

**Income Calculation Worksheet** - Verification of all income or monies coming into your household regularly, or that you received in a lump sum this past year is required. (A household is everyone living in your housing unit.) Return completed.

<b>INCOME SOURCES – Requirements for income documentation</b> <small>*Lump Sum/One-Time Disbursements – a lump sum/one-time disbursement or payment is counted only in the first year you receive it. It is not counted as an ongoing asset.</small>	CHECK	APPLICANT	Enter <b>gross</b> amount of income and the frequency of payment (Also, list those under 18 receiving Social Security, SSI, wages, or other income)		
<b>LIST NAMES OF HOUSEHOLD MEMBERS 18 AND OVER TO THE RIGHT</b>					
<b>No Income</b> (“0” Income) – if checked, have that person complete the appropriate section of the enclosed white form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Child Support/Alimony</b> - Copy of the support agreement or most recent check(s). If you receive payments through DOR, call 1-800-332-2733 and request a payment history. Also, complete the enclosed white form. Document any lump sum* payments received in the last year.	<input type="checkbox"/>	\$	\$	\$	\$
<b>Capital Gains</b> - Most recent Form 1040 with all schedules. The 1040 should be signed by you and the tax preparer. If it is self-prepared, you will need to sign the signature page in the presence of a notary, and sign a 4506-T that we will provide.	<input type="checkbox"/>				
<b>EAEDC</b> – Emergency Aid to Elderly, Disabled, and Children - A current print out showing the cash benefit (within 3 months of your application date with us); or call 1-800-632-8095 to obtain a verification.	<input type="checkbox"/>				
<b>Foster Care/Adoption Subsidy</b> – Foster Care payments are not counted, but must be documented. <b>Legal guardianship</b> payments and <b>adoption</b> subsidies are counted. Current print out from the source (front and back), or letter from the source stating the gross amount and frequency. Indicate whether it is an adoption subsidy, foster care for legal guardianship, or regular foster care.	<input type="checkbox"/>				
<b>Interest/Dividends</b> – received regularly or in a lump sum* - Copy of the most recent 1099 tax information statement, or a letter from the bank or source of the interest or dividend.	<input type="checkbox"/>				
<b>Odd Jobs</b> - Contact our office for a form and instructions.	<input type="checkbox"/>				
<b>Pension/Annuities/IRA/Retirement</b> – received regularly or in a lump sum* Copy of a current check <b>stub</b> , not check, showing the <b>gross</b> benefit; a current letter from the source with the effective date of benefits, frequency, and gross amount; or a copy of the most recent 1099R tax information statement(s). <b>Only a 1099 is acceptable for an IRA.</b>	<input type="checkbox"/>				
<b>Rental Income</b> - Most recent Form 1040 with all schedules. The 1040 should be signed by you and the tax preparer. If it is self-prepared, you will need to sign the signature page in the presence of a notary, and sign a 4506-T that we will provide. If a tax return was not filed, you must state that and provide tenant statements (call us for the form), and you may provide your property tax bill, mortgage interest; home owner’s insurance; and the most recent water/sewer bill for use as deductions.	<input type="checkbox"/>				
<b>Self-employment</b> – list net to the right; however, not all deductions are allowed. Most recent Form 1040 with Schedule C (profit or loss statement) and all other schedules. The 1040 should be signed by you and the tax preparer. If it is self-prepared, you will need to sign the signature page in the presence of a notary, and sign a 4506-T that we will provide.	<input type="checkbox"/>				
<b>Support</b> – ongoing financial assistance from others to meet expenses. Contact our office for forms.	<input type="checkbox"/>				
<b>Social Security, SSDI &amp; SSI</b> – The statement you receive at the end of the year stating what your new gross benefits will be. You can call 1-800-772-1213 to get a copy of your benefit information. We can no longer accept copies of checks or bank statements, except for SSI.	<input type="checkbox"/>				
<b>Stocks/Bonds</b> – that were cashed in this past year (call office for instructions)	<input type="checkbox"/>				
<b>TANF</b> – Transitional Assistance to Needy Families (formerly AFDC) - A current print out showing the cash benefit (within 3 months of your application date with us); or call 1-800-632-8095 to obtain a verification.	<input type="checkbox"/>				
<b>Unemployment Benefit</b> - Stubs covering the four most recent weeks; or a claim record, <b>NOT</b> the Determination of Benefits letter. A claim record can be obtained by calling the unemployment office.	<input type="checkbox"/>				
<b>Veterans Benefit</b> - Copy of a current check; a bank statement, if Direct Deposit; or a current letter from the Veterans’ Agent.	<input type="checkbox"/>				
<b>Wages</b> (including bonuses, commissions, overtime, tips, strikers’ benefit) - Copy of the four most recent pay stubs that show the <b>gross</b> wage, the week ending or pay date, and the person’s name or Social Security number.	<input type="checkbox"/>				
<b>Worker’s Compensation or Short/Long Term Disability</b> - Copy of the four most current check stubs; or a current letter from the employer, insurance co., or lawyer indicating the date of loss, the gross payment, and the frequency of payment.	<input type="checkbox"/>				
<b>Other</b>					
Estate or Trust Disbursements – received regularly or in a lump sum*	<input type="checkbox"/>				
Housing Allowance – monthly payment received from your housing agency	<input type="checkbox"/>				
Insurance Payments – regular or in a lump sum* (life insurance excluded)	<input type="checkbox"/>				
Lottery Prize(s)/Payments – received regularly or in a lump sum*	<input type="checkbox"/>				
Royalties – received regularly or in a lump sum*	<input type="checkbox"/>				
Scholarships/Stipends/Fellowships (used for maintenance)	<input type="checkbox"/>				
<b>List any other monies coming into the household regularly or that came in a lump sum*:</b>	<input type="checkbox"/>				
<b>Household member income</b>		\$			
<b>TOTAL HOUSEHOLD INCOME</b>		\$			