

**NY Home Performance with ENERGY STAR® (HPwES)
Residential Loan Income Documentation Guidelines**

The table below outlines the HPwES Loan Program income documentation guidelines for six of the most common types of income received by applicants to the program.

NOTE: The information below is intended to outline the general guidelines used to document income for the HPwES Loan Program. It should NOT be construed to be a statement of the official rules and regulations of the program. NYSERDA reserves the right to make final determinations regarding appropriate documentation and consideration of an applicant's income.

Income Type	Acceptable Types of Documentation (Provide <u>one</u> of the documents in this column for each income source)	Requirements/Considerations
Employment/Wages	<ul style="list-style-type: none"> • Copy of a pay stub dated within 30 days of the loan submission date • Letter from employer 	<ul style="list-style-type: none"> • Need to show year-to-date gross income received. • If the customer started a job since January 1st, she may need to document the date of hire. Additional pay stubs may also be helpful in these cases. • If the customer provides an employer statement, the statement needs to be signed and dated by an appropriate party (ex. HR rep, accounting rep, supervisor, etc.).
Self-employment	<ul style="list-style-type: none"> • Copy of the customer's most recent Federal Tax return, along with schedule C, E, or F (as applicable) • Audited P&L statement may be accepted in place of a tax return for businesses that were started since the 1st of the year 	<ul style="list-style-type: none"> • Tax documents must be for the most recently completed tax year. • During the period from January 1st through April 14th, if a customer has not yet filed a return for the most recent tax year, a return from the previous year may be accepted. • A customer who files a Schedule E with a jointly filed tax return may also be asked to provide a Schedule K-1, which would indicate whether the income is attributable to the husband or the wife.
Pension/Social Security	<ul style="list-style-type: none"> • Copy of an award letter for the current year • Copy of a recent check stub, payment advice, or bank statement showing direct deposit 	<ul style="list-style-type: none"> • Customers may remove account numbers and other personal information from bank statements. The statement needs to show the customer's name, deposit date, deposit amount, and issuer of funds. The issuer of funds should be indicated as a pension, annuity, etc. • If there are multiple names on the account and only one name on the loan, additional documentation will be needed to link the income to the borrower.

Income Type	Acceptable Types of Documentation (Provide <u>one</u> of the documents in this column for each income source)	Requirements/Considerations
401(k)/IRA	<ul style="list-style-type: none"> • Brokerage statements showing a regular pattern of distributions AND adequate assets to maintain the current distribution level for at least three more years. 	<ul style="list-style-type: none"> • To be 'regular,' distributions do not necessarily need to be received on a monthly basis.
Rental	<ul style="list-style-type: none"> • Copy of a current lease • If no lease exists, copies of six consecutive cancelled rent checks 	<ul style="list-style-type: none"> • The lease period must cover the time when the borrower is applying for the loan. • If the lease term is, 'month-to-month' a copy of the most recent cancelled rent check should be provided with the lease.
Child Support/Alimony	<ul style="list-style-type: none"> • Copy of the divorce decree/court order that established the support 	<ul style="list-style-type: none"> • The period for which the support is ordered must extend at least three years beyond the date of the loan application. Information regarding the ages of the children and the defined 'emancipation events' may be requested to show that the support will continue.

*NY Home Performance with ENERGY STAR offers financing, energy audits, and workforce development opportunities as part of the Green Jobs-Green NY Act of 2009.