

2024 INCOME DOCUMENTATION GUIDE

Use this guide to determine required documentation for each income type

- 1. Household member has no income**
 - A “Certification of Zero Income” is needed for individuals who are 18 or older.
- 2. 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/change
 - Income Documentation: dates must be within 60 days of submission to FHLBI
 - 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 60 days
 - If Paid Bi-weekly: 2 consecutive paystubs that are dated within the last 60 days
 - If Paid Weekly: 4 consecutive paystubs that are dated within the last 60 days
 - If Paid on an Irregular Schedule: 2-4 of most recent
- 3. Social Security/Supplemental Social Security**
 - Current year’s award letter confirming the gross payments and frequency of payments OR a current benefits letter from the Social Security Administration
- 4. Pensions/Annuities/Insurance Policies**
 - Pension statement/award letter confirming gross payments & frequency of payments dated within 60 days
- 5. Unemployment collected in 2024**
 - Most recent benefit letter prepared by the authorizing agency along with schedules reflecting payments received YTD or similar third-party documentation.
- 6. Interest/Dividends**
 - Most recent Quarterly/Monthly Statement as generated
 - Verification letters received from the institution or the IRS 1099 form
- 7. Self-Employment**
 - Two (2) years of completed, signed, and filed U.S. Federal tax returns, including all applicable attachments and schedules for the business and personal, where applicable
- 8. Rental Property**
 - Executed lease agreement or Comparative Market Analysis (CMA) evidencing rental income
 - Projected income from vacant units must be included
- 9. 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
- 10. Other:** This will be dependent on the type of income received.

Upon review of your file, additional documentation may be requested.

Please contact the organization/financial institution you are submitting this application to with any questions.