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# MARYLAND FORM 120

# REQUEST FOR CERTIFICATION OF TAX FILINGS INSTRUCTIONS

# WHO MUST FILE

This form is only required for immigrants presenting foreign documentation without valid accompanying United States Citizenship and Immigration Services documentation in order to obtain a driver's license or identification card. It is not required for individuals who have an existing Maryland driver's license or identification card.

#### **PURPOSE OF FORM**

The Maryland Highway Safety Act of 2013 expands the authority of the Motor Vehicle Administration ("MVA") to issue a driver's license, identification card, or moped operators permit to an individual who does not have lawful status, but requires that any such applicant who is not a current holder of an identification card under §12-301 of the Transportation Article, a moped operator's permit under §16-104.2 of the Transportation Article, or a license to drive issued under the Transportation Article, must provide documentary evidence that the applicant, for each of the preceding 2 years, has filed a Maryland income tax return or been claimed as a dependent by an individual who has filed a Maryland income tax return in order to be issued such card, permit or license by the MVA. To obtain the required documentation, applicants must complete Form 130 and visit one of the Comptroller's twelve branch offices to obtain a letter certifying proof of filing or that they were claimed as a dependent on another taxpayer's filing prior to making application to MVA.

### **INSTRUCTIONS**

This form must be filled out in its entirety and submitted in person with acceptable proof of identification (see below) to any branch office of the Comptroller of Maryland. Do not mail this form; it must be submitted in person.

**Do not** sign Form 130 until you are instructed to do so by a representative of the Comptroller of Maryland, Revenue Administration Division.

# **PROOF OF IDENTIFICATION**

The following proof of identification is required:

 A photo ID and the original or copy of the ITIN letter from the IRS or SSN card; or,

- A photo ID and any 3 of the following 5 items from the most recent Maryland tax return:
  - Adjusted Gross Income (AGI)
  - Filing Status
  - Number of Exemptions
  - Dollar amount of REFUND or BALANCE DUE
  - Deduction Method, i.e. Standard or Itemized, and the dollar amount; or,
- Proof of identity acceptable to the MVA (see this link http://www.mva.maryland.gov/driver-services/Apply/sources-of-proof.htm for complete listing), the address from which the most recent year's tax return was filed, and the ITIN or SSN.

**NOTE:** The name on the Social Security Card or ITIN letter MUST match the name on the photo identification used to provide proof of identity.

If you have a different name on your Social Security Card from your photo ID, you must change your name with the Social Security Administration (SSA) prior to coming to the the Maryland Comptroller's Office. The new name must match the name that the SSA has on record. (For information on Social Security Numbers, please visit http://www.socialsecurity.gov/ssnumber/).

If you have a different name on your ITIN letter from your photo ID, you must change your name with the IRS prior to coming to the Comptroller of Maryland's office. The new name must match the name that the IRS has on record. For information on ITINs please visit www.irs.gov.

# WHERE TO SUBMIT FORM 130

You can submit Form 130 at any of the branch offices listed below. Offices are open Monday – Friday, 8:30 a.m. - 4:30 p.m. You must schedule an appointment to submit this form at a branch office. You may schedule an appointment online at www.marylandtaxes.com or by calling 410-260-7980.

# FOR ADDITIONAL INFORMATION OR SPECIAL ASSISTANCE

# **BRANCH OFFICES**

# **Annapolis**

Revenue Administration Center 110 Carroll St. Annapolis, MD 21411-0001

# **Baltimore**

State Office Building 301 W. Preston St., Rm. 206 Baltimore, MD 21201-2384

# Cumberland

112 Baltimore St., 2nd Fl Cumberland, MD 21502-2302

# **Elkton**

Upper Chesapeake Corporate Center 103 Chesapeake Blvd., Suite D Elkton, MD 21921-6313

# Frederick

Courthouse/Multiservice Center Rm. 2110 100 West Patrick Street Frederick, MD 21701-5646

# Hagerstown

Professional Arts Building 1 South Potomac Street Hagerstown, MD 21740-5512

# Landover

Treetops Building 8181 Professional Pl., Suite 101 Landover, MD 20785-2226

# Salisbury

Sea Gull Square 1306 South Salisbury Blvd., Ste 182 Salisbury, MD 21801-6846

# Towson

Hampton Plaza 300 East Joppa Rd., Ste. PL 1A Towson, MD 21286-3020

# **Upper Marlboro**

Prince George's County Courthouse 14735 Main St., Rm. 083B Upper Marlboro, MD 20772-9978

# Waldorf

1036 St. Nicholas Dr., Suite 202 Waldorf, MD 20603-4757

# Wheaton

Westfield Wheaton South Building 11002 Veirs Mill Road, Suite 408 Wheaton, MD 20902-2574