

## Wage or Salary

- Two most recent paystubs that are not more than 90 calendar days old.
  - Paystubs should show your year-to-date earnings. If year-to-date earnings do not appear on the document, then also submit one of the following:
    - A letter from your employer stating your year-to-date earnings
    - Your two most recent bank statements income matching the paystubs
  - If you are a new employee and do not yet have a paystub, please provide a letter from your employer stating your hire date and salary.

## Self-Employment

- The most recent quarter's Profit and Loss statement, OR;
- Year-to-Date Profit and Loss statement covering at least a 3-month period

## Benefit Income (Social security, Disability, Survivor Benefits, Pension, Public Assistance)

- Award letter or benefit statement, AND;
- Two most recent monthly bank statements, OR
- A copy of the two most recent benefit checks

## Food Stamps

- Award letter or benefit statement, AND;
- Two most recent monthly bank statements

## Household Income From a Non-Borrower (Residing in the property)

- Two consecutive paystubs or documentation of income matching the documentation requirements stated here for self-employment or other income sources, not more than 90 calendar days old,
  - A Profit and Loss statement and a bank statement (if Self-employed)

## Alimony and/or Child Support

- Copy of the divorce decree or separation agreement filed with a court that includes the payment of alimony and/or child support that includes,
  - The amount of the award
  - The period of time over which it will be received, AND:
- Two most recent bank statements showing receipt of monthly instalment.

*Please know that you are not required to disclose receipt of alimony or child support unless you want the income considered as part of your workout options review.*

## Rental Income

- Submit the completed Schedule E from your most recent tax return.
  - If you did not file a Schedule E, then submit the following:
    - Lease agreement, AND;
    - Two most recent bank statements that include rental income received

## Other Income (Bonus, Commission, Housing Allowance, and Overtime)

- Submit documentation describing the nature of the income, frequency and expected duration

Questions? Academy's Loan Servicing Team is here to help! Give us a call at (844) 568-4718, Monday through Friday from 8:00am - 5:00pm MST, and we'll gladly answer any questions you might have.