

Head of Household Filing Status Verification

Return completed form to: Francis Marion University/Office of Financial Asst/PO Box 100547/Florence/SC/29502
Or FAX to: 843-661-1195

To file as head of household, one must satisfy **all** of the following requirements:

- **Be unmarried or considered unmarried on the last day of the year. **See description below**
- **Have paid more than half the cost of upkeep for a home for the year.**
- **Have a qualifying person live with you in the home for more than half the year.**

If the financial aid administrator determines that the marital status reported to the IRS on the US Income Tax Return is incorrect, the family will be required to file an amended income tax return with the IRS.

If the family refuses to do this, they will not be eligible for aid, as federal rules prohibit the school from disbursing aid until conflicting information is resolved. Guidance from the US Department of Education has indicated that the school is expected to require the filing of an amended income tax return when there is an apparent error on the income tax return that affects student aid eligibility.

****A couple is considered unmarried for IRS purposes if they did not live in the same home for the last six months of the year. Temporary absences do not count as living apart.****

I, the filing parent, am able to file **Head of Household** on my taxes, though I have stated that I am a Married individual because of the following:

*In 2023 my SPOUSE, _____, resided at
(First Name, Last Name)

the following address: _____
(Street, City, Zip Code)

From: _____ To: _____
(Month, Year) (Month, Year)

AND:

*In 2023 I, _____, resided at
(First Name, Last Name)

the following address: _____
(Street, City, Zip Code)

From: _____ To: _____
(Month, Year) (Month, Year)

PROVIDE PROOF OF RESIDENCE FOR EACH PARENT(COPY OF LEASE OR RENTAL AGREEMENT, BILLS, ETC.)

Parent Signature _____ Date _____

Spouse Signature _____ Date _____

Student Name _____ ID# _____

Student Signature _____ Date _____