Gloria Smith	10	Child	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 2022 IRS Tax Return Transcript.

Student Non-Tax Filers:

The student was not employed and had no income earned from work in 2022.

The student was employed in 2022 and has listed below the names of employers, the amount earned from each employer in 2022, and the amount earned on the W-2 and/or 1099. (Submit copies of all 2022 W-2 and/or 1099 forms.)

Employer's Name	Student Annual Amount Earned in 2022	Did you attach all W-2 and/or 1099 forms? (Y/N)

2. Student's Spouse tax information:

The student's spouse is providing MHEC with a copy of their 2022 IRS Tax Return Transcript

information.

Spouse Non-Tax Filers:

The student's spouse was not employed and had no income earned from work in 2022.

The student's spouse was employed in 2022 and has listed below the names of employers, the amount earned from each employer in 2022, and the amount earned on the W-2 and/or 1099. (Submit copies of all 2022 W-2 and/or 1099 forms.)

Employer's Name	Student's Spouse Annual Amount Earned in 2022	Did you attach all W-2 and/or 1099 forms? (Y/N)

You may obtain a 2022 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 spouse 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.

Source(s) of Untaxed Income	Annual Amount Received 2022

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

Check here if you **DID** report income on your 2024-2025 FAFSA (you are not required to complete this section).

List below all money received/paid on your behalf from family and/or friends from January 2022 through December 2022. The form is required in order to document how you and your spouse (if applicable), afforded living expenses during the 2022 tax year. When completing this form you should do the following:

- Report the Annual amount spent for each living expense under the “Report 2022 Annual Expenses” column
- Report the Name of person who paid the expense under the “Name of person who paid the expense” column
- Report the Relationship of the person who paid the expense under the “Relationship to student” column

Living Expenses	Report 2022 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 2022, did you (or your spouse, 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, Educational Assistance Grant, or 2+2 Transfer Scholarship 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 *(Electronic Signature Acceptable; Typed Signature Prohibited)*

Date

Student’s Spouse Signature *(Electronic Signature Acceptable; Typed Signature Prohibited)*

Date

SUBMIT THIS FORM AND ALL REQUIRED DOCUMENTS TO MHEC ONLINE THROUGH YOUR MDCAPS ACCOUNT.
SELECT “**Upload Documents**” FROM THE HOMEPAGE AND FOLLOW THE PROMPTS TO BEGIN THE UPLOAD PROCESS.
ALL DOCUMENTS MUST BE RETURNED TO MHEC.