

# 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**

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**

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:** \_\_\_\_\_