

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 parent 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/MSFAA) **must** complete the information below

Check here if you **DID** report income on your 2024-2025 FAFSA/MHEC One App (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 parents paid 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 parent, 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

_____ Date

_____ Parent’s Signature

_____ 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.