

## PAYSTUB INCOME CALCULATION WORKSHEET

**Part One: Average of most recent pay stubs-** Use the gross pay from the last six (6) most recent consecutive paystubs if RHTC or two months of consecutive paystubs if HOME/CDBG/CDBG-D/NSP

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: _____

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: IHCD 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: \_\_\_\_\_