

FINANCIAL INFORMATION FORM

SECTION 4: CURRENT EMPLOYMENT INFORMATION

- You should only complete requested employer information if you are currently working for employer.
- If you are not currently employed, indicate that you are currently "Unemployed" in the box provided.

	Borrower	Co-Borrower 1	Co-Borrower 2
Status of Employment	<input type="checkbox"/> Employed <input type="checkbox"/> Self Employed <input type="checkbox"/> Unemployed	<input type="checkbox"/> Employed <input type="checkbox"/> Self Employed <input type="checkbox"/> Unemployed	<input type="checkbox"/> Employed <input type="checkbox"/> Self Employed <input type="checkbox"/> Unemployed
If unemployed, are you currently receiving unemployment benefits or received the benefits in the last 6 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Hire Date	____ / ____ / ____ MM / DD / YYYY	____ / ____ / ____ MM / DD / YYYY	____ / ____ / ____ MM / DD / YYYY
How often are you paid?	<input type="checkbox"/> Weekly <input type="checkbox"/> Every other week <input type="checkbox"/> Monthly <input type="checkbox"/> Twice a month	<input type="checkbox"/> Weekly <input type="checkbox"/> Every other week <input type="checkbox"/> Monthly <input type="checkbox"/> Twice a month	<input type="checkbox"/> Weekly <input type="checkbox"/> Every other week <input type="checkbox"/> Monthly <input type="checkbox"/> Twice a month

SECTION 5: INCOME INFORMATION - RECEIVED PER MONTH

- All figures should represent the total amount received in a month for that income category.
- **GROSS Pay** – This is the amount of compensation received by an employee each month before any deductions are made for taxes, health benefits, 401k contributions, etc.
- **NET Pay** – This is the amount of compensation received by the employee each month after all deductions are made for taxes, health benefits, 401k contributions, etc. This would be the actual dollar amount on the pay check or amount deposited into the employee's bank account, if direct deposit is used.
- **Overtime Pay, Commissions and Bonuses** – This should be based on a monthly average since the amount received can vary on a monthly basis. For example, if bonus income of \$1,200 is received on an annual basis, the amount entered should be \$100 (\$1,200 divided by 12 months = \$100).
- **Self Employed Borrowers** – The total amount of income received per month should be tied back to the Profit and Loss Statement to be provided under the Document Checklist. A Profit and Loss Statement is a financial statement that summarizes the revenues, costs and expenses incurred during a specific period of time - usually a fiscal quarter or year.

	Borrower	Co-Borrower 1	Co-Borrower 2
GROSS Pay (Before all tax/ payroll deductions)	\$	\$	\$
NET Pay (Take home pay)	\$	\$	\$
Overtime Pay (Average per month and not included in above)	\$	\$	\$
Commissions (Average per month and not included in above)	\$	\$	\$
Bonus (Average per month and not included in above)	\$	\$	\$
Tips (Average per month and not included in above)	\$	\$	\$
Social Security	\$	\$	\$
Disability / Death Benefits	\$	\$	\$
Retirement/ Pension	\$	\$	\$
Alimony/ Child Support*	\$	\$	\$
Public Assistance / Workers' Compensation	\$	\$	\$
Food Stamps/Welfare	\$	\$	\$
Unemployment Benefits	\$	\$	\$
Monthly GROSS Rental Income from All Properties**	\$	\$	\$
Other Income	\$	\$	\$
Total (Gross Income)	\$	\$	\$

*Alimony, Child Support or separate maintenance income need not be disclosed if you do not choose to have it considered for repaying your mortgage debt.

**Include Rental income received from all properties you own EXCEPT a property for which you are seeking mortgage assistance.

SECTION 6: REQUIRED INCOME DOCUMENTATION

Income Sources for <u>ANY</u> Borrower(s)	Documents required
Salary/Hourly wages income	For Each Borrower who is salaried or hourly wage income, provide 2 most recent paystubs that reflects at least 30 days of year- to-date income.
Self Employment income	Provide your most recent signed and dated quarterly or year-to date profit and loss statement.
Unemployment income	Provide documentation showing the amount and frequency of the benefits, such as letters, exhibits or benefits statement from the provider
Tips, commission, bonus, housing allowance or overtime.	Describe the type of income, how frequently you receive the income and third party documentation describing the Income (e.g., employment contracts or printouts documenting tip income).
Food Stamps, social security, disability, death benefits, pension, public assistance, adoption assistance.	Provide documentation showing the amount and frequency of the benefits, such as letters, exhibits, disability policy or benefits statement from the provider and receipt of payment (such as two most recent bank statements or deposit advices).
Income from rental properties that are not your principal residence.	If rental income is not reported on Schedule E, provide a copy of the current lease agreement with bank statements showing deposit of rent checks. Provide your most recent Federal Tax return with all schedules, including Schedule E.
Alimony, child support, or separation maintenance payments.	<ul style="list-style-type: none"> ● Provide a copy of the divorce decree, separation agreement, or other written legal agreement filed with the court that states the amount of the payments and the period of time that you are entitled to receive them. AND ● Copies of your two most recent bank statements or deposit advices showing you have received payment. <p>Notice: Alimony, child support or separate maintenance income need not be disclosed if you do not choose to have it considered for repaying your mortgage debt.</p>

All borrowers must include a signed IRS Form 4506-T or 4506T-EZ regardless of income source(s).

SECTION 7(a): COMBINED ASSETS		SECTION 7(b): MONTHLY HOUSING EXPENSES		SECTION 7(c): MONTHLY MISCELLANEOUS EXPENSES	
Total Checking Account(s)	\$	Credit Cards/Installment Debt (Total Min. Payment)	\$	Health Insurance	\$
Total Savings Account(s) / Money Market	\$	Child support/ Alimony	\$	Medical Bills	\$
Stocks / Bonds / CD's	\$	Car Payments	\$	Student Loan Payments	\$
401k / Employee Stock Ownership Plan	\$	Mortgage payments on other Properties	\$	Religious / Charitable Contributions	\$
Car(s) (Estimated value less any loans outstanding)	\$	Gas	\$	Personal / Life Insurance	\$
Life Insurance (Whole Life / Term)	\$	Food	\$	Club / Union Dues	\$
IRA / Keogh Accounts	\$	Auto Insurance	\$	Cable TV / Entertainment	\$
Other Assets	\$	Auto Maintenance	\$	Dry Cleaning / Clothing	\$
		Bank / Finance Loan Payments	\$	School Tuition	\$
		Other Expenses	\$	Other Expenses	\$
Description of Other Assets:		Description of Other Expenses:		Description of Other Expenses:	
Total Assets	\$	Total Housing Expenses	\$	Total Misc. Expenses	\$