INCOME AND ASSET DOCUMENTATION

- You will need the following documentation to submit with your Income Certification Application.
- Make sure you retain copies of documents you provide.
- You will likely need this documentation for your lender.
- You may be asked to update your income documentation during the process.
- *DO NOT SEND ORIGINAL DOCUMENTS*.
- Please provide documentation for ALL household members. If you are applying with a co-applicant, each applicant will need to submit financial information.

EXAMPLE INCOME AND ASSET DOCUMENTATION CHECKLIST*

**NOTE: Different programs have different requirements for Income & Asset documentation. The below checklist is provided to help you start gathering information.*

- [ ] **Pay Stubs**

Submit the most recent 3 months of pay stubs for any employment. Depending on how often you get paid, this may be 3, 6, 9 or 12 pay stubs, depending on the frequency of your pay.

- [ ] **Verification of Employment** (VOE)

Your employer must complete a VOE form. Alternatively, the employer may provide a letter on company letterhead, including: Annual gross pay, start date of employment, pay schedule, expected pay increases and any overtime, bonuses, tips or commissions.

- [ ] **Federal Tax Returns**
    - If you are a W-2 employee, submit the most recent 2 years ***signed*** of tax returns.
    - If you are self-employed, submit the most recent 3 years tax returns and a current Profit & Loss Statement projecting income for the next 12 months.
    - If you do not have copies, you can request copies from the IRS here *https://www.irs.gov/individuals/get-transcript*, or call the IRS at 1-800-829-1040. For callers who are hearing impaired TTY/TDD 1-800-829-4059.
    - **Starting May 1, 2021, you will need to include 2020 tax returns as your most recent year.*

- [ ] **W2s, 1099s, etc.**

Provide copies of all W2s, 1099s, etc. for the corresponding years of your tax returns.

- ☐ **Checking Account Statements** (3 most recent months)

  Submit the most recent 3 months of any checking account statements.

- ☐ **Savings Account Statements** (3 most recent statements)

  Submit the three most recent statements for any savings account or Certificates of Deposit.

- ☐ **Deposit Explanation Form**

  You will need to provide a brief explanation for all deposits over $50 in any account statement submitted that is not a direct deposit from an employer.

- ☐ **Investment Statements**

  Submit the most recent statements for any retirement accounts, IRA, 401k, life insurance policy (cash value), 529 Plan, or other investment accounts and include the statements.

- ☐ **Additional Income**

  Submit verification and most recent statement of all other sources of income (social security, disability, pension, etc.) For example, most recent benefits or award letters and recent statements for all sources.

- ☐ **Separation Agreement, Divorce Decree, Child Support, Alimony Agreement**

  If applicable, submit a copy of your divorce decree and/or your separation agreement, child support or alimony agreement. (You may submit either Temporary or Final documents.)

- ☐ **Gift Letter**

  If receiving a financial gift from another person, the person will need to provide a signed letter that includes the amount of the gift and when the gift will be given.