

2021 INCOME DOCUMENTATION GUIDE

Use this guide to determine what type of documentation for each income type is required

1. Household member has no income

- A “ Zero Income Affidavit” is needed for individuals who are 18 or older.

2. If required to file 2020 Federal tax return

- Provide a copy of filed 2020 Federal tax returns including all W-2s, 1099s, attachments and schedules (State/ City tax returns are NOT needed)

3. Wages from an Employer: This is needed for each employer.

- Employer Name, Employment Type (Full Time, Part Time, Seasonal, Irregular), Pay Frequency (Weekly, Bi-Weekly, Semi-Monthly, Monthly), Length of Employment, Date of last pay increase/raise
- Income Certification:
 - If Paid Monthly: 2 consecutive paystubs that are dated within the last 60 days
 - If Paid Semi-Monthly: 2 consecutive paystubs that are dated within the last 30 days
 - If Paid Bi-weekly: 2 consecutive paystubs that are dated within the last 30 days
 - If Paid Weekly: 4 consecutive paystubs that are dated within the last 30 days
 - If Paid on an Irregular Schedule: 2-4 of most recent

4. Social Security

- Current year’s award letter confirming the gross payments and frequency of payments AND the most recent bank statement reflecting the monthly net amount from the award letter
 - If these amounts differ, a current benefits statement dated within 60 days will be necessary.

5. Child Support/Alimony

- Court-ordered documentation evidencing a minimum of 6 months of the most recent payments
 - Documentation from the court system should reflect the current amount due and paid
 - If less is being received, the actual amount must be documented from state or local entity responsible for enforcement of payments

6. Pensions/Annuities/Insurance Policies

- Pension statement/award letter confirming gross payments & frequency of payments dated within 60 days

7. Unemployment Current/Past Year

- Most recent benefit letter prepared by the authorizing agency along with schedules reflecting payments received YTD or similar third-party documentation

8. Interest/Dividends

- Quarterly/Monthly Statements as generated
- If received annually; verification letters received from the institution or the IRS 1099 form

9. Self-Employment

- Two (2) years of completed, signed, and filed U.S. Federal tax returns, including all attachments and schedules for the business and personal, where applicable

10. Rental Property

- Executed lease agreement or Comparative Market Analysis (CMA) evidencing rental income
 - Projected income from vacant units must be included

11. Other: This will be dependent on the type of income received.

Upon review of your file, additional documentation may be requested. If you have any questions, please contact the organization/financial institution you are submitting this application to.