

601 West Lombard Street, Suite 240 Baltimore, MD 21201 410 706 7480 TEL | 410 706 4053 FAX

> registrar@umaryland.edu www.umaryland.edu/registrar

## Instructions for Obtaining Certified Copies of Your Maryland Income Tax Returns

Certified copies of previously filed Maryland income tax returns may be obtained from the Comptroller of Maryland, specifically the Taxpayer Service Section of the Revenue Administration Division. The Comptroller of Maryland provides this service **free of charge**.

To obtain certified copies of your previous tax returns, you will need to complete Form 129, *Request for Copy of Tax Form*, and submit it to the appropriate office listed below. **Note this form requires a notarized signature.** 

Instructions are found by going to: https://marylandtaxes.gov/forms/current\_forms/129.pdf

If you have questions about this process, please contact the Taxpayer Service Section at:

Comptroller of Maryland Revenue Administration Division Taxpayer Service Section 110 Carroll Street Annapolis MD 21411 Phone: 410-260-7951 Fax: 410-974-2967

While this service is free of charge, you must allow adequate time for the comptroller's office to process your request. This process could take as long as 15 business days and does not include mailing time.

If your situation requires you to submit a certified copy of your tax return with your *Petition for Change in Classification for Tuition Purposes* (residency petition), please be certain to allow adequate time to obtain this documentation. **Petition deadlines will not be extended for missing or incomplete documentation.** 

As an alternative to mailing or faxing your request, it is generally possible to pick up a certified copy of your Maryland income tax return from the local comptroller's office. Same day service may be available. To find a local near you, visit <a href="https://www.marylandtaxes.gov/locations.php">https://www.marylandtaxes.gov/locations.php</a>

ORR FEBRUARY 2020