

EMPLOYMENT VERIFICATION INCOME CALCULATION WORKSHEET

Part One: Base Pay- Use either base pay before raise or with raise if an increase is indicated on the employment verification.

BASE PAY CALCULATION (No Raise Anticipated)

Hourly Rate \$ _____ x Hours worked per week _____ x 52 weeks = \$ _____
(A)
Overtime Rate \$ _____ x O.T. hours per week _____ x 52 weeks = \$ _____
(B)
Tips/commissions per week _____ x 52 weeks = \$ _____
(C)
Annualized bonus/other pay = \$ _____
(D)
Total Annual Income (A+B+C+D) = \$ _____
(E)

BASE PAY CALCULATION (With Anticipated Raise)

Effective Date of Certification _____ Effective Date of Anticipated Raise _____
Rate before Raise \$ _____ x Hours worked per week _____ x _____ weeks = \$ _____
(A)
Rate with Raise \$ _____ x Hours worked per week _____ x _____ weeks = \$ _____
(B)
O.T. Rate before Raise \$ _____ x O.T. hours per week _____ x _____ weeks = \$ _____
(C)
O.T. Rate with Raise \$ _____ x O.T. hours per week _____ x _____ weeks = \$ _____
(D)
Tips/commissions per week _____ x 52 weeks = \$ _____
(E)
Annualized bonus/other pay = \$ _____
(F)
Total Annual Income (A+B+C+D+E+F) = \$ _____
(G)

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") (ANNUAL PROJECTED INCOME "C")

Part Three: Total Annual Income

If management calculated year-to-date income, compare item "E" or "G" from Part One (base pay) to item "C" from Part Two (year-to-date) and list the higher of the two below.

ANNUAL ANTICIPATED EMPLOYMENT INCOME: _____