

Year-to-Date (YTD) Clarification Form

Manager should use this form when annualized YTD earnings does not closely match the anticipated pay data supplied by the employer

Property Name: _____

Applicant/Tenant: _____ **Unit #:** _____

According to the E.V. form, the YTD earnings are:

\$ _____ as of ____ / ____ / ____

Amount of total anticipated wages for this job is:

\$ _____ (A)

The date-to-date calculator on www.timeanddate.com should be used to help determine how much time is represented in the verified YTD pay. Convert this to an annual figure.

Please contact the 3rd party for additional clarification:

Name & Title of Individual Contacted: _____

Contacted via Phone/Email/Fax (Circle One) on ____ / ____ / ____

- Please list the total amount of YTD earnings:

\$ _____ (B) from ____ / ____ / ____ until ____ / ____ / ____

- Please list the total amount of pay periods included in that figure:

_____ (C)

- Please specify the how many pay periods per year (i.e. 52 if paid weekly, 12 if paid monthly, 26 if bi-weekly, 24 if semi-monthly, etc.)

_____ (D)

- **Divide the YTD amount (B) by the number of pay periods (C) and multiply by (D). Enter the amount below:**

\$ _____ (E)

- If the amount on line (E) is greater than the anticipated wage information from the EV form (A), please explain the reason for this:

Signature of Property Manager

Date

