



OFFICE OF FINANCIAL AID

2018-2019 Parent Head of Household Form

Student Name _____ Student ID No. _____
 (PRINT YOUR FULL NAME)

According to the information you provided: Your parent(s) filed the 2016 IRS income tax return(s) as “Head of Household” and they appear to have been married in 2016. Please follow the **Parent Instructions listed below.**

Please review these **rules** from IRS **Publication #501** to determine who can file a 2016 IRS form as “Head of Household”

You may be able to file as “Head of Household” if you meet ALL the following requirements:

1. You were separated or divorced on the last day of the year.
2. You paid more than half 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 attending school).**

***A qualifying person is:**

1. your child or grandchild who lived with you more than half the year and is single or is married but still someone you can claim as an exemption or
2. the tax filer’s mother or father, if the tax payer claims the mother/father as an exemption or
3. another relative who lives with the tax payer more than half the year and the tax payer claims the relative as an exemption

You are considered separated/divorced if you meet the following requirement:

1. Your spouse did not live in your home during the last 6 months of the tax year.

Parent Instructions:

If your parent(s) should not have filed 2016 IRS income tax returns as “Head of Household”:

1. File an amended 2016 IRS income tax return:
2. Submit both of the following to our office:
 - a. **A 2016 IRS Tax Return Transcript** (signature not required); **AND**
 - b. **A signed** copy of the 2016 IRS Form 1040X, “Amended U.S Individual Income Tax Return,” that was filed with the IRS.

If your parent(s) meet the conditions for filing the 2016 IRS income tax return as “Head of Household”:

1. Provide the requested information below.
2. Return this signed form to our office.
3. Both parents and the student must sign this form.

	Parent 1 (Father/Mother/Stepparent) Information	Parent 2 (Father/Mother/Stepparent) Information
Please provide the address where each parent lived for the last 6 months of 2016. Include the street, apartment number, city, state, zip code. Post Office Boxes are not acceptable addresses for this purpose.		
Were your parents married as of December 31, 2016 – or were they considered separated/divorced as of December 31, 2016	_____ MARRIED _____ SEPARATED _____ DIVORCED	_____ MARRIED _____ SEPARATED _____ DIVORCED

Did each parent pay for more than half the cost of keeping up a home for 2016?	_____ YES _____ NO	_____ YES _____ NO
Did a qualifying person live with your parent in his/her home for more than half of 2016? Please provide the person's name and relationship to the parent.	_____ YES _____ NO Name: _____ Relationship to You: _____	_____ YES _____ NO Name: _____ Relationship to You: _____

The Information provided on this form is, to the best of our knowledge, correct and accurate.

Student Signature

Date

Parent 1 (Father/Mother/Stepparent) Signature

Date

Parent 2 (Father/Mother/Stepparent) Signature

Date

**Return this form and all requested documentation by one of the following means:
Take to your campus Financial Aid Office, mail to Financial Aid Office, 3400 N. Wesleyan Blvd, Rocky Mount, NC 27804, fax to 252-985-5109 or email to financialaid@ncwc.edu.**