

## Income Calculation Worksheet (ICW) Instructions

### SUMMARY WORKSHEET on ICW page 1

ICW Item #	Column	Enter the following information on page 1:
		Names of all Applicant(s)/Resident(s)
		Development Name
4	3	Affordable Unit #
5	3	Affordable Unit's AMI%
6	3	Total # of Household Members
7a	3	Current Year Income Limit (AMI) for this specific Unit and the size of this specific household, see <b>Note 1 below</b> .
7b	3	If applicable, AMI Floor for this specific Unit and the size of this specific household
		If you are using ICW Excel version the following line items will be automatically populated.
8	4	Estimated Gross Annual Income from Current Period Gross Earnings, page 2, Item 1b
9	4	Estimated Gross Annual Income from YTD Gross Earnings, page 2, Item 2b
10	4	If applicable, Annual Bonus or Commission, page 2, Item 2c
11	4	Total Household Imputed Assets, page 4, Item 3c
12	4	N/A
13	4	Sum Items 8 thru 11 & enter total \$ amount on Item 13.
14a	4	Item 13 minus Item 7a = Over/(Under) Ceiling Income Limit.
14b	4	If applicable, Item 13 minus Item 7b = Over/(Under) Floor Income Limit.

We suggest you save a copy of the Income Calculation Worksheet in the applicant's/resident's file to be used as a reference when compiling data for next year's annual recertification.

#### Notes:

(1) For this information, refer to BPDA Inclusionary Development Policy, Current Year Limits, Maximum Sales Prices & Maximum Affordable Rents Based on Area Median Income, found on BPDA's website at [www.bostonplans.org](http://www.bostonplans.org).

(2) For more information, visit BPDA's website at [www.bostonplans.org](http://www.bostonplans.org) to see the Frequently Asked Questions

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### Current Period Gross Earnings (Method 1) on ICW page 2

ICW Item #	Column	For <b>each</b> applicant/resident, enter the following information on page 2:
1a	2	First & last name
1a	3	Employer's name or Income Source, i.e. Social Security, Pension, etc.
1a	4	<u>Most current pay date</u> from the two current consecutive pay stubs, see Examples 1 & 2. FYI. The check/advice date on the pay stubs submitted to BPDA must be less than 60 days old.
1a	5	Pay frequency is based on check/advice dates on the two current consecutive pay stubs, see Examples 1 & 2, either weekly, bi-weekly, semi-monthly or monthly. <u>Excel version</u> – Click on arrow & choose pay frequency
1a	6	Gross Current Earnings from most current pay stub, see Sample Paystub Example 1.
1a	8	# of pay periods, ex. weekly = 52, bi-weekly = 26, semi-monthly = 24 & monthly = 12. <u>Excel version</u> – automatically fills in number.
1a	10	Multiply column 6 times column 8 & the result is entered in Column 10.
<b>1b</b>	10	Add all the \$ amounts from Items 1a, column 10 and the sum total is entered in Item 1b. This \$ amount is entered on page 1, Item 8. <u>Excel version</u> – automatically calculates & transfers \$ amount to Summary page.

### YTD Gross Earnings (Method 2) also on ICW page 2

ICW Item #	Column	For <b>each</b> applicant/resident, enter the following information on page 2:
2a	2-5	Same as Item 1a columns 2 – 5 above.
2a	11	<u>YTD Gross Earnings</u> from Pay Stub, see Sample Paystub Example 1.
2a	13	Count the # <u>YTD of Pay Periods</u> by starting with and including the most current pay date and count backwards all pay dates to the beginning of the year, this number is the number of YTD pay periods.
2a	14	<u>Gross Earnings per Pay Period</u> Divide column 11 by column 13 and the result is entered in column 14. <u>Excel version</u> – automatically calculates the \$ amount.
2a	16	# of Pay Periods per Year: weekly = 52, bi-weekly = 26, semi-monthly = 24 & monthly = 12. <u>Excel version</u> – automatically fills in number
2a	18	Multiply column 14 times column 16 and the result is entered in Column 18. <u>Excel version</u> – automatically calculates
		For each applicant/resident you calculated two Estimated Gross Annual Incomes, using Method 1 & Method 2, choose their highest Estimated Gross Annual Income and delete the lowest.
<b>2b</b>	18	Add all the \$ amounts in Items 2a, column 18 and the sum total is entered in Item 2b. This \$ amount must also be entered on page 1, Item 9. <u>Excel version</u> – automatically calculates total & transfers \$ amount to Summary page.
<b>2c</b>	18	If applicable, enter the Annual Bonus or Commission lump sum \$ amount on this line item. This \$ amount is also entered on page 1, Item 10. <u>Excel version</u> – automatically transfers \$ amount to Summary page.

## Income Calculation Worksheet (ICW) Instructions

### Imputed Asset Calculation on ICW page 4

#### Non-exempt Assets – Savings, Checking, Money Market, CDs, Investments, etc.

ICW Item #	Column	Enter the following information on page 1 for <b>each</b> applicant/resident:
3a	2	<u>Type of Asset</u> , ex. checking, savings, Money Market, investment, etc.
3a	3	Name of Bank or Financial Institution
3a	4	Enter <u>asset statement thru date</u> , ex. for a statement with dates of 7/26/17-9/25/17, the thru date is 9/25/17. FYI. Asset statements must be less than 60 days old before submitting them to BPDA
3a	5	Applicant's/Resident's initials
3a	6	Asset statement's <u>account number</u> , the <u>last 4 digits only</u>
3a	7	Asset statement's <u>current balance</u>
3a	9	Multiply \$ amounts in column 7 times column 8 (1%=.01) and the result is entered in column 9. <u>Excel version</u> – automatically calculates \$ amount.
<b>3b</b>	7	Add the Current Balances listed in column 7 and the sum total is listed in Item 3b and compare to Household Asset Limits, see <b>Note 1 below</b> for Household Asset Limits. <u>Excel version</u> – automatically calculates \$ amount.
<b>3c</b>	9	Add the Imputed Asset \$ amounts in column 9 and the sum total is entered in Item 3c. This \$ amount is also entered on page 1, Item 11. <u>Excel version</u> – automatically calculates total & transfers \$ amount to Summary page.

#### Exempt Assets – Retirement accounts, College Savings Plans, Health Savings Plans

ICW Item #	Column	Enter the following information on page 1 for <b>each</b> applicant/resident:
3d	2	<u>Type of Exempt Asset</u> , i.e. Retirement, College Savings Plan, etc.
3d	3	Name of Bank or Financial Institution
3d	4	Enter <u>asset statement thru date</u> , ex. for a statement with dates of 7/26/17-9/25/17, the thru date is 9/25/17. FYI. Asset statements must be less than 60 days old before submitting to BPDA
3d	5	Applicant's/Resident's initials
3d	6	Last 4 digits of Asset statement's <u>account number</u>
3d	7	Asset statement's <u>current balance</u>
3e	7	Add the Current Balances listed in column 7 and the sum total is listed in Item 3e. Asset limits for applicants/residents for rental units where all household members are over the age of 65 years of age is \$250,000. There is no exempt asset limit for Households that includes members under 65 years of age.

#### Notes:

(1) Units designated at or below the 80% of the area median income (AMI) category, the combined total non-exempt assets of the entire household cannot exceed \$75,000.

When applying for a unit designated for households in income categories greater than 80% AMI, the combined total assets of the entire household cannot exceed \$100,000.