



**LOUISIANA TECH UNIVERSITY**  
**Office of Financial Aid**

**Head of Household Worksheet 2024-2025**

Please return this completed form to:  
Louisiana Tech University  
Office of Financial Aid  
PO Box 7925 Ruston, LA 71272

**INSTRUCTIONS:** One of the areas that the Department of Education requires Financial Aid Administrators to verify is your parents' tax filing status. On your FAFSA, you answered a question concerning your parents' marital status. Your FAFSA or other documents submitted indicate that your parents are married, but according to your parent income tax return they are filing "Head of Household". IRS Publication 17 states that a married person can only file income taxes as "Married Filing Jointly" or "Married Filing Separately". However, a person can file "Head of Household" if they are considered by the IRS to be unmarried. For more information regarding filing as Head of Household, see IRS Publication 17 and/or Publication 501. Complete sections A through C, sign the certification statement, and return this form with supporting documentation to the Office of Financial Aid.

STUDENT'S Last Name

First Name

MI

STUDENT'S CWID or SSN

Form Completion Date

**SECTION A: CONSIDERED MARRIED:**

For tax purposes, you may be a married person and are considered married for the whole year if on December 31, 2022, you and your spouse met ANY ONE of the following criteria (2021 IRS Publication 12, Ch 2).

Check any that you can answer "yes" to:

1. You are married and living together as husband and wife.
2. You are living together in a common law marriage that is recognized in the state where you now live or in the state where the common law marriage began.
3. You are married and living apart, but not legally separated under a decree of divorce or separate agreement.
4. You are separated under an interlocutory (not final) decree of divorce.

I said "yes" to one of the above questions, which means I am considered **married** and I am not eligible to file a 2022 IRS income tax return as "Head of Household". I will file an amended 2022 tax return with the IRS, and send the following to the Office of Financial Aid at Louisiana Tech University:

1. A signed copy of this Head of Household Worksheet
2. A signed, amended tax return (1040X), STAMPED received by the IRS
3. A signed, original tax return
4. A Dependent / Independent Student Verification Worksheet (if not submitted already)

**\*\*If considered MARRIED, then you should skip to PART D. Do not complete Sections B or C. If you are considered unmarried, then you MUST complete Sections B and C.**

**\*\*If you are now DIVORCED, please attach a copy of the divorce decree. Do not complete Sections B and C on the next page.**

**SECTION B: HEAD OF HOUSEHOLD ELIGIBILITY.** You may be able to file as Head of Household if you meet ALL of the following requirements (2022 IRS Publication, Ch 2). Check any that you can answer “yes” to.

1. You are unmarried on December 31, 2022 or “considered unmarried”.
2. You filed a separate return.
3. You paid more than half the cost of keeping up your home for the tax year.
4. Your spouse did not live in your home during the last six months of the tax year.
5. Your home was the main home of your child, stepchild, or foster child for more than half the year.
6. You must be able to claim an exemption for the child. However, you meet this criteria if you cannot claim the exemption only because the non-custodial parent can claim the child.
7. A “qualifying person” lived with you in the home for more than half the year. However, if the “qualifying person” is your dependent person, he or she does not have to live with you.

**\*\*I said “yes” to ALL of the questions above, which means that I meet the conditions to file a 2022 IRS Tax Return as “Head of Household”. I will send the following documents to the Louisiana Tech University Office of Financial Aid:**

1. A SIGNED copy of Head of Household Worksheet, **AND**
2. Please attach 3 utility statements from three separate months in 2022 for BOTH PARENTS, **OR** a letter from a CPA for licensed tax professional and Tax ID number stating why you are eligible for Head of Household.

**\*\*If you are considered unmarried then you MUST complete Sections B and C, or the form will not be accepted as complete.**

**SECTION C: PARENTAL INFORMATION**

1. Provide the address where each parent lived for the last 6 months of 2022. Include the street, apartment number, city, state, and zip code. **Post Office Boxes are not an acceptable address.** Please attach 3 utility statements for both parents.

PARENT #1			PARENT #2		
Last Name	First Name		Last Name	First Name	
Utility / Mailing Address (include Apt. No.)			Utility / Mailing Address (include Apt. No.)		
City	State	Zip Code	City	State	Zip Code

2. What was your marital status on December 31, 2022?

PARENT #1			PARENT #2		
Married	Separated	Divorced	Married	Separated	Divorced

3. Do you pay more than half the cost of keeping up a home for 2022?

PARENT #1		PARENT #2	
Yes	No	Yes	No

4. You stated in Section B question #7 that a qualifying person lived with you for more than half of 2022. Provide the name and relationship to the parent.

PARENT #1		PARENT #2	
Name	Relationship	Name	Relationship

**SECTION D: CERTIFICATION STATEMENT.** (Both parents MUST sign)

I certify that the information provided in this worksheet is true, complete, and correct.

Student Signature:

Date:

Parent Signature:

Date: