HOLMES COMMUNITY COLLEGE

FORM - HOH

Office of Financial Aid

Head of Household Worksheet

Student's Name: _____ Student ID#: _____

This form is used by the HCC Financial Aid Office to verify eligibility for parents who were married and filed Head of Household on their IRS Tax Return. Please be sure to complete this form in its entirety.

WARNING: IF YOU PURPOSELY GIVE FALSE OR MISLEADING INFORMATION ON THIS WORKSHEET, YOU MAY BE FINED, SENTENCED TO JAIL, AND/OR WITHDRAWN FROM SCHOOL. APPLICATIONS THAT ARE SUSPECTED TO CONTAIN FRAUDULENT INFORMATION WILL NOT BE AWARDED FEDERAL FINANCIAL AID.

Your parent may be able to file as head of household if he/she meets ALL the following requirements.

1. Your parent is unmarried or "considered unmarried" on the last day of the year.
2. Your parent paid more than half the cost of keeping up a home for the year.
3. A "qualifying person" lived with your parent in the home for more than half the year (except for temporary absences, such as school).

To qualify for head of household status, you must be either unmarried or considered unmarried on the last day of the year. You are considered unmarried on the last day of the year if you meet ALL the following tests.

- Your parent files a separate return. Parent paid more than half the cost of keeping up your home for the tax year.
- Their spouse did not live in your home during the last 6 months of the tax year. Please Note: Parent's spouse is considered to live in their home even if he or she is temporarily absent due to special circumstances.
- Parent's home was the main home of their child for more than half the year.
- Parent must be able to claim an exemption for the child. However, you meet this test if you cannot claim the exemption only because noncustodial parent can claim the child.

To be considered you must provide:

1. This Head of Household Worksheet completed by parent and notarized.
2. Documentation of different physical addresses for parent and their spouse (i.e. lease agreement, utility bill, cell phone bill).

I certify that I was eligible to file Head of Household for the following reason(s):

_____

_____

Dates of Separation: From_____ To_____

_____ _____

Parent's Signature Date

Notary:

_____ _____ _____

Notary's Signature Date Seal

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, P O Box 216, Goodman, MS 39079, fax to 662-472-9170 or email to finaid@holmescc.edu.