

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.”

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 4</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 5</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 6</i>
Are you receiving other financial assistance?	<i>If yes, go to page 7</i>



HAVE QUESTIONS?
Don't hesitate to reach out to your Home Preservation Specialist for help!

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 **most recent pay stubs** indicating year-to-date earnings, covering 30 days (e.g., four if you are paid weekly, two if bi-weekly or semi-monthly, one if monthly).

What if I'm new at my job and/or I cannot provide paystubs?

Your employer will need to verify your employment. Reach out to your Home Preservation Specialist for the appropriate form.

Making money other ways?

- If you have other earned income such as bonuses, commissions, housing allowance, tips, or overtime, you'll need to provide **independent third-party documentation** describing the amount and nature of the income.

I'm unemployed

Reach out to your Home Preservation Specialist to discuss your income and assistance status.

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 scheduled 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.
 - If your profit and loss statement is not available, we may be able to accept copies of your **personal bank statements** for the last two months. Make sure to include the full bank-generated statement with all pages, and not a printout of "recent activity."

What if I haven't yet filed my tax returns for the previous year?

- In addition to the above, if you are past the deadline on federal tax returns, we may ask for a copy of your **filing extension request along with the year-end profit and loss statement**.

I'm an active member of the military (including National Guard)

What documents do I need to submit?

- Your **two most recent Leave & Earnings Statements (LES)** indicating year-to-date income over the last month.
- 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)

QUICK TIP

Please capture your income based on your current status. For example, if you have recently returned from active to reservist status, you are required to share documents that reflect your reserve income.

What documents do I need to submit?

- Your **most recent Leave and Earnings Statements (LES)** from this year indicating year-to-date income over the last month.
- Your **most recent Leave and Earnings Statements from the prior year**, indicating the prior year's income.
- Your **most recent personal tax returns** with all schedules and forms. Remember to sign these documents.
- 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 frequency and duration of the benefit payments.
- 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 divorce decree, separation agreement, or quitclaim deed.
- Receipt of payment, e.g., most recent personal bank statement, debit card receipt or government deposit statement showing the deposit amount. Make sure to include the full bank-generated statement with all pages and not a printout of "recent activity."

I have a tenant living in the property I am seeking assistance on or I have other rental income

QUICK TIP

If you have more than one property, there is an additional Schedule of Real Estate Owned form you may print and include with your application.

You can find it under **Documents and Forms** on [wellsfargo.com/homeassist](https://www.wellsfargo.com/homeassist).

What documents do I need to submit?

- Your **most recent tax returns** with all schedules and forms, including Schedule E: Supplement Income and Loss, indicating your rental income. Remember to sign this document.

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

- Provide **two months of bank statements or canceled checks** that show receipt of the rent. 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 food stamps, or public assistance?

- The **most recent benefit award letter or statement** showing the frequency and duration of the benefit payments.
 - 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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