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 person, by fax, or mail to:

Office of Financial Aid
119 Tillman Hall
Winthrop University
Rock Hill, SC 29733
803-323-2189
803-323-2557 (fax)

Note – Please submit all signed forms and documentation at one time

☐ **Signed Verification Form**
The verification form must be completed and signed by you and your parent(s).

☐ **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.

☐ **Federal Tax Returns**
Submit signed copies of the 1\textsuperscript{st} and 2\textsuperscript{nd} pages of the 2010 Federal 1040 or 1040A 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 submitted 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**
You will be notified if you are required to complete this form.

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