



HEAD OF HOUSEHOLD FILING STATUS

Dear Student:

Records we collected during the verification process indicate that either you or your parent(s) (if you are a dependent student) filed under the Head of Household filing status. [IRS Publication 501](#) indicates that in order to file Head of the Household, the tax filer must meet the following criteria:

“You may be able to file as head of household if you meet all the following requirements.

1. You are unmarried or “considered unmarried” 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 school). However, your dependent parent does not have to live with you. See *Special rule for parent*, later, under *Qualifying Person*. A foster child must live with you all year. Also, see *Table 4*, later.

(IRS publication 501 at <http://www.irs.gov/publications/p501/index.html>)

We are unable to determine that the tax filer meets the criteria above. Accordingly, in order to proceed with processing your aid eligibility, we must resolve this discrepant information in one of the following ways. You may provide any of the following to satisfy this requirement:

1. An IRS form 1040X (Corrected 1040) for each person who filed as head of household;
OR
2. A letter from a tax professional indicating why the head of household filing status is appropriate for the tax filer; OR
3. A letter from the IRS indicating why the head of household filing status is appropriate for the tax filer.

Please return the required information to us as soon as possible so that we can proceed with your aid processing.

Sincerely,

Office of Financial Aid