



Financial Aid Office

Head of Household Verification 2019-2020

Student Name: \_\_\_\_\_ ID# \_\_\_\_\_

Dear Parent, Date: \_\_\_\_\_

On your 2017 Federal Income Taxes you have reported your tax filing status as Head of Household. However, based on additional information we have received in our office from your FAFSA or Verification Worksheet, we believe that your tax filing status may be incorrect.

According to IRS Publication 501 and Publication 17 (available online at [www.irs.gov](http://www.irs.gov)) you may be able to file as Head of Household if you meet ALL of the following requirements:

1. You are unmarried or “considered unmarried” on the last day of the year.
2. You paid more than half of the cost of keeping up a home for the year.
3. A “qualifying person” lived with you in the home for more than half the year (except for temporary absences such as school).
4. To be “considered unmarried” you MUST also
  - a. Have filed a separate return.
  - b. You paid more than half the cost of keeping up your home for the tax year.
  - c. Your spouse did not live in your home for the last 6 months of the tax year. Your spouse is considered to live in your home even if he/she is temporarily absent due to special circumstances.

In order for the Financial Aid Office to be able to complete your student’s financial aid process we will need to receive:

- a. An amended 2017 tax return showing the tax filing status updated to Married Filing Joint or Married Filing Separately. We would need to receive copies of both of the signed 2017 tax returns.
- b. A signed statement on company letterhead from a certified tax preparer stating that the tax filing status on your 2017 tax return was correct and does not need to be amended.

Please contact the Financial Aid Office to speak to a counselor regarding your financial aid information at (540) 365-4282.