

Year-to-Date (YTD) Clarification Form

Use this form when annualized YTD earnings differs from the anticipated pay data provided by employer

Property Name: _____

Applicant/Tenant: _____ Unit #: _____

MANAGER'S CALCULATIONS ACCORDING TO THE EMPLOYMENT VERIFICATION:

(1) YTD earnings are:

(a) \$ _____ as of ____/____/____

(b) The above YTD earnings amount includes ____ weeks or pay periods

If not listed on third party verification form, use calendar or date-to-date calculator

(c) Pay frequency is: weekly (52) bi-weekly (26) semi-monthly (24) monthly (12)

Based on YTD earnings, the amount of total anticipated wages for this job is:

\$ _____ (a) / ____ (b) x ____ (c) = \$ _____ (A)

(2) Annual earnings from hourly, overtime, shift differential, etc: \$ _____ (B)

Include these detailed calculations on Certification/Calculation Worksheet

If the amount on line (A) does not match closely the anticipated wage information (B)

PLEASE CONTACT THE EMPLOYER FOR CLARIFICATION:

(3) Name & Title of Individual Contacted: _____

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

(d) Please list the total amount of YTD earnings:

\$ _____ from ____/____/____ until ____/____/____
Pay Period Start Date Pay Period End Date

(e) Total number of pay periods included in that figure: _____

(f) Pay frequency is: weekly (52) bi-weekly (26) semi-monthly (24) monthly (12)

Based on YTD earnings, the amount of total anticipated wages for this job is:

\$ _____ (d) / ____ (e) x ____ (f) = \$ _____ (C)

If the amount on line (C) does not match closely the anticipated wage information (B), please have employer explain the reason(s) for this: _____

Signature of Property Manager

____/____/____
Date

