



**OFFICE OF FINANCIAL AID
2009-2010 STUDENT REQUIREMENT/VERIFICATION CHECKLIST**

Listed below are the documents required to complete the verification process. Please check off each item required and submit the completed and signed forms **in one mailing to the Office of Financial Aid at Winthrop University; 119 Tillman Hall; Rock Hill, SC 29733.**

- Signed Verification Form**
The verification form must be completed and signed by you and your parents.

- Household or Family Information**
Information must be provided by natural or adoptive parents only. **Information from grandparents, other family members, or guardians is NOT ACCEPTABLE.** Be sure to include yourself and responsible parent(s) and any other dependents your parents will support between July 1, 2009 and June 30, 2010.

- Federal Tax Returns**
Submit signed copies of the 1st and 2nd pages of the 2008 1040 or 1040A Federal Tax return along with a Schedule "C," if filed. A **signed** copy of page 1 of the 1040EZ or 1040TelFile is acceptable. Your confirmation number should be printed on a 1040TelFile. **Form 8453 cannot be used for the verification process. No state returns will be accepted. If a state return is sent to the Office of Financial Aid, it will be shredded.**

- Signatures on Tax Returns**
Federal guidelines require that tax returns **must be signed by you and your parents.**

- Low Income Form**
If required, this form will be mailed to you.

**FAILURE TO SUBMIT COMPLETE STUDENT REQUIREMENTS WILL DELAY
PROCESSING OF YOUR FINANCIAL AID AWARD.**