



# FHLBank Atlanta Income Documentation Guide

2026

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## I. INTRODUCTION

This Income Documentation Guide (Guide) provides information on how to calculate income to ensure compliance with the AHP Regulations and to facilitate consistent income qualification practices, the Bank uses FHLBank Atlanta (the Bank) Income Documentation Guide. This guideline is a reference document to assist members and sponsors. In the event of any inconsistency between the language or terms of this Guide and applicable laws and regulations and the Bank's Affordable Housing Program (AHP Implementation Plan (IP) and the Workforce Housing Plus+ product guide, the language and terms of the applicable laws, regulations, and the Bank's AHP IP and the Workforce Housing Plus+ product guide shall control.

Members and sponsors are responsible for confirming that households meet eligibility criteria for FHLBank Atlanta affordable housing programs and voluntary products and/or programs. Members and sponsors must calculate and document annual, adjusted income. The guidelines provided is applicable to ownership and rental projects that are submitted and/or awarded through the Bank for its General Fund (GF), any Targeted Funds (TF), Homeownership Set-aside Program (Set-aside) and Voluntary Affordable Housing and Community Lending Programs.

As per [AHP Regulations](#) and the Affordable Housing (AHP) [Implementation Plan](#) (IP), eligible households must meet the income limits and other requirements specified by the Bank for its General Fund, any Targeted Funds, Homeownership Set-aside Program and Voluntary Affordable Housing and Community Lending Programs provided that:

1. In the case of owner-occupied housing, the household's income may not exceed 80 percent of the median income for the area; and up to 120% for voluntary programs; and
2. In the case of rental housing, the household's income in at least 20 percent of the units may not exceed 50 percent of the median income for the area.

Income calculations are based on the guidelines presented but may have variations in some places as described herein.

## II. OVERVIEW

The Income Documentation Guide sets forth the income guidelines for the Federal Home Loan Bank of Atlanta (the Bank) Affordable Housing Programs, which include the AHP General Fund (GF), Homeownership Set-aside programs and Voluntary Affordable Housing and Community Lending Programs. To qualify a household for these programs, participating members and sponsors must use these Income Documentation Guidelines to calculate the household's annual income.

Submit verification documents for all sources of household income (unless otherwise stated). Income verification documents must be completed fully and accurately, as the information is used to calculate annual employment income. If acceptable documentation of income is not provided:

1. An AHP Owner-occupied (AHP OO) disbursement request may be denied.
2. An AHP Rental project may be found to be out of compliance during Project Completion
3. Reporting, Initial Monitoring Review and/or Long-Term Monitoring.
4. A Homeownership application may be denied.

Current income, using documentation dated within timeframes outlined, is used to calculate income. Future income is typically not considered when determining household eligibility; however, the Bank may, at its discretion, request additional information or documentation as to how the household qualified for the mortgage or how the tenant pays monthly expenses, if the household income is extremely low.

Provide an explanation for any unusual circumstances regarding the income of any individual in the household. The Bank will determine how to calculate income based on the situation and information provided.

## III. INCOME LIMITS

FHLBank Atlanta utilizes HUD income limits to establish the programs' income limits. The current income limits are accessible via the income calculator located on the Bank's corporate website via the AHP Income Limits Calculator

Eligible AHP households must have annualized incomes that meet targeting commitments made in the signed AHP Agreement or most recent modification to targeting.

Owner-occupied Projects: To determine eligibility, compare the household's annual income to the Income Limits published on FHLBank's public website for specified year, household size, and location of the property.

Rental Projects: At Project Completion Reporting, Initial Monitoring Review and Long-Term Monitoring.

The Bank uses the greater of several methodologies to calculate the median household income for an area. The methodologies are reflected in the AHP Income Limits Calculator and use the greater of any of the following four methodologies outlined below, as published annually.

- 100 percent county area median income data basis;
- 80 percent county area median income data basis;
- 50 percent county area median income data basis; or

- 80 percent state median family income data basis
- Eligible Voluntary Affordable Housing and Community Lending Programs households must have annualized income between 80.01 to 120% of the AMI for the state and county/MSA in which the property is located.

## IV. BASICS FOR INCOME ELIGIBILITY

Income eligibility is based on the household's annual income. Members and sponsors must calculate the annual income of each household member 18 years or older (unless they are a dependent student) to determine total household income, whether or not shown as parties to the loan occupying the subject property.

The Bank's income calculation methodology uses current circumstances to annualize income.

All income documentation must be uploaded and Income documentation must be submitted to the Bank via FHLBASap® for AHP Homeownership Set-aside and Work Force Plus+ (WHP+), and via AHPBuild® for AHP General Fund and multifamily voluntary programs. The timing of the documentation requirements is described below:

Program Type	Timing of Income Documentation
Homeownership Set-aside	No more than 30 days prior to the application submitted to FHLBank Atlanta via FHLBASap®
Homeownership Voluntary	No more than 30 days prior to the application submitted to FHLBank Atlanta via FHLBASap®
General Fund (Ownership)	At the time the household is qualified by the sponsor for participation in the project
Multifamily Voluntary	At the time the household is qualified by the sponsor for participation in the project
General Fund (Rental) Currently-Occupied	<ul style="list-style-type: none"> <li>· Household must meet income targeting commitments at the time of the AHP application deadline date, or resident move-in date (whichever is later)</li> <li>OR</li> <li>· If the project has a relocation plan for current occupants that is approved by one of its federal, state, or local government funders, or a reasonable relocation plan for current occupants that is otherwise approved by the Bank, a household may have an income meeting the income targeting commitments upon initial occupancy of the rental unit after completion of the purchase or rehabilitation</li> </ul>
General Fund (Rental) New Construction	Household must meet income targeting commitments at the time of resident move-in date * within 120 days prior to residence move-in

## 1. DETERMINING HOUSEHOLD SIZE

All household members must be disclosed, including non-borrowing adults and children. FHLBank defines household as all individuals currently residing together or will occupy the subject property. Examples of household members include, but are not limited to:

- Spouses
- Fiancés
- Domestic Partners
- Borrowing adults
- Non-borrowing adults
- Roommates
- Children
  - » Regardless of custody, unborn children, adoptive children, foster children
- Other dependents (family and non-family members)
- Temporarily absent household members including, but not limited to:
  - » Deployed Service Members
  - » College Students

## 2. WHOSE INCOME TO INCLUDE

Members and sponsors must include income for household members routinely living in the dwelling as a principal residence, except for live-in-aides, foster children, and foster adults.

## EXHIBIT A – WHOSE INCOME TO INCLUDE

Household Member	Include Income?	Other Income? (e.g. General assistance, income from assets, SSI, CashApp, Venmo, etc.)
Head of household	Yes	Yes
Spouses	Yes	Yes
Co-head/cohabiting partner	Yes	Yes
Temporarily absent household members if person intends to reside in the home	Yes	Yes
Adult Student and Children		
18 years or older that is NOT a full-time student	Yes	Yes
18 years or older that is a full-time Student	See note*	Yes
Child under 18	No	Yes
Other Household Members		
Foster child	No	No
Adoption	See note*	No
Live-in aide	No	No
Non-occupant Co-borrowers	No	No

**\*Note:**

- The earned income of a full-time student 18 Full-time Student, over 18 years or older who is a dependent is excluded to the extent that it exceeds \$480.00.
- Adoption assistance payments in excess of \$480.00 are not counted.
- If the non-occupied co- borrowers/guarantor’s income is utilized to assist the household with qualifying for the first mortgage. The amount of contribution made each month to assist the homebuyer(s) in making regular monthly loan payments, or any other assistance, must be confirmed, disclosed on the intake application, and included in the household income calculation.

Reminder: Must disclose and calculate the annual income for each household member age 18 years and older.

### 3. KEY CONSIDERATIONS REGARDING INCOME INCLUSIONS AND EXCLUSIONS:

- A.** Separated household members are not required to include their spouse's income
  - a) If the separation is legal or if they have been separated and
  - b) if the separated spouse does not reside in the residence. Any financial support provided by the separate spouse to the resident should be included in the resident's income. If the resident is not legally separated, provide a statement from borrowers over the HUD 1010 statement confirming no legal separation agreement, and spouse no longer resides in the home and will not reside in the home.
  
- B.** Income of temporarily absent family members must be counted if they intend to reside in the home and their income is being used for mortgage underwriting purposes.
  
- C.** The primary applicant may not be the no-income adult or
  
- D.** Students or individuals who ordinarily would have a reasonable prospect for a substantial increase in income exceeding the AHP income-eligibility limit upon entering the workforce full-time would not qualify for AHP Set-aside funding. Such as someone in the following field, including but not limited to: medical, law, technology, etc. whose income would substantially increase after graduation.
  
- E.** FHLBank Atlanta requires ALL household income (taxed and tax-exempt) to be included in the calculation of the household income. The table (below) identifies the most common examples of income inclusions and exclusions. The table is not exhaustive.

Income Inclusions	Include Exclusions
<p>The full amount (before any payroll deductions) of all wages and salaries, overtime pay, commissions, fees, tips, bonuses, sign on bonus, PTO payouts, stipends, and other taxable income</p>	<p>Non-recurring income: One-time lump-sum payments including but not limited to:</p> <ul style="list-style-type: none"> <li>• Inheritances</li> <li>• Capital gains</li> <li>• Workers compensation insurance policy death benefit payments</li> <li>• Stock option payouts</li> <li>• Settlement for personal or property losses.</li> <li>• Relocation</li> <li>• Moving expenses</li> <li>• Reimbursements from employers (labeled as a reimbursement) may be excluded from income for mileage, meals, uniform expense, tuition expense and employment related expenses</li> </ul> <p>Other income but not limited to:</p> <ul style="list-style-type: none"> <li>• Medical Opt-Out payment(s)</li> <li>• Employee referral bonus</li> <li>• Gift/ Gift cards</li> <li>• IRA withdrew due to hardship</li> <li>• Remote work allowance</li> </ul>
<p>Armed Forced (Service Member): all regular pay, special pay, and allowances of a member of the Armed Forces</p>	<p>Imminent danger duty pays; Compensation received under the Victims of Crime Act (42 U.S.C. 10602); the first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or Court of Claims, etc.; payments received from the Job Training</p>
<p>All income of a student 18 years or older, if that person is the head of household, spouse, partner, owner, or co-borrower</p> <p>** The earned income of a full-time student 18 years old or older who is a dependent is excluded to the extent that it exceeds \$480.</p>	<p>All forms of student financial assistance paid directly to a student, educational institution, or veteran</p>
<p>Adoption assistance payments in excess of \$480 are not counted</p>	
<p>Lottery or gambling winnings paid in periodic or lump sum payments.</p>	<p>Refunds or rebates received under state or local law for property taxes paid on the dwelling units</p>
<p>The full, gross amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, include amounts received by adults on behalf of minors, or payments received by minors that are intended for their own support</p>	<p>401K, IRA, annuities, and other retirement programs are not received regular distributions.</p>
<p>The net income, salaries, and other amounts derived from operation of a business or profession, to include contract work paid by 1099, or all self employed net income</p>	<p>Home care assistance paid by a state agency to offset the costs of services or equipment needed for a disabled household member</p>
<p>Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, severance pay and public assistance payments unless otherwise indicated.</p>	<p>Deferred periodic amounts from supplemental income and social security benefits that are received in a lump sum or in prospective monthly amounts; payments received from programs funded under Title V of the Older Americans Act of 1965;</p>

Income Inclusions	Include Exclusions
Housing Assistance: Section 8 Housing Vouchers-reviewed to offset proposed mortgage payment	Welfare Assistance but not limited to: <ul style="list-style-type: none"> <li>• Children’s Health Insurance Program (CHIP)</li> <li>• Temporary Assistance for Needy Families (TANF)</li> <li>• Food Stamps (SNAP)</li> </ul>
Alimony	Lump sum Arrears payments in alimony
Child support payments	Lump sum Arrears payments in child support
Rental income from real property <ul style="list-style-type: none"> <li>• Rental income received, but not limited to, 2–4-unit income producing properties</li> </ul>	

## V. INCOME DOCUMENTATION REQUIREMENTS AND INCOME CALCULATION

The Bank’s income calculation methodology utilizes current circumstances to determine the annual household income. Current circumstances include the composition of the household (i.e. total annual income and total household size) at the time of enrollment into the applicable AHP program.

All sources of household income must be disclosed to the Bank for any individual occupying the subject property. Income documentation must be submitted to the Bank via FHLBASap® for AHP Homeownership Set-aside and Work Force Plus+ (WHP+), and via AHPBuild® for AHP General Fund. Financial institutions participating in the Bank’s programs must comply with applicable law including all fair housing, equal credit opportunity and unfair and deceptive acts and practices laws.

The requirements below include documentation requirements but should not be considered a comprehensive list as other documentation may be required as referenced in the [FHLBank Atlanta’s Affordable Housing Program Implementation Plan](#) available on the Bank’s corporate website, which may be accessed via [www.fhlbatl.com](http://www.fhlbatl.com).

Type	Status	Timing of Income Verification
	All AHP Homeownership Set-aside Program Units	No more than 30 days prior to the application submission to FHLBank Atlanta via FHLBASap
	All AHP General Fund Projects	At the time the household is qualified by the sponsor for participation in the Project
	Currently Occupied	Household must meet income targeting commitments at the time of the AHP application deadline date, or resident move-in date (whichever is later) - OR - If the project has a relocation plan for current occupants that is approved by one of its federal, state, or local government funders, or a reasonable relocation plan for current occupants that is otherwise approved by the Bank, a household may have an income meeting the income targeting commitments upon initial occupancy of the rental unit after completion of the purchase or rehabilitation
	New Construction	Household must meet income targeting commitments at the time of resident move-in date



## PROGRAM KEY REQUIREMENTS:

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- Annual income includes all income sources from all adult household members (age 18 and over), not just parties to the loan occupying the dwelling as a principal residence at the time of closing.
- Annual income is calculated and annualized for 12 months, based on income verification documentation, and household composition.
  - › All income to be received from a source outside the household during the 12-month period following the enrollment of the application; or
  - › Annual income includes amounts derived (during the 12-month period) from assets to which any member of the family has access \$50,000 or greater; and other annual income if applicable



## A. WAGE INCOME DOCUMENTATION

(Base pay, overtime, bonuses, commissions, shift differential, incentive pay, etc.)

**REQUIREMENT:** Thirty (30) days of current and consecutive income that includes pay periods for the current year must be documented.

- The Verification of Employment (VOE) is the preferred document to confirm the income.

**Note:** The verification of employment must address overtime, additional pay, bonus, frequency of bonuses, if employment is seasonal, etc.

**OR,**

- Thirty (30) days of current and consecutive paystubs that include pay periods for the current year.

**OR,**

- Ratified employment offer letters that list a start date and salary amount, if applicable
  - » Verification of Employment (VOE) is required if new employment starts prior to the application submission date confirms the income.

Pay Frequency:	Tips for Verification of Employment (VOE):	Tips for Paystub:
<ul style="list-style-type: none"> <li>• Weekly Pay = 52 pay periods (i.e., 4 paystubs)</li> <li>• Bi-Weekly Pay = 26 pay periods (i.e., 2 paystubs)</li> <li>• Semi-Monthly Pay = 24 pay periods (i.e., 2 paystubs)</li> <li>• Monthly Pay = 12 pay periods (i.e., 1 paystub)</li> <li>• Quarterly Pay = 4 pay periods (i.e., 1 paystub)</li> <li>• Semi-annually Pay = 2 pay periods (i.e., 1 paystub)</li> <li>• Annually Pay = 1 pay period (i.e., 1 paystub)</li> </ul>	<ul style="list-style-type: none"> <li>• All sections are completed;</li> <li>• Automated VOEs or Written VOE</li> <li>• Includes a breakdown of all earnings;</li> <li>• The sum of all earnings equals the YTD Total Income;</li> <li>• Is signed by the employer;</li> <li>• Has not been altered by the employee, member, or sponsor</li> </ul>	<ul style="list-style-type: none"> <li>• Identifies the employer and employee name;</li> <li>• Provides a breakdown of all earnings;</li> <li>• Discloses pay period dates, pay frequency, pay date, wage/salary and hours worked;</li> <li>• Accurately represents a typical pay period</li> </ul>

## FHLBAsap® YTD Income Calculator Tool:

To determine annual employment income, calculate annual income by:

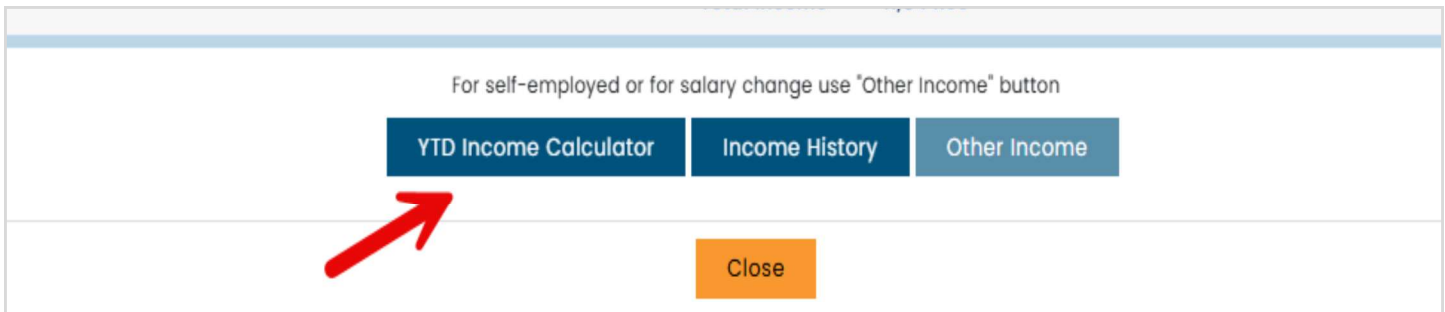
1. Annualizing year-to-date (YTD) gross income (before any payroll deductions); and
2. Annualizing base wages and other income.

The greater value of the two calculations is determined to be the annual household income.

For self-employed or for salary change use "Other Income" button

<a href="#">YTD Income Calculator</a>	<a href="#">Income History</a>	<a href="#">Other Income</a>
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[Close](#)

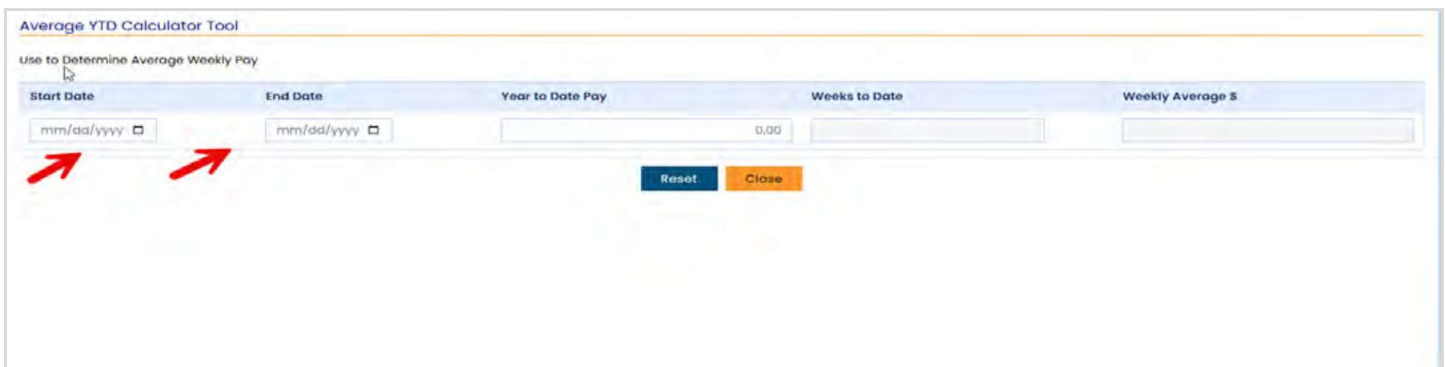


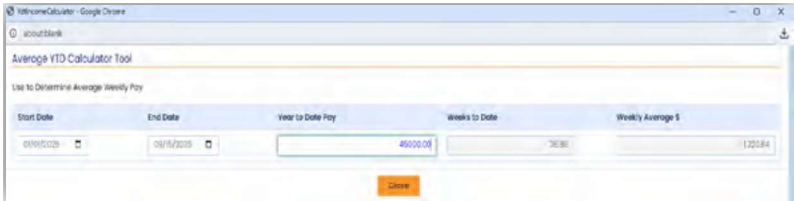
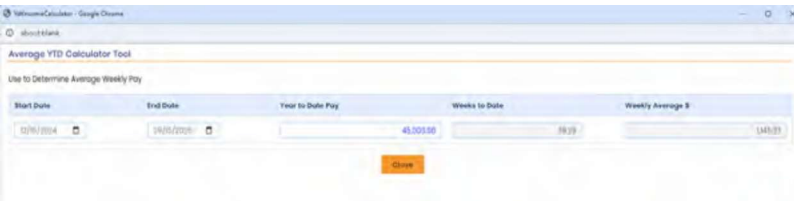
Average YTD Calculator Tool

Use to Determine Average Weekly Pay

Start Date	End Date	Year to Date Pay	Weeks to Date	Weekly Average \$
<input type="text" value="mm/aa/yyyy"/>	<input type="text" value="mm/aa/yyyy"/>	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text"/>

[Reset](#) [Close](#)



Wage Types	Calculation
<p><b>Calculation 1:</b> Annualizing YTD Earnings Income</p> <p>Use the YTD income calculator in FHLBASap® in system:</p> <ul style="list-style-type: none"> <li>• YTD Start Date: the YTD Start Date is a date in the previous year; January 1 is used when no last paystub of previous year or first paystub of current year.</li> <li>• Pay Period End Date: Enter the Pay Period End Date as indicated on the income document.</li> </ul>	<p><b>Example:</b> Using the start date 01/01/YYYY (current year)  <math>\\$1,220.08 * 52 \text{ weeks} = \\$63,444.16</math></p>  <p><b>Example:</b> Using last paystub of previous start date  <math>\\$1,145.33 * 52 \text{ weeks} = \\$59,557.16</math></p>  <p>Note: If YTD income includes pay from the previous year, members and sponsors may submit the last paystub from the previous year to document the pay period start date to calculate the correct YTD income.</p>
<p><b>Calculation 2:</b> Base pay: hourly, weekly, bi-weekly, monthly, semi-monthly, annually</p>	<ul style="list-style-type: none"> <li>• Hourly wages Multiply by hours worked per week and weeks worked per year.</li> <li>• Weekly wages Multiply by 52 (weeks)</li> <li>• Bi-weekly wages Multiply by 26 (bi-weekly)</li> <li>• Semi-monthly wages Multiply by 24 (semi-monthly)</li> <li>• Monthly wages Multiply by 12 (months)</li> <li>• Annual wages Multiply by 1 (year)</li> </ul>
<p><b>Calculation 3:</b> Other income: earning paid in addition to regular wages (Overtime, shifts, bonuses, tips, commission, etc.)</p>	<ul style="list-style-type: none"> <li>• All other income will be annualized (YTD income methodology) by using the <b>YTD Income Calculator Tool in FHLBASap®</b> in system; unless the employer provides the supporting document over company letterhead or VOE to stating the pay frequency or non-recurring.</li> </ul>
<p><b>Calculation 4:</b> Seasonal Employment Income</p>	<ul style="list-style-type: none"> <li>• The VOE must be accompanied by verification from the employer confirming the nature of the employment is seasonal, the number of weeks worked per year, and the number of weeks worked YTD.</li> </ul> <p>Or,</p> <ul style="list-style-type: none"> <li>• 30 days of consecutive paystubs accompanied by verification from the employer indicating the nature of the employment is seasonal, the number of weeks worked per year and number of weeks worked YTD.</li> <li>• <b>Example:</b> YTD weekly or base pay (whichever is higher) Multiply by the number of weeks worked per year, and the number of weeks worked YTD.</li> </ul>

## B. PERIODIC PAYMENTS

(Social security, annuities, insurance policies, retirement, pensions, disability or death benefits, veteran's benefits, etc.): The following documentation is required to confirm the payment amount and frequency of any periodic payments.

- Current year award letter all pages (Social Security, Veterans Benefits, etc.) dated within 12 months
  - » Military Housing Allowance is included towards the income calculation
- Most recent statement for pension, retirement or annuity payments dated within 12 months

## C. CHILD SUPPORT

The following documentation is required to confirm the average amount and frequency of child support payments.

- Final divorce decree, legal separation agreement, or court order (front and pertinent pages) that specifies the amount and timeframe of the child support obligation
- Evidence of the amount received and two (2) consecutive months payment history via bank statements, canceled checks, deposit slips, tax returns, etc.
- Voluntary payment agreements:
  - » If not, court ordered, provide a statement (over HUD 1010 language) signed and dated by the receiver to confirm the amount of the child support

## D. ALIMONY

The following documentation is required to confirm the average amount and frequency of alimony payments.

- Final divorce decree, legal separation agreement, or court order (front and pertinent pages) to document the amount and timeframe of the alimony obligation
- Evidence of the amount received and two (2) consecutive months payment history via bank statements, canceled checks, deposit slips, tax returns, etc.
- Voluntary payment agreements:
  - » If not, court ordered, provide a statement (over HUD 1010 language) signed and dated by the receiver to confirm the amount of support

## E. SELF-EMPLOYMENT INCOME (Schedule C or Corporate K-1)

Income will **not** be considered for household members with self-employed income sources **not reported on the filed Federal tax returns**.

- Contract work paid via 1099 is considered self-employment
- Part-time jobs (e.g. side jobs) such as Uber, LYFT, Door Dash, Mary Kay, Social Media Influencer, Online Sales or E-Commerce, etc. are considered self-employment

**REQUIREMENT:** Members must analyze the most recent one-year Federal Tax Return to determine the appropriate gross income for the household.

- Member to submit the most recent one-year with applicant(s) signed and dated Federal filed tax return with all schedules.
- If the tax returns are filed after the IRS due date, provide IRS verification of non-filing or evidence of an extension, and provide the prior year filed Federal tax returns
- If the most recent one-year Federal filed tax return with all schedules has not been filed, the member to provide a copy of the extension and the prior year Federal filed tax return.

Note: Household income will be analyzed using the most recent one-year filed Federal tax return net income or negative (loss) plus depreciation; plus wages; plus business use of home as shown on the Schedule C, E, etc.

- Zero will be considered if tax returns reflect net negative (loss) to determine the household income.

## F. RENTAL INCOME REQUIREMENT

Members must analyze the most recent one-year Federal tax return to determine the appropriate gross rental income for the household.

### • Rental Property Currently Owned by Applicant

- » Most recent one-year with applicant(s) signed and dated Federal filed tax return with all schedules (with Sch E)
- » Most recent executed lease agreement(s)
- » If the tax returns are filed after the IRS due date, provide IRS verification of non-filing or evidence of an extension, and provide the prior year filed Federal tax returns

### • Rental Property Being Purchased by Applicant (e.g., new rental property is not listed on tax returns)

2- to 4-unit Property

- » If the property is **rented at the time of application**, provide the most recent executed lease agreement(s) or the market rent analysis from appraisal for subject property.
- » If the property is **not rented at the time of application**, applicant must provide a statement (over HUD 1010 language) signed and dated confirming that “there is no lease agreement in place, and the property is currently vacant.”
- » **Calculation:** The Bank will use the average of the net rental income or the rent charged on the most recent executed lease agreement(s) x 75%.
- » **Example:** Homebuyer is purchasing a 2-4 unit, both units are vacant, and based on the appraisal, one-unit rents for \$1,000 and the other for \$800. We will use the higher of the two for our calculation:  $\$1,000 \times .75\% = \$750$

Note: The Bank will include \$750 in the household income calculation as potential rental income.

## G. COMMUNITY PARTNERS PRODUCT INCOME DOCUMENTATION

Educators; Law Enforcement Officers; Firefighters and First Responder; and Healthcare Workers, refer to FHLBank Atlanta’s implementation plan for the definition

- The Verification of Employment (VOE) is the preferred document to confirm employment and income; or
- Monthly statement for insurance, pension or annuity payments
- Any other documentation considered acceptable by the Bank

## H. VETERAN DOCUMENTATION

- Copy of the current orders showing duty posting in a conflict environment, for current active-duty personnel, or
- Military Service Record DD214, or
- Veterans ID; or
- Use of VA Certificate of Eligibility “COE” [http://www.benefits.va.gov/HOMELOANS/purchaseco\\_certificate.asp](http://www.benefits.va.gov/HOMELOANS/purchaseco_certificate.asp)
- A copy of one of the above, along with a death certificate for a surviving spouse application; and
- Any other documentation that may be determined acceptable at the Bank’s sole discretion
- Alternatively, eligible individuals that are Gold Star are eligible, including parents and children of veterans.

## I. INCOME FROM ASSETS (E.G. INTEREST-BEARING ACCOUNTS, CDS, STOCKS, BONDS, ETC.)

In circumstances where the household combined net asset balance is \$50,000 or greater, excluding retirement accounts, the applicant(s) must complete and execute the Asset Certification in the AHP Set-aside and WHP+ Intake Certification.

- If the income earned from assets with a balance of \$50,000 or greater. Net assets with actual earnings will be used at the stated rate of interest to calculate annual income.
- If the total balance of the combined assets is less than \$50,000, income from assets will not be included in the household income.
- Asset statements may be required at the Bank's sole discretion.

## J. EARNED INCOME - FULL-TIME STUDENT 18 YEARS OLD OR OLDER

- The following documentation is required to confirm the amount and frequency of income earned for household members who are 18 years or older and are full-time students. [See Inclusion and exclusion income table for further details.](#)
- Verification of full-time student status from the admissions, Registrar's office or dean, counselor, advisor, etc. or from VA office

## K. GENERAL FUND REQUIREMENTS (AHP GENERAL FUND ONLY)

If a project uses capital funds or operating assistance from a federal, state, or local government program, the Bank may rely on income calculations completed by the sponsor that is in compliance with the income calculation policy issued by and applicable to that program to qualify tenants for occupancy in AHP-assisted units. AHP project sponsors and members must identify whose method they will use and provide sufficient documentation for the Bank to verify income eligibility under the alternative method. If the project does not use funding from these other sources, the sponsor or owner must use the guidelines set forth herein.

### Tenant Income Certifications (TICs)

- For projects using capital or operating funding from a federal, state or local affordable housing program (e.g., LIHTC or USDA), the Bank may rely on the income shown in the TIC or equivalent.
- If a TIC is not applicable, income must be calculated based on the documents and methodologies described in this Guide.
- If the sponsor provides both TIC and backup source documentation, income is calculated using the source documentation and the TIC is not considered.

#### A. Homeownership (Ownership General Fund projects)

Eligible households must have annualized incomes at or below 80% of AMI, as published by the Bank based on the specified year, household size, and location (county/state) of the property. The sponsor or member must calculate the annual income of each household member following the Bank's Income Documentation Guidelines.

## L. WORKFORCE HOUSING PLUS+ (WHP+)

Eligible households must have annualized incomes between 80.01 percent to 120 percent of HUD's area median income (AMI), as published by the Bank based on the specified year, household size, and location (county/state) of the property. The sponsor or member must calculate the annual income of each household member in accordance with these requirements.

*Note: Each grant application must be reviewed and approved by the Bank before closing may occur.*

## VI. CHANGES IN INCOME PRIOR TO DISBURSEMENT

Member/Sponsor must notify the Bank of any changes affecting annual income or knowledge of previously unreported income. Changes in employment must be disclosed. Income is recalculated by the Bank to confirm that the person remains qualified under the applicable Bank program. If the change of income results in the person not being qualified the application is rejected.

## VII. REMEDIAL ACTIONS FOR NONCOMPLIANCE

For a pattern of noncompliance, or a single instance of flagrant noncompliance with any of the following requirements, the Bank may suspend or debar parties from participation in the AHP General Fund and/or AHP Homeownership Set-aside Program products. For additional details please refer to the [Affordable Housing \(AHP\) Implementation Plan \(IP\)](#), section 2.2. or [Work Force Housing Plus+](#).

### Additional Reminders for Members

- Members remain responsible for ensuring that in cases where the member is not the first mortgage lender for the assisted unit, that third party lender complies with all Program Requirements, including maintaining income verification documentation
- Program funds may only be disbursed to Bank members in a manner consistent with the policies related to advances and credit risk ratings expressed in the Bank's Member Products and Services Guide
- Members must certify to the Bank prior to disbursement that the subsidy will be provided in compliance with all applicable eligibility requirements in Section 1291.42
- Members must comply with Anti-Money Laundering Policies and BSA/AML regulations
- At the Bank's discretion and/or as appropriate, quality control review sample(s) may be required to ensure the health of the portfolio

### Quality Control Review Process:

1. CIS Risk Manager contacts the members to inform them that they have been placed on a quality control (QC) review and that a sample will be pulled that will require a minimum of the following documentation:
  - Initial URLA (1003) application
  - Final URLA (1003) application
  - Two months of asset statements (current and consecutive)
  - Tax Returns (most recent one- year filed and executed including all schedules)

Additionally, the members will be notified that new applications submitted after the initial contact will not be processed, however applications that were previously committed will be reviewed in order not to penalize homebuyers.

2. CIS Risk Manager communicates the sample list to the member
3. CIS staff completes the QC review
4. Upon completion of the QC review:
  - If no material issues are identified, a removal of the temporary suspension will be recommended.
  - If material issues are identified the following may occur:
    - The sample is expanded
    - The temporary suspension is converted to a suspension or debarment

## HELPFUL TOOLS

The following are tools that can be used to obtain applicants' income when determining eligibility for Affordable Housing Programs (AHP):

- [AHP Set-aside Intake Certification](#)
- [AHP Community Rebuild and Restore Intake Certification](#)
- [Workforce Housing Plus+ Intake Certification](#)
- AHP General Fund Zero Income Certification
- Fannie Mae Request for Verification of Employment Form

## HUD1010 LANGUAGE

**WARNING:** Any person who knowingly makes a false statement or misrepresentation on this form or any accompanying documentation is subject to penalties that may include fines, imprisonment, or both, under provisions of Title 18, United States Code, Sec. 1014.

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