John Brown University
PARENTS CERTIFICATION OF DEPENDENCY
(For release of Student Financial Account records)

Instructions for completing the

PARENTS CERTIFICATION OF DEPENDENCY FORM

FERPA is a federal regulation and uses federal definitions. The Family Education Rights and Privacy Act of 1974 provides privacy protection of a student’s academic record and limits the release of such records without the student’s consent. The Act further provides that the University may disclose such records to parents or legal guardians if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1954.

The Internal Revenue Service (IRS) requires a child who is a dependent be both:

- Under the age of 24
- Claimed on the parent’s most recent federal income tax return

The PARENTS CERTIFICATION OF DEPENDENCY FORM must be completed by the parent/legal guardian. If both parents wish to have access, their names must be on the most recent federal income tax return and their signatures must also be on the form.

This authorization, if exercised, will be valid until the end of the calendar year (December 31st) and must be renewed annually to remain in effect. Renewals may be submitted beginning January 1st of the following year; however, renewals must include the new federal income tax return to be accepted.
Student’s Name: ___________________________ JBU ID __________

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The Internal Revenue Service (IRS) requires a child who is a dependent be:

◦ Under the age of 24
◦ Claimed on the parent’s most recent federal income tax return

PARENT’S DECLARATION:

I certify I am the parent/legal guardian of the listed student in accordance with the legislation stated above. I further understand this authorization, if exercised, will be valid until the end of the calendar year (December 31st) and must be renewed annually to remain in effect. Renewals may be submitted beginning January 1st of the following year; however, renewals must include the new federal income tax return to be accepted.

______________________________  ______  ______________________  ______

Parent/Guardian’s Signature  Date  Parent/Guardian’s Signature  Date

Please complete this form and return a photocopy of the first page of your most recent Federal Income Tax Return by mail the address below. You may black out income figures on the income tax return for privacy.

John Brown University
Student Accounts Services
2000 West University
Siloam Springs, AR 72761

Parent(s)/Legal Guardian Name: ___________________________________________

Parent(s)/Legal Guardian Street Address: ____________________________________

_________________________________  ______  __________

City  State  Zip Code

Parent(s)/Legal Guardian E-mail address* ____________________________________

(Please provide if available, as this is our primary form of communication.)