



# 2010-2011 Parent Head of Household Form

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Last name

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First Name

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MI

JSSC Student ID 



 Social Security # 



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**According to the information you provided:** You and your spouse or your parent(s), if the student is dependant, have filed "head of household" on the 2009 federal income tax return(s) and appear to have been married in 2009. Please follow the **Instructions listed below.**

Please review these **rules** from **IRS Publication #501** to determine who can file a 2009 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 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.

**Instructions:**

**If you or your parent(s) should not have filed 2009 income tax returns as "head of household":**

1. File amended 2009 federal income tax return.
2. Submit a signed copy of the amended 2009 federal income tax return to our office.

**If you or your parent(s) meet the conditions for filing the 2009 federal income tax return as "head of household":**

1. Provide the requested information below.
2. Return this signed form to our office.
3. The student and spouse or both parents, if the student is dependant, must sign this form.

<p>** NOTE: Parent information is only needed for Dependant students. (Dependant students are defined as being under the age of 24, not married or have a child.)</p>	<p>Information for You <b>OR</b> Father/Stepfather</p>	<p>Information for Spouse <b>OR</b> Mother/Stepmother</p>
<p>Please provide the address where you and your spouse or your parents lived for the last 6 months of 2009. Include the street, apartment number, city, state, zip code.</p> <p>Post Office Boxes are not acceptable addresses for this purpose.</p>		

Were you or your parents married as of December 31, 2009 – or were they considered separated/divorced as of December 31, 2009	_____ MARRIED _____ SEPARATED _____ DIVORCED	_____ MARRIED _____ SEPARATED _____ DIVORCED
Did each parent pay for more than half the cost of keeping up a home for 2009?	_____ YES _____ NO	_____ YES _____ NO
Did a qualifying person live with your parent in his/her home for more than half of 2009? 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.

**INDEPENDENT STUDENTS:**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Students Spouse

\_\_\_\_\_  
Date

**DEPENDANT STUDENTS:** (Dependant students are defined as being under the age of 24, not married or have a child.)

\_\_\_\_\_  
Father/Stepfather Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother/Stepmother Signature

\_\_\_\_\_  
Date

Please complete, sign, print and return this form along with all documents via mail to: Financial Aid Office, James Sprunt Community College, PO Box 398, Kenansville, NC 28349: via fax to: (910)296-1222. If you have any questions, please contact our office at 910-296-2502.