

**Excerpts Regarding Income Calculation - Policy and Procedures Manual for
Administering Deed Restricted Affordable Housing Units**

2.4 Annual Gross Income

Annual household income is defined pursuant to the U.S. Code of Federal Regulations and provided on the website of the U.S. Department of Housing and Urban Development at:

<http://www.hud.gov/offices/cpd/affordablehousing/training/web/calculator/definitions/part5.cfm>

Exhibit 3 provides the definitions of what is included and excluded from the determination of annual gross income in accordance with the U.S. Code of Regulations. In summary, gross household income is the sum of all the income for every adult, 18 years or older, living in the unit. Sources of income include all wages or salaries, overtime pay, commissions, fees, tips, bonuses and other compensation, net income from a business or profession or from the rental of real or personal property, interest and dividends, payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, payments in lieu of earnings, public assistance, alimony and child support received, and any other sources of income.

2.4.1. Documentation to Verify Sources of Income

The gross annual incomes of all household members age 18 or older are considered when determining eligibility. The types of income to be verified and the type of documentation that will be requested may include:

- Signed copies of federal tax returns for the most recent three years
- W2 form for most recent two years
- Copies of the last three consecutive payroll stubs or other verification of employment

The following income documentation below may also be verified as follows:

Source of Income	Documentation
Salaries and wages	Prior three years federal tax returns, two years W2, three most recent payroll stubs
Business income	Prior three years federal tax returns and verification of income by a certified public accountant or bookkeeper including a most recent quarterly profit/loss statement
Interest and dividend income	Prior three years federal tax returns
Retirement and Insurance Income	Verification from source
Unemployment & Disability Income	Verification from source
Welfare Assistance	Verification from source
Alimony, Child Support and Gift Income	Verification from source
Armed Forces Income	Verification from source
Other	Verification from source