

Certificate of Dependency Form

OFFICE OF THE UNIVERSITY REGISTRAR

FIRST FLOOR, CHUBB HALL, 1 OHIO UNIVERSITY DRIVE, ATHENS, OH 45701-2979
PHONE 740.593.4191 | FAX 740.593.0216 | EMAIL registrar@ohio.edu | WEB ohio.edu/registrar

Description: A form a parent/guardian may complete if the student is a dependent for tax purposes and has not signed a Consent to Release form allowing parent/guardian access

Return Certificate of Dependency Form to: Office of the University Registrar. Keep a copy for your record.

Who submits Certificate of Dependency Form: Parent/guardian of dependent student

Under federal legislation, the Family Educational Rights and Privacy Act of 1974, I understand that if my student is carried as a dependent for federal income tax purposes (as defined by Internal Revenue Code of 1954, Section 152), I may request that their grade report and/or class schedule be forwarded to me at the end of each term or, for a \$10.00 fee, I may request an official transcript of their complete academic history.

Full Legal Name of Dependent Student:

Birth Date: _____ **Student Identification Number (PID):** _____

In accordance with the above provision, I certify that the student listed above is dependent upon me for support and that I contributed more than half of their total expenses during the last tax period and claimed the student as being a dependent on my most recent federal income tax statement.

Name of Parent/Guardian: _____

Address:

Street Address

City

State

Zip

Phone Number: _____

Email Address: _____

Signature: _____

Date: _____

Please note the following guidelines:

1. Print the full legal name as it appears on the birth certificate of your dependent student.
2. The University Registrar may require that you submit official documentation such as income tax statements, receipts of expenditures, etc., as proof that you qualify as a parent/guardian of a dependent student, as defined by the Internal Revenue Code of 1954.
3. Grades for the dependent student will be mailed to the name and address of the person filing this certificate.
4. For any future transcript or class schedule requests, please include a copy of this Certificate of Dependency form.
5. The dependent student will be notified via email that a Certificate of Dependency form has been received.
6. Ohio University will assume that the dependency status of this student has not changed unless otherwise notified in writing by the person submitting this Certificate of Dependency form or the student.
7. A student has the legal authority to sign and submit a Certificate of Non-Dependency form to the Office of the University Registrar indicating that the student is no longer a dependent of the parent/guardian for federal income tax purposes. Once this certificate is on file in the Office of the University Registrar, the grades will no longer be sent to the parent/guardian of the student.
8. Please submit the form by mail to Office of the University Registrar, 1 Ohio University, Chubb Hall, First Floor; Athens, OH 45701-2979, secure fax line: 740.593.4184 or in person Chubb Hall 115.
9. Questions should be directed to the grades division of the Office of the University Registrar at grades@ohio.edu

OHIO UNIVERSITY OFFICE OF THE UNIVERSITY REGISTRAR USE ONLY

Form approved/processed by: _____

Date: _____