

Income Calculation Workbook: Guide for Members 2024

	×			DPP/AH	P Program
Enter the info the home to worksheet (H	ormation requested in the be purchased should be IH Member 1, Household I	e highlighted boxe listed. Enter each Member 2, etc.).	s belov. Al individual':	l individuals that s income on a sep	vill reside in parate
Member:				* Enrolment Date	
Borrower:				Household Size	0
Address		-			
cav E		State:	-	Zin	
City L		Sinc.		Lip.	
County:		1			
Household Member Number	Name (First and Last)	Relationship to Head of Household	Date of Birth	Age at Time of Enrollment / Income Qualification	Calculated Income from Individual Worksheets
1					\$0.00
2					\$0.00
3					\$0.0
4					\$0.0
5					\$0.0
6					\$0.0
7					\$0.0
0					\$0.0
					\$0.0
9					\$0.0
9					
9 10 11					\$0.0
3 10 11 12					\$0.0 \$0.0
9 10 11 12 13					\$0.0 \$0.0 \$0.0 \$0.0
9 10 11 12 13 14 15					\$0.0 \$0.0 \$0.0 \$0.0 \$0.0 \$0.0



• Navigation for instructions, notes and household members are found at the bottom of the summary page. You may also navigate to specific household members by clicking their number.

lember:				* Enrollment Date	
orrower:		1		Household Size	0
_					
ddress:					
ity 🔽		State:		Zip:	
ounty:					
		- T - T	-	-	
ousehold		Relationship to Head of Household	Date of Birth	Age at Time of Enrollment / Income Qualification	Calculated Income from Individual Worksheets
Number	ame (First and Last)			5	
Number	Name (First and Last)				\$0.00
Number 1 2	hame (First and Last)				\$0.00 \$0.00
Number 1 2 3	Lame (First and Last)				\$0.00 \$0.00 \$0.00
1 2 3 4	Lame (First and Last)				\$0.00 \$0.00 \$0.00 \$0.00
1 2 3 4 5 5	Lame (First and Last)				\$0.00 \$0.00 \$0.00 \$0.00 \$0.00
1 2 3 4 5 6	Lame (First and Last)				\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
1 2 3 4 5 6 7 7	Lame (First and Last)				\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
Number 1 2 3 4 5 6 7 8	Lame (First and Last)				\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
Permoter 1 2 3 4 5 6 7 8 9	Lame (First and Last)				\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
Permoter 1 2 3 4 5 6 7 8 9 10	Lame (First and Last)				\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
Number 1 2 3 4 5 6 7 8 9 10 11	Lame (First and Last)				\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
Permoter 1 2 3 4 5 6 7 8 9 10 11 12	Lame (First and Last)				\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
Permoter 1 2 3 4 5 6 7 8 9 10 11 12 13	Lame (First and Last)				\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
Permonent 1 2 3 4 5 6 7 8 9 10 11 12 13 14	Lame (First and Last)				\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00



Enter the required information in the SHADED cells. The WHITE cells will pre-fill based on the • information you enter. DPP – the date the member determined the borrower was income eligible for DPP assistance. However, the date may not be before the purchase contract date. FHLBank Chicago Enter your AHP – the date the household income was approved as eligible for the program. member bank highlighted boxes Enter the informat name here. listed. Enter each the home to be pu worksheet (HH Memb Household Member 2, etc.). * Enrollment Date Member: Borrower: Hou Enter the primary Address: borrower's name. Zip: City State: Enter the property address that County: is being purchased (DPP/AHP) or rehabbed (AHP). Age at Time of Calculated Enrollment / Household **Relationship to** Income from Member Head of Date of Individual Income Household Birth Number Name (First and Last) Qualification Worksheets 1 \$0.00 2 \$0.00 3 \$0.00 4 \$0.00 5 \$0.00

Total Household Income \$0.00

Warning: Total Income displayed is 🔊 . Please verify this is accurate for this Household.

*Enrollment Date - The date the member or sponsor determined that the household was income eligible for DPP/AHP assistance based on the income documents provided.

Instructions	Notes	HH Member 1

\$0.00

\$0.00

\$0.00 \$0.00

\$0.00 \$0.00

\$0.00

\$0.00 \$0.00

\$0.00

6

7

8

9 10

11

13

14 15



• Enter ALL household members – name, relationship and date of birth.

FHLB M Chic	ago ^{Chicago}				DPP/AH Income Calcul	P Program ation Workbook	
Enter the info to be purchas Household Me	rmation requeste sed should be list ember 2, etc.).	ed in the high ed. Enter eac	lighted boxes belo h individual's inco	ow. All individu ome on a separ	als that will resid ate worksheet (I	de in the home 1H Member 1,	
Member:				*	Enrollment Date		
Borrower:]	Household Size	0	
Address:]			
citv			State:		Zip:		
County:				Comple househ pre-fill. listed.	ete the SHADE old member. A ALL househol	D cells for each ge and income o d members mus	cells wil t be
Household Member Number	Name (First a	nd Last)	Relationship to Head of Household	Date of Birth	Enrollment / Income Qualification	Income from Individual Worksheets	
1						\$0.00	
2						\$0.00	
3						\$0.00	
_4			$\overline{)}$			\$0.00	
5						\$0.00	
6						\$0.00	
7						\$0.00	
8			Recomm	ended order (as applicable):	1) Borrower	
9			2) Co-bor	rower or spou	use 3) Other wa	age earners	
10			in age de	scending orde	er 4) Other non	-wage	
11			earners in	descending	order.		
12						\$0.00	
13						\$0.00	
14						\$0.00	
15						\$0.00	
*Enrollment Da	ate - The date the m	Warning: ember or sponse	Total Income display	I Otal Hous ed is <u>10</u> 7. Please e household was ir	senoid income verify this is accurate ncome eligible for D	\$0.00 e for this Household. PP/AHP assistance	
Instructio	ons	videt.	Notes			HH Member 1	



• See example household below.

FHLBank	DPP/AHP Program
Chicago	Income Calculation Workbook

Enter the information requested in the highlighted boxes below. All individuals that will reside in the home to be purchased should be listed. Enter each individual's income on a separate worksheet (HH Member 1, Household Member 2, etc.).

Member:	123 Bank] ,	Enrollment Date	2/1/2020
Borrower:	Jerry Jones]	Household Size	4
Address:	123 Jones Boul	evard]		\sim
City	Jonesville		State:	IL	1_/	0601
County:	Cook		Househo will also net workl	ld size and a pre-fill after y pook tabs.	ges have pre-fil ou enter informa	led. Income ation on the
Household Member Number	Name (First	and Last)	Relationship to Head of Household	Date of Birth	Age at Time of Enrollment / Income Qualification	Calculated Income from Individual Worksheets
1	Jerry Jones		Borrower	8/1/1970	49	\$0.00
2	Janet Jones		Spouse	2/1/1975	45	\$0.00
3	Billy Jones		Child	4/15/2005	14	\$0.00
4	Suzie Jones		Child	7/30/2008	11	\$0.00
5				-		\$0.00
6						\$0.00
7						\$0.00
8						\$0.00
9						\$0.00
10		For each ho	ousehold membe	er,		\$0.00
11		select the ty	ype from the drop	o-down		\$0.00
12		menu.				\$0.00
13						\$0.00
14						\$0.00
15						\$0.00
				Total Hou	sehold income	\$0.00

Marning: Total Income displayed is <u>10</u>. Please verify this is accurate for this Household.

*Enrollment Date - The date the member or sponsor determined that the household was income eligible for DPP/AHP assistance based on the income documents provided.

Instructions		Notes		HH Member 1	
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• Begin entering income information by selecting the "HH Member 1" tab.

FHLBank Chicago DPP/AHP Program Income Calculation Workbook Income Calculation Workbook									
Enter the inf to be purcha Household I	format ased s Membe	ion requested in the higl hould be listed. Enter ea er 2, etc.).	nlighted boxes belo ch individual's inco	ow. All individu me on a separ	uals that will resid rate worksheet (H	le in the home IH Member 1,			
Member:	123 E	123 Bank * Enrollment Date 2/1/2020							
Borrower:	Jerry	Jones			Household Size	4			
Address:	123 J	lones Boulevard							
City	Jone	sville	State:	IL	Zip:	60601			
County:	Cook	(
Household Member Nymber		ame (First and Last)	Relationship to Head of Household	Date of Birth	Age at Time of Enrollment / Income Qualification	Calculated Income from Individual Worksheets			
1	Jerry	Jones	Borrower	8/1/1970	49	\$0.00			
2	Jane	t.lones	Spouse	2/1/1975	45	\$0.00			
3	Billy.	lones	Child	4/15/2005	14	\$0.00			
4	Suzie	Jones	Child	7/30/2008	11	\$0.00			
5				-		\$0.00			
6						\$0.00			
7						\$0.00			
8						\$0.00			
9						\$0.00			
10			You may click ei	ther the num	ber	\$0.00			
11			by the name or l	<mark>-H Member 1</mark>	as	\$0.00			
12			shown below.			\$0.00			
13						\$0.00			
14						\$0.00			
15						\$0.00			
				Total Hou	se come	\$0.00			
*Enrollment I based on the in Instructi	Date - 1 ncome d	<i>Warning</i> The date the member or spon locuments provided.	r Total Income display sor determined that the Notes	ed is 🔊 . Please e household was is	ncome eligible for a	PP/AHP assistance			



Income Detail Entry

FHLBank

Chicago

• Household member number and household member name are both pre-filled from the corresponding Household Summary entries.

Enter the information requested in the teal boxes. Labels higlighted in dark red provide instructions when you click on the cell. For further information on the FHLBC's Income Calculation Calculation Guidelines

HH Summary	usehold Mem	ber 1	HH Member 2	
Enter Household Member Number				
from Household Summary	1	Jerry Jones		
Calculated Income		Location	Calculated Income	
Position 1		Row 53	\$0.00	Annualized Income is compared
Position 2		Row 103	\$0.00	to the Income Average amount
Position 3		Row 153	\$0.00	and the higher amount for each
Position 4		Row 203	\$0.00	position is used.
Other Income		Row 18	\$0.00	
Seasonal Income		Row 29	\$0.00	
Self Employment Income		Pow 42	\$0.00	
Total		∇	\$0.00	

Other Income:	Income Source		The "Calculated Inco	me" section		
	Unemployment		will pre-fill once you e	enter the		
	Social Security (SSI)		information in the app	oropriate		
	Supplemental SSI		shaded cells on the r	est of the HH		
	Pension/Retirement/Annuities		Member 1 tab. Reme			
	Child Support		cells pre-fill.			
	Alimony			\$0.00	J	
	Rental Income		Rental Income		\$0.00	75% Included
	Other Income - Please List			\$0.00		
			Total	\$0.00		

Seasonal Income:	Weeks Off Work During Year:		Unemplo	oyment Available:	
		YTD per VOE	Per Pay Period	Annualized Base Pay	Income Average
	Weeks Employed to Date				
	Average Hours Per Week				
	Hourly Base Pay Rate				
	Base Wages		\$0.00	\$0.00	
	Overtime				
	Commissions, Tips, Other				
	Gross Income		\$0.00	\$0.00	\$0.00
	Gross Pay Prior Year 1				
	Gross Pay Prior Year 2				



Other Income

- List the amount and schedule (times per year) for any "other" income sources.
- Anything not on the list may be entered in the final income source cells. Simply type over "Other Income Please List".
- Also note that once the other income is entered with its schedule, the total is pre-filled under the Calculated Income section.

HH Summary		Ηοι	н	H Member 2		
Enter Household M	ember Numbei					
from Household Su	immary	1	Jerry Jones			
Calculated Income			Location	Calculated Income		
Position 1			Row 53	\$0.00	Annualized Incor	no is compared
Position 2			Row 103	\$0.00	to the Income A	verage amount
Position 3			Row 153	\$0.00	and the higher a	mount for each
Position 4			Row 203	\$0.89	position i	is used.
Other Income			Row 18	\$2,335.20		
Seasonal Income			Row 29	\$0.00		
Self Employment Inc	ome		Row 42	\$0.00		
Total				\$2,335.20		
Other Income:	Income Source	e	Amount	Schedule	Total	
Other Income:	Income Source	e	Amount	Schedule	Total	
	Chempioyment Social Socurity	een	\$104.60	12	\$0.00 \$2.335.20	
	Supplemental S	33I) 91	φ194.00	12	\$0.00	
	Pension/Retirer	nent/Annuities			\$0.00	
	Child Support	inenti vintaneo			\$0.00	
	Alimony				\$0.00	
	Rental Income				\$0.00	75% Included
	Other Income - I	Please List			\$0.00	
				Total	\$2,335.20	
For example, the	aross amour	at of				

Social Security here is \$194.60 per month, entered with a schedule of 12.





Seasonal Income

- A VOE from the employer is required for a seasonal income calculation.
- The employer must list the expected dates of employment for the year (from XX month to XX month).

	Based or of weeks select "ye availabili unemplo enter the frequence ("other in	VOE, enter th OFF work per es" or "no" rega ty of unemployr yment is unava gross amount y in the previou come", see pag	e number year and rding nent. If ilable, and s section ge 7).		
Seasonal Income:	Weeks Off Work During Year:	12	Unemplo	yment Available:	No
		YTD per VOE	Per Pay Period	Annualized Base Pay	Income Average
40	Weeks Employed to Date	10			
40 weeks employed	Average Hours Per Week	40			
in calcindar year.	Hourly Base Pay Rate	\$15.25			
	Base Wages	\$6,100.00	\$610.00	\$24,400.00	
	Overtime	\$380.00	\$38.00	\$1,520.00	
	Commissions, Tips, Other		\$0.00	\$0.00	
	Gross Income	\$6,480.00	\$648.00	\$25,920.00	\$25,920.00
	Gross Pay Prior Year 1	\$20,380.00		·	
	Gross Pay Prior Year 2				

Enter the information listed on the VOE into the shaded cells. Notice that the "weeks employed in calendar year" will pre-fill, and the white cells will calculate totals based on the information entered.



Self Employment Income

• Use the information on the Beneficiary Questionnaire, the current YTD Profit and Loss Statement and previous 2 years (full) tax returns to complete this section.





Regular Employment (VOE Section)

• For regular, year round employment, a VOE or paystubs may be used. See below for a VOE.







Regular Employment (Pay Stubs)

• If using paystubs, three consecutive pay stubs are required. YTD information must be shown.

Household Membe	er Jerry Jones	Back to Top ^
Position 1	Employer ABC Corpora	ation Till PayStubs Sec Only!!
VOE	Hire Date 2/1/2019	Enter the employer name, select the verification type (pay stubs, in this example), and the hire date listed on the beneficiary questionnaire.
	Average Hours Per Week	
	Base Pay Rate	Pay Rate is
	Payroll Frequency	
	Thru Date	
	Base Pay	
	Overtime	
	Commissions/Tips and Other Recurring Income	
	Gross Pay (Current Year)	
	Gross Pay 2019	
	Gross Pay 2018	





Regular Employment (Pay Stubs)

• Use three consecutive paystubs to complete the shaded cells. Start on the left with the earliest pay stub, moving to the right with the most recent.





Regular Employment – Additional Positions

• If more than one regular, year-round position is held, you may scroll down and enter VOE or pay stub information for each position.

Household Member	r Jerry Jones	i i			Back to Top 4
Position 2	Employer				
	Verification				
	Hire Date				
VOE	If the Thru Date is not pro	ovided, enter the	date the VOE	was signed as th	ne Thru Date.
		YTD per VOE	Per Pay Period	Annualized Base Pay	Income Average
	Average Hours Per Week			· · · ·	
	Base Pay Rate		Pay Rate is		
	Payroll Frequency				
	Thru Date				
	Base Pay				
	Overtime				
	Commissions/Tips and Other Recurring Income				
	Gross Pay (Current Year)				
	Gross Pay Prior Year				
	Gross Pay Prior Year				
Up to four positi may be calculat each HH memb scrolling down a entering.	ons ed for er by ind				





Calculated Income

• Once you have entered all income details, you may click "Back to Top" in order to access the top navigation. The "Calculated Income" section should be filled in, showing totals from each section completed in the "HH Member 1" tab.

Household Membe	er Jerry Jone	S			Back to Top ^
Position 1	Employer ABC Corpo	ration			
	Verification Pay Stub	s 🚽 ming: Fill Pay	Stubs Sec Only!!		
	Hire Date 2/1/2019				
VOE	If the Thru Date is not p	rovided, enter the	date the VOE v	was signed as t	he Thru Date.
		YTD per VOE	Per Pay Period	Annualized	Income
	Average Hours Per Week		Fellou	Dase Fay	Average
	Base Pay Rate		Pay Rate is		
	Payroll Frequency				
	Thru Date				
	Base Pay				
	Overtime				
	Commissions/Tips and Othe Recurring Income	π.			
	Gross Pay (Current Year)				
	Gross Pay 2019				
	Gross Pay 2018				
HH Summary	Aember Number	lousehold Mem	ber 1		IH Member 2
from Household S	ummary 1	Jerry Jones			
Calculated Income	e	Location	Calculated Income		
ABC Corporation		Row 53	\$33,079.43	Annualized Inco	me s compare
Position 2		Row 103	\$0.00	to the Income A	Average amount
Position 3		Row 153	\$0.00	and the higher a	amount for each
				position	IS USPO.
Position 4		Row 203	\$0.00		
Position 4 Other Income		Row 203 Row 18	\$0.00 \$2,335.20		
Position 4 Other Income Seasonal Income		Row 203 Row 18 Row 29	\$0.00 \$2,335.20 \$0.00		
Position 4 Other Income Seasonal Income Self Employment In	come	Row 203 Row 18 Row 29 Row 42	\$0.00 \$2,335.20 \$0.00 \$0.00		



Calculated Income

• Navigate back to the Household Summary Tab. The Calculated income total for Household Member 1 should appear in the "Calculated Income" column.

FHLE Chice	LBank cago Income Calculation Workbook							
Enter the information requested in the highlighted boxes below. All individuals that will reside in the home to be purchased should be listed. Enter each individual's income on a separate worksheet (HH Member 1, Household Member 2, etc.).								
Member:	123 Bank * Enrollment Date 2/1/2020							
Borrower:	Jerry	Jones			Household Size	4		
Address:	123 J	lones Boulevard						
City	Jone	sville	State:	IL	Zip:	60601		
County:	Cook	:						
Household			Pelationship to		Age at Time of	Calculated		
Member Number	N	ame (First and Last)	Head of Household	Date of Birth	Income Qualification	Individual Worksheets		
Member Number	N	ame (First and Last) Jones	Head of Household Borrower	Date of Birth 8/1/1970	Income Qualification 49	Individual Worksheets \$35,414.63		
Member Number	N Jerry Janet	ame (First and Last) Jones t Jones	Head of Household Borrower Spouse	Date of Birth 8/1/1970 2/1/1975	Income Qualification 49 45	Individual Worksheets \$35,414.63 \$0.00		
Member Number	N Jerry Janei Billy J	lame (First and Last) Jones t Jones Jones	Head of Household Borrower Spouse Child	Date of Birth 8/1/1970 2/1/1975 4/15/2005	Uncome Qualification 49 45 14	Individual Worksheets \$35,414.63 \$0.00 \$0.00		
Member Number 1 2 3 4	N Jerry Janei Billy J Suzie	lame (First and Last) Jones t Jones Jones e Jones	Head of Household Borrower Spouse Child Child	Date of Birth 8/1/1970 2/1/1975 4/15/2005 7/30/2008	Lincome Qualification 49 45 14 14	Individual Worksheets \$35,414.63 \$0.00 \$0.00 \$0.00		
Member Number 1 2 3 4 5	N Jerry Janei Billy J Suzie	ame (First and Last) Jones t Jones Jones 2 Jones	Head of Household Borrower Spouse Child Child	Date of Birth 8/1/1970 2/1/1975 4/15/2005 7/30/2008	Qualification 49 45 14 11	10000000000000000000000000000000000000		
Member 1 2 3 4 5 6	N Jerry Janei Billy J Suzie	lame (First and Last) Jones t Jones Jones e Jones	Head of Household Borrower Spouse Child Child	Date of Birth 8/1/1970 2/1/1975 4/15/2005 7/30/2008	Qualification 49 45 14 11	Individual Worksheets \$35,414.63 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00		
Member Number 1 2 3 4 5 6 7	N Jerry Janet Billy J Suzie	lame (First and Last) Jones t Jones Jones e Jones	Head of Household Borrower Spouse Child Child	Date of Birth 8/1/1970 2/1/1975 4/15/2005 7/30/2008	Lincome Qualification 49 45 14 11	Individual Worksheets \$35,414.63 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00		
Member Number 1 2 3 4 5 6 7 8	Jerry Janei Billy J Suzie	lame (First and Last) Jones t Jones Jones e Jones	Head of Household Borrower Spouse Child Child	Date of Birth 8/1/1970 2/1/1975 4/15/2005 7/30/2008	Qualification 49 45 14 11	Individual Worksheets \$35,414.63 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00		
Member Number 1 2 3 4 5 6 7 8 9	Jerry Janet Billy J Suzie	ame (First and Last) Jones t Jones Jones 9 Jones	Head of Household Borrower Spouse Child Child	Date of Birth 8/1/1970 2/1/1975 4/15/2005 7/30/2008	Qualification 49 45 14 11	Individual Worksheets \$35,414.63 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00		
Member Number 1 2 3 4 5 6 7 8 9 10	N Jerry Janei Billy J Suzie	lame (First and Last) Jones t Jones e Jones	Head of Household Borrower Spouse Child Child	Date of Birth 8/1/1970 2/1/1975 4/15/2005 7/30/2008	Lincome Qualification 49 45 14 11	Individual Worksheets \$35,414.63 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00		
Member Number 1 2 3 4 5 6 7 8 9 10 11	N Jerry Janet Billy J Suzie	lame (First and Last) Jones t Jones Jones e Jones	Head of Household Borrower Spouse Child Child	Date of Birth 8/1/1970 2/1/1975 4/15/2005 7/30/2008	Qualification 49 45 14 11	Individual Worksheets \$35,414.63 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00		
Member Number 1 2 3 4 5 6 7 8 9 10 11 12	N Jerry Janet Billy J Suzie	ame (First and Last) Jones t Jones Jones e Jones	Head of Household Borrower Spouse Child Child	Date of Birth 8/1/1970 2/1/1975 4/15/2005 7/30/2008	Qualification 49 45 14 11	Individual Worksheets \$35,414.63 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00		
Member Number 1 2 3 4 5 6 7 8 9 10 11 12 13	N Jerry Janet Billy J Suzie	ame (First and Last) Jones t Jones Jones 9 Jones	Head of Household Borrower Spouse Child Child	Date of Birth 8/1/1970 2/1/1975 4/15/2005 7/30/2008	Qualification 49 45 14 11	Individual Worksheets \$35,414.63 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00		
Member Number 1 2 3 4 5 6 7 8 9 10 11 12 13 14	N Jerry Janet Billy J Suzie	lame (First and Last) Jones t Jones Jones e Jones	Head of Household Borrower Spouse Child Child	Date of Birth 8/1/1970 2/1/1975 4/15/2005 7/30/2008	Lincome Qualification 49 45 14 11	Individual Worksheets \$35,414.63 \$0.00		
Member Number 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15	N Jerry Janet Billy J Suzie	lame (First and Last) Jones t Jones Jones e Jones	Head of Household Borrower Spouse Child Child	Date of Birth 8/1/1970 2/1/1975 4/15/2005 7/30/2008	Qualification 49 45 14 11	Individual Worksheets \$35,414.63 \$0.00		

*Enrollment Date - The date the member or sponsor determined that the household was income eligible for DPP/AHP assistance based on the income documents provided.

Instructions	Notes	HH Member 1



Additional Household Members with Income

• Proceed with the same steps for each household member with earned income.

ZZZZ Chico	ago				Income Calcul	ation Workbook
Enter the inf to be purcha Household N	formation requested in the used should be listed. Ente Member 2, etc.).	e highlighted b er each individ	oxes belo lual's inco	ow. All individu ome on a separ	ials that will resid ate worksheet (H	de in the home IH Member 1,
Member:	123 Bank			*	Enrollment Date	2/1/2020
Borrower:	Jerry Jones]	Household Size	4
Address:	123 Jones Boulevard]		
City	Jonesville		State:	IL	Zip:	60601
County:	Cook					
Household Member Number	Name (First and Last	Relation Hea) Hous	nship to Id of ehold	Date of Birth	Age at Time of Enrollment / Income Qualification	Calculated Income from Individual Worksheets
1						
	Jerry Jones	Borrowei	r	8/1/1970	49	\$35,414.63
2	Jerry Jones Janet Jones	Borrower Spouse	r	8/1/1970 2/1/1975	49 45	\$35,414.63 \$0.00
2	Jerry Jones Janet Jones Lines	Borrowei Spouse Child	r	8/1/1970 2/1/1975 4/15/2005	49 45 14	\$35,414.63 \$0.00 \$0.00
2	Jerry Jones Janet Jones Suzi	Borrowei Spouse Child Child	r	8/1/1970 2/1/1975 4/15/2005 7/30/2008	49 45 14 11	\$35,414.63 \$0.00 \$0.00 \$0.00
2 4 5	Jerry Jones Janet Jones Suzi es	Borrower Spouse Child Child	r	8/1/1970 2/1/1975 4/15/2005 7/30/2008	49 45 14 11	\$35,414.63 \$0.00 \$0.00 \$0.00 \$0.00
2 4 5 6	Jerry Jones Janet Jones Suzz Complete income	Borrower Spouse Child Child for each	r	8/1/1970 2/1/1975 4/15/2005 7/30/2008	49 45 14 11	\$35,414.63 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
2 3 4 5 6 7	Jerry Jones Janet Jones Suzi Complete income t household membe	Borrowei Spouse Child Child for each r with the	· · · · · · · · · · · · · · · · · · ·	8/1/1970 2/1/1975 4/15/2005 7/30/2008	49 45 14 11	\$35,414.63 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
2 3 4 5 6 7 8	Jerry Jones Janet Jones Jones Suzz Complete income to household member corresponding hou member number	Borrower Spouse Child Child Child for each r with the sehold	·	8/1/1970 2/1/1975 4/15/2005 7/30/2008	49 45 14 11	\$35,414.63 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
2 4 5 6 7 8 9	Jerry Jones Janet Jones Suz Complete income household membe corresponding hou member number.	Borrower Spouse Child Child for each r with the isehold		8/1/1970 2/1/1975 4/15/2005 7/30/2008	49 45 14 11	\$35,414.63 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
2 3 4 5 6 7 8 9 10	Jerry Jones Janet Jones Suzi Complete income to household member corresponding hou member number.	Borrowei Spouse Child Child Child for each r with the sehold		8/1/1970 2/1/1975 4/15/2005 7/30/2008	49 45 14 11	\$35,414.63 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
2 4 5 6 7 8 9 10 11	Jerry Jones Janet Jones Suz Complete income t household membe corresponding hou member number.	Borrower Spouse Child Child for each r with the sehold		8/1/1970 2/1/1975 4/15/2005 7/30/2008	49 45 14 11	\$35,414.63 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
2 4 5 6 7 8 9 10 11 12 12	Jerry Jones Janet Jones Suz Complete income t household membe corresponding hou member number.	Borrower Spouse Child Child for each r with the isehold		8/1/1970 2/1/1975 4/15/2005 7/30/2008	49 45 14 11	\$35,414.63 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
2 3 4 5 6 7 8 9 10 11 11 12 13	Jerry Jones Janet Jones Suzi Complete income to household member corresponding hou member number.	Borrowei Spouse Child Child for each r with the sehold		8/1/1970 2/1/1975 4/15/2005 7/30/2008	49 45 14 11	\$35,414.63 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
2 4 5 6 7 8 9 10 11 12 13 14 15	Jerry Jones Janet Jones Suz Complete income to household member corresponding hou member number.	Borrowei Spouse Child Child for each r with the isehold		8/1/1970 2/1/1975 4/15/2005 7/30/2008	49 45 14 11	\$35,414.63 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00

*Enrollment Date - The date the member or sponsor determined that the household was income eligible for DPP/AHP assistance based on the income documents provided.

Instructions	Notes	HH Member 1	



Finishing Up

 All income documentation must be dated within 120 days of the closing date. For detailed information regarding income guidelines and documentation, refer to the Income Calculation Guidelines found in the forms section of the <u>DPP Program Guide</u> as well as the <u>FHLBC.com</u> <u>website for AHP Programs</u>.



VI. Forms, Procedures and Information Links

A MEMBER ENROLLMENT FORM

DPP Program Agreement

B. HOUSEHOLD APPLICATION/INCOME FORMS AND LINKS

 HUD Income Guidelines

 Census Tract Locator

 Beneficiary Questionnaire

 Income Calculation Guidelines

 Income Calculation Workbook

 Certification of Zero Income

 Certification of Tip Income

 Rehab Guidelines

 Reservation Document Checklist

C. CLOSING AND RETENTION DOCUMENT FORMS AND LINKS

DPP Homebuyer Education Retention Agreement (IL and WI Sample) Retention Agreement Cover Page (WI) Retention Agreement Member Notary Page Scope of Work and Certification Form (Escrow for Rehab) Glossary of Terms Closing Document Checklist

