

NYSERDA Residential Financing Loan Income Documentation Guidelines



The table below outlines the NYSERDA Residential Financing Program income documentation guidelines for some of the most common types of income received by applicants to the program.

NOTE: The information below is intended to outline the general guidelines used by EFS to document income for the NYSERDA Financing Program. It should NOT be construed to be a statement of the official rules and regulations of the loan program. NYSERDA and EFS reserve the right to make final determinations regarding appropriate documentation and consideration of an applicant's income

Income Type	Acceptable Types of Documentation (Provide <u>one</u> of the documents in this column for each income source)	Requirements/Considerations
All Reportable Income Types	A customer may choose to document income by providing a copy of his/her Federal Tax Return for the most recently completed tax year.	<ul style="list-style-type: none"> • A copy or transcript of IRS Form 1040, 1040A, or 1040EZ. • Must be the same form as was filed with the IRS • If a customer filed a joint tax return, but is applying individually for the loan, the customer should provide copies of the W-2 and 1099 statements and tax schedules supporting his/her individual income.
Employment/Wages	<ul style="list-style-type: none"> • Copy of a pay stub dated within 30 days of the loan submission date • Letter from employer 	<ul style="list-style-type: none"> • Show year-to-date gross income received • If the customer started a job since January 1st, s/he may need to document the date of hire. Additional pay stubs may also be helpful in these cases. • If the customer provides an employer statement, the statement must be signed and dated by an appropriate party (ex. HR rep, accounting rep, supervisor, etc.)
Self-employment	<ul style="list-style-type: none"> • Copy of the customer's most recent Federal Tax return, along with schedule C, E, or F (as applicable) • Audited P&L statement may be accepted in place of a tax 	<ul style="list-style-type: none"> • Tax documents must be for the most recently completed tax year • During the period from January 1st through April 14th, if a customer has not yet filed a return for the most recent tax year, a return from the previous year may be accepted. • A customer who files a Schedule E with a jointly filed tax return may also be asked to provide a Schedule K-1, which would

	return for businesses that were started since the 1st of the year	indicate to which filer the income is attributable.
Pension/Social Security	<ul style="list-style-type: none"> • Copy of an award letter for the current year • Copy of a recent check stub, payment advice, or bank statement showing direct deposit 	<ul style="list-style-type: none"> • Customers may remove account numbers and other personal information from bank statements. The statement needs to show the customer's name, deposit date, deposit amount, and issuer of funds. The issuer of funds should be indicated as a pension, annuity, etc. • If there are multiple names on the account and only one name on the loan, additional documentation will be needed to link the income to the borrower
401(k)/IRA	<ul style="list-style-type: none"> • Brokerage statements showing a regular pattern of distributions AND adequate assets to maintain the current distribution level for at least three more years. 	<ul style="list-style-type: none"> • To be 'regular,' distributions do not necessarily need to be received on a monthly basis.
Rental	<ul style="list-style-type: none"> • Profit and Loss statement showing income and expenses attributable to the rental property • Copy of the most Federal Tax return, including Schedule E, for the most recently completed tax year. 	<ul style="list-style-type: none"> • Profit and loss statements must be prepared according to standard accounting practices.
Child Support/Alimony	<ul style="list-style-type: none"> • Copy of the divorce decree/court order that established the support 	<ul style="list-style-type: none"> • Only the support ordered per the relevant court document may be considered as income.