



2009-2010 HEAD OF HOUSEHOLD WORKSHEET

Student's Name: _____ Banner Number: _____

In order to file with a Head of Household status, you must meet ALL of the following requirements:

1. You are "unmarried" or "considered unmarried" on the last day of the year.

You are considered unmarried on the last day of the tax year if you meet ALL the following:

- You file a separate return.
• You paid more than half the cost of keeping up your home for the tax year.
• Your spouse did not live in your home during the last 6 months of the tax year.
• Your home was the main home of your child, stepchild, or eligible foster child for more than half the year.
• You must be able to claim an exemption for the child.

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, if the "qualifying person" is your dependent parent, he or she does not have to live with you.

If you do not meet all of the above requirements, you may need to amend your tax return with the IRS. You can do this by filing out a 1040X Amended Tax Return.

You must either submit an amended tax return that shows a change to your filing status or complete the bottom portion of this form and return it to the Student Financial Aid Office.

Please explain why you were eligible to file as Head of Household for the 2008 tax year.

Three horizontal lines for handwritten explanation.

Signature _____ Date _____

Source: www.irs.gov

Student Financial Aid
P.O. Box 5190 • Kent, OH 44242-0001
330-672-2972 • Fax: 330-672-4014 • www.sfa.kent.edu

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