

## 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](http://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 3<sup>rd</sup> 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

Year-to-Date Clarification

© SPECTRUM ENTERPRISES 2020

