

Income documentation guide

A quick review of the documents you
can provide to help us verify your income

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As a part of your application,
it is important to provide
proof of your current income.
Let's walk through the right
documents to include.

Income documentation

By answering the following questions we can help you quickly identify the documentation needed for your application. If you answer yes to more than one question, make sure to read and check all pages identified.

Please remember to provide the required documentation for all the income you want considered for the Mortgage Assistance Application. This includes documents from the borrower, co-borrower, and any other income contributors. If you have a co-borrower who is not participating in your request for assistance, your Home Preservation Specialist can tell you what documents you will need to submit.

When more than one document is listed, please include all of them unless they are substitutable as indicated by the word “or.”

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|---|-----------------------------|
| Are you employed? | <i>If yes, go to page 4</i> |
| Are you unemployed? | <i>If yes, go to page 4</i> |
| Are you self-employed? | <i>If yes, go to page 5</i> |
| Are you an active member of the military? | <i>If yes, go to page 5</i> |
| Are you a member of the military reserves (including National Guard)? | <i>If yes, go to page 5</i> |
| Are you retired? | <i>If yes, go to page 6</i> |
| Are you divorced or separated? | <i>If yes, go to page 6</i> |
| Do you have a tenant? | <i>If yes, go to page 7</i> |
| Are you receiving other financial assistance? | <i>If yes, go to page 7</i> |



I'm employed

QUICK TIP

As you read through, use this document as your worksheet. Check the boxes for the documents that are applicable to help ensure you gather the right materials before submitting your application.

What documents do I need to submit?

- Your **two most recent pay stubs** indicating year-to-date earnings.

What if I'm new at my job?

- You can provide your **job offer letter or employment contract**. This letter must be on company letterhead, signed and dated within the last 30 days, with no contingencies, and include your start date, pay schedule (hourly, weekly, monthly, or yearly), and gross income amount.

What if I cannot provide pay stubs?

If you are employed, but cannot provide pay stubs, reach out to your Home Preservation Specialist and we can help.

Making money other ways?

- If you have other earned income such as bonuses, commissions, housing allowance, tips, or overtime, you may need to provide **independent third-party documentation** describing the amount and nature of the income. Your Home Preservation Specialist will let you know what is required.

Do I need to provide tax returns?

Your Home Preservation Specialist can tell you if the **most recent tax returns** are needed.

I'm unemployed

What documents do I need to submit?

- Unemployment benefit award letter from the provider, e.g., your state's unemployment office, showing the amount, frequency and duration of benefit payments.

What if my unemployment benefits have expired?

If you're unemployed, but no longer receiving benefits, your Home Preservation Specialist can tell you what documents to provide.

I'm self-employed

QUICK TIP

For a profit and loss statement template, visit **Documents and Forms** on wellsfargo.com/homeassist.

Please include business expenses and exclude personal expenses.

What documents do I need to submit?

- Your **most recent personal tax returns** with all schedules and forms. Remember to sign these documents.
- Your **most recent business tax returns** with all schedules and forms, if applicable. Remember to sign these documents.
- Your **business's quarterly or year-to-date profit and loss statement**, showing activity over the last three months.

What else could my Home Preservation Specialist ask me to provide?

- Bank statements for your business or personal account** for the last two months that support the business activity on the profit and loss statement or tax returns.

I'm an active member of the military

What documents do I need to submit?

- Your **two most recent Leave and Earnings Statements (LES)** indicating year-to-date income.
- Current military documentation.** Reach out to your Home Preservation Specialist if you have any questions.

I'm a member of the military reserves (including National Guard)

What documents do I need to submit?

- Your **two most recent Leave and Earnings Statements (LES)** indicating year-to-date income.
- Your **most recent Leave and Earnings Statement (LES)** indicating the prior year's income.
- Current military documentation.** Reach out to your Home Preservation Specialist if you have any questions.

I'm retired

What documents do I need to submit if I'm receiving income from retirement, pension plans, social security and/or veteran benefits?

- The **most recent retirement, pension or benefit award letter or statement** showing the amount, frequency and duration of the benefit payments, or
- Receipt of payment**, e.g., personal bank statements for the last two months showing deposit amounts.

I'm divorced or separated

IMPORTANT NOTE

You are not required to reveal your alimony, child support, or separate maintenance income if you decide not to have it considered for the application.

What information do I need to submit if I'm receiving and choose to include alimony, child support, or separate maintenance income?

- The amount of the payments
- The period of time you will be receiving them
- Proof of payment receipt

What documents would provide this information?

- A **legal agreement filed with a court**, e.g., a quit claim deed and divorce decree or separation agreement.
- Proof of full, regular and timely receipt of income, such as:
 - One most recent month's deposit slip; or
 - One most recent month's bank statement showing the deposit; or
 - Your most recent personal tax returns with all schedules and forms. Remember to sign these documents, or provide a signed and completed Form 4506-C.

I have tenant (boarder) income

QUICK TIP

Boarder – tenant lives in primary residence and pays rent.

What documents do I need to submit?

- Provide **proof of occupancy** for your tenant. This could include any of the following with his/her name and your address: mobile phone bill, utility bill, or bank statements.
- Provide your **personal bank statements or canceled checks for the last month showing the deposit amount**. Make sure to include the full bank-generated statement with all the pages and not a printout of “recent activity.”
- Provide a copy of the **fully executed current lease agreement**.

What if I do not have a lease?

- Provide your personal bank statements or canceled checks for the last two months showing the deposit amounts. Make sure to include the full bank-generated statement with all the pages and not a printout of “recent activity.”

I have rental income

QUICK TIP

Renter – tenant lives in separate address — investment property.

What documents do I need to submit?

- Your **most recent tax returns with all schedules and forms**, including Schedule E: Supplemental Income and Loss, indicating your rental income. Remember to sign this document, or provide a signed Form 4506-C.

What if my rental income is different or not reported on Schedule E?

- Show receipt of rent** with one bank statement or canceled rent check over the last month. Make sure to include the full bank-generated statement with all pages and not a printout of “recent activity.”
- Provide a copy of the **fully executed current lease agreement**.

I’m receiving other financial assistance

What documents do I need to submit if I’m receiving adoption assistance, social security, disability or death benefits, welfare, or public assistance?

- The **most recent benefit award letter or statement** showing the amount, frequency and duration of the benefit payments, or
- Receipt of payment**, e.g., personal bank statements for the last two months showing the deposit amounts. Make sure to include the full bank-generated statement with all pages and not a printout of “recent activity.”

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