



2016-17 Head of Household Verification

Student Name: _____ **K-Number:** _____

Your application has been selected for Verification. We are required by federal law (34 CFR, Part 668) to compare the information from your

Free Application for Federal Student Aid (FAFSA) with the information on this form.

PLEASE NOTE:

- ✓ We cannot continue processing your financial aid until all required financial aid documents have been submitted.
- ✓ We will update your FAFSA, if needed, based on the information provided on this form.

Income Tax Filing Status:

It appears that you and your spouse, or if dependent, one or both of your parents filed as Head of Household on the 2015 Federal Tax Return(s). In order for us to continue processing your financial aid, we must have an Amended Tax Return (IRS 1040X) that shows the tax filing status as “Married Filing Separate,” “Married Filing Joint,” or a Statement from a licensed tax professional that clearly states the reason they were eligible to file as “Head of Household.” If the tax return in question was self-prepared, you must provide a statement from a CPA or licensed tax professional that clearly states the reason they were eligible to file Head of Household. Please refer to the IRS guidelines below for filing Head of Household.

The taxpayer may be able to file as head of Household if the taxpayer meets ALL the following requirements:

1. The taxpayer is unmarried or “considered unmarried” on the last day of the tax year.
The taxpayer is considered unmarried on the last day of the tax year if the taxpayer meets ALL the following tests.
 - A. The taxpayer files a separate return
 - B. The taxpayer paid more than half the cost of keeping up the taxpayer’s home for the tax year.
 - C. The taxpayer’s spouse did not live in the taxpayer’s home during the last six (6) months of the tax year.
The taxpayer’s spouse is considered to live in the taxpayer’s home even if he or she is temporarily absent due to special circumstances.
 - D. The taxpayer’s home was the main home of the taxpayer’s child, step-child, or foster-child for more than half the year.
 - E. The Taxpayer must be able to claim an exemption for the child. However, the taxpayer meets this test if taxpayer cannot claim the exemption only because the noncustodial parent can claim the child.
2. A “qualifying person” lived with the taxpayer in the home for more than half the year (except for temporary absences, such as school). However if the “qualifying person” is the taxpayer’s dependent parent, he or she does not have to live with the taxpayer.

For more information regarding filing as Head of Household, see IRS Publication 501.

Return this form with the following information:

1. A SIGNED copy of the original 1040(s) along with the Amended Tax Return (IRS 1040X) if you (or your parent – if dependent) does not meet the above criteria

~ OR ~

2. A letter from a CPA or licensed tax professional, stating the reason why both student and spouse (or parents – if dependent) are eligible to file as Head of household.

Certification:

By signing this form, I certify the information on the form and any attachments are accurate and complete to the best of my knowledge and that there is no forgery of signature(s). I understand that any false statements or misrepresentation may be cause for denial, reduction, withdrawal, and/or repayment of financial aid, and I may be subject to a fine, imprisonment or both, under provisions of the United States Criminal Code.

PARENT 1 SIGNATURE: _____ DATE: _____

PARENT 2 SIGNATURE: _____ DATE: _____