

## 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: IHEDA 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: \_\_\_\_\_