

PAYSTUB INCOME CALCULATION WORKSHEET

Part One: Average of most recent pay stubs- Use the gross pay from the last two (2) most recent consecutive paystubs, if RHTC or RHTC combined with DFL/TF.. Two months of consecutive paystubs if HOME/HTF/CDBG/CDBG-D/NSP/DFL/TF

Paystub #1:	Date: _____	Gross pay: _____
Paystub #2:	Date: _____	Gross pay: _____
Paystub #3:	Date: _____	Gross pay: _____
Paystub #4:	Date: _____	Gross pay: _____
Paystub #5:	Date: _____	Gross pay: _____
Paystub #6:	Date: _____	Gross pay: _____
Paystub #7:	Date: _____	Gross pay: _____
Paystub #8:	Date: _____	Gross pay: _____
Paystub #9:	Date: _____	Gross pay: _____

TOTAL: _____ ÷ # paystubs = _____
("A") ("B" average pay per pay period)

_____ X _____ = _____
(B) (# of annual pay periods) ("C" Annual Projected Income)

Part Two: Year-to-Date Income (*NOTE: IHCDA does not require a YTD calculation)

Year-to-date earnings: \$ _____ YTD covers the dates of ____/____/____ through ____/____/____
(A)

31 Jan _____ (31)
28 Feb _____ (59)
31 Mar _____ (90)
30 Apr _____ (120)
31 May _____ (151)
30 Jun _____ (181)
31 Jul _____ (212)
31 Aug _____ (243)
30 Sep _____ (273)
31 Oct _____ (304)
30 Nov _____ (334)
31 Dec _____ (365)

TOTAL DAYS _____ ÷ 7 = _____ WEEKS PAID IN Y.T.D. FIGURE
(B)

_____ ÷ _____ = _____ X 52 = _____
(YTD EARNINGS "A") (WEEKS PAID "B") C (ANNUAL PROJECTED INCOME)

Part Three: Total Annual Income

If management calculated year-to-date income, compare item "C" from Part One (pay stub average) to item "C" from Part Two (year-to-date) and list the higher of the two below.

ANNUAL ANTICIPATED EMPLOYMENT INCOME: _____