OFFICE OF FINANCIAL AID
2010-2011 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, 119 Tillman Hall, Winthrop University, 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, 2010 and June 30, 2011.

☐ **Federal Income Tax Returns**
   Submit signed copies of the 1st and 2nd pages of the 2009 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 be signed by the taxpayer.

☐ **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.