

Instructions: This is a required tool when determining NSP Eligibility Income (current projected household income). Print and include in the NSP Project file.

Income Types	A	B	C	D	E
Household Member Name					
Wages, salaries, tips, bonuses before withholding of household members 18 years or older	\$	\$	\$	\$	\$
Variable Income	\$	\$	\$	\$	\$
Business Income	\$	\$	\$	\$	\$
Retirement & Insurance Income	\$	\$	\$	\$	\$
Actual Interest & Dividend Income	\$	\$	\$	\$	\$
Imputed Income from Assets	\$	\$	\$	\$	\$
Unemployment & Disability Income	\$	\$	\$	\$	\$
Welfare Assistance	\$	\$	\$	\$	\$
Alimony, Child Support & Gift Income	\$	\$	\$	\$	\$
Other	\$	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$	\$

Total of All Income Types/Household Members (Add subtotals of A-E and any additional Household Members)	\$
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Include:

- All Adult Residents (18+)
- Based on household’s expected ability to pay, not their past earnings
- Unearned Income From Minors
- Household Income Not Used For Loan Underwriting/Qualifying Purposes Unless Specifically Excluded

*These required calculations are in accordance with 24 CFR 5.609.

Employment/Business Income

Type	Key Items to Address	Documentation
Income from Wages, Salaries, Tips, etc.	The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.	Verification provided to include rate of pay; number of pay periods; and year-to-date income amount (as of mortgage application date but no earlier than six months prior to the purchase of the property): <ul style="list-style-type: none"> • 3 months current, consecutive paycheck stubs; or • A Verification of Employment form completed by the employer;
Variable Income: Income that varies considerably monthly, Seasonal workers	<ul style="list-style-type: none"> • Base the amount on an average of the prior year’s figures or average amounts awarded to other employees with the same status. The most recent federal income tax return may also be used for this purpose. • Always use an average for overtime (unless employer and income history verifies OT was for one-time, special project, etc.), commissions, part-time income, bonuses, shift differentials, sick pay and holiday pay. 	<ul style="list-style-type: none"> • Previous year’s W-2 forms; or • A Verification of Employment form completed by the employer.
Business Income	<ul style="list-style-type: none"> • The net income from the operation of a business or profession. • Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. • An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. • Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family. 	Sole Proprietorship or Farm Operation: <ul style="list-style-type: none"> • Schedule C – for a proprietorship • Form 8829 – if Borrower operates the business out of the home • Schedule F – for a farm operation Partnership: <ul style="list-style-type: none"> • Schedule E • Form 1065 K-1 • US Partnership Return of Income Form 1065 S-Corporation: <ul style="list-style-type: none"> • Business Income Tax Return Form 1120S Schedule E • Form 1120S K-1 • W-2 or 1099 Form • US Small

Retirement & Insurance Income	<ul style="list-style-type: none"> The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount (except deferred periodic amounts from SSI and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts). 	<ul style="list-style-type: none"> Current or recent check stubs with date and amount Award letters or computer printout from agency Copies of validated bank deposit slips with identification by bank Most recent quarterly retirement account statement
Actual Income from Assets	<ul style="list-style-type: none"> Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as straight line depreciation as provided by Internal Revenue Service regulation. NOTE: Any withdrawal of cash or assets from an investment will be included as income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. 	<ul style="list-style-type: none"> Current statements, bank passbooks, certificates of deposit if they show the current rate of interest 1099 Forms; or Federal Tax form 1040 Broker's quarterly statement showing value of stocks/bonds and earnings credited to the applicant Call Minnesota Housing HOME HELP coordinator for current Passbook Rate 800-710-8871 Previous two years W-2 forms; Must accurately project income over next 12 months
Imputed Income from Assets	<ul style="list-style-type: none"> If the household has net assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or the imputed income, which is a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD. Calculate 2% (current passbook rate) of the value of all assets, including, but not limited to: <ul style="list-style-type: none"> Cash held in Checking or Savings accounts; Cash value of stocks, bonds, treasure bonds; <ul style="list-style-type: none"> Individual retirement, pension, 401 (K), and Keogh accounts; For more detailed guidance on income from asset calculation, see Exhibit 3.8 on page 30 of the: 	<ul style="list-style-type: none"> Current bank statements, bank passbooks, certificates of deposit Federal Tax form 1040 Broker's quarterly statement showing value of stocks/bonds Most recent quarterly retirement account statements Award letter for lump sum or one-time receipt payments

	Part 5 Income Determination Guide	
Unemployment & Disability Income	<ul style="list-style-type: none"> • Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay 	<ul style="list-style-type: none"> • Current copies of checks or records from agency stating payment amounts and dates • Benefit notification letter signed by authorizing agency • Award letters or computer printout from court or public agency • Copies of validated bank deposit slips
Welfare Assistance	<p>Welfare Assistance. Welfare assistance payments made under the Temporary Assistance for Needy Families (TANF) program are included in annual income:</p> <ul style="list-style-type: none"> • Qualify as assistance under the TANF program definition at 45 CFR 260.31; and • Are otherwise excluded from the calculation of annual income per 24 CFR 5.609(c). <p>If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of:</p> <ul style="list-style-type: none"> • The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus • The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is reduced from the standard of need by applying a percentage, the amount calculated under 24 CFR 5.609 shall be the amount resulting from one application of the percentage. 	<ul style="list-style-type: none"> • Documented telephone call to county social service agency; and • Cancelled checks/bank statements • Computer generated print outs from the disbursing agency
Alimony, Child Support, & Gift Income	<p>Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.</p> <ul style="list-style-type: none"> • Use average of actual support received. • If support is scheduled to stop during next 12 months (i.e. child is 17+ years old), use amount of support through scheduled expiration and average over 12 months. 	<ul style="list-style-type: none"> • Divorce Decree/Child Support Agreement; or • Documented telephone call to county social service agency; and • Cancelled checks/bank statements

Armed Forces Income	All regular pay, special day and allowances of a member of the Armed Forces (except as provided in number 7 of Income Exclusions).	<ul style="list-style-type: none"> • Copies of paycheck stubs
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Other Income

Other Household Income	Always include other sources of income not specifically excluded.
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Exclusions

- Income no longer available
 - ✓ Borrowers can't manipulate income (quit job, etc.) to become eligible
- Earned income of children (including foster children) under the age of 18
- Foster care income
- Allotment provided to an eligible household under the Food Stamp Act of 1977
- Inheritance and Insurance income – lump sum additions to family assets
- Medical expense reimbursements for any family member
- Income of a live-in aide (as defined in 24 CFR 5.403.)
- Student financial aid – the full amount of student financial assistance paid directly to the student or to the educational institution
- Armed Forces Hostile Fire Pay – special pay to a family member serving in the Armed Forces who is exposed to hostile fire
- Self-sufficiency Program Income – amounts received under training programs funded by HUD
- Gifts – temporary, nonrecurring, or sporadic income
- Reparations – paid by a foreign government
- Income in excess of \$480 for each full-time student 18 years or older (excluding the head of household or spouse)
- Adoption assistance payments – payments in excess of \$480 adopted child can be excluded
- Social Security & SSI Income – deferred periodic amounts from SSI and Social Security benefits received in a lump sum amount or in prospective monthly amounts
- Property Tax Refunds – amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit
- Home Care Assistance – amounts paid by a state agency to a family member who has a developmental disability and is living at home to offset the cost of services and equipment
- Other Federal Exclusions as determined in 24 CFR 5.609(c)