

2025 INCOME DOCUMENTATION GUIDE



USE THIS GUIDE TO DETERMINE REQUIRED DOCUMENTATION FOR EACH INCOME TYPE

Household member has no income

- FHLBI's "Certification of Zero Income" is needed for individuals who are 18 or older.

Wages from an Employer: This is required for each employer.

- Employer Name & Employment Type (Full Time, Part Time, Seasonal, Irregular)
- Pay Frequency (Weekly, Bi-Weekly, Semi-Monthly, Monthly)
- Length of Employment
- Date of last pay increase/raise/change
- Income Documentation: dates worked must be within 60 days of submission to FHLBI
 - If Paid Monthly: a minimum of 2 consecutive paystubs that are dated within the last 60 days
 - If Paid Semi-Monthly: a minimum of 2 consecutive paystubs that are dated within the last 60 days
 - If Paid Bi-weekly: a minimum of 2 consecutive paystubs that are dated within the last 60 days
 - If Paid Weekly: a minimum of 4 consecutive paystubs that are dated within the last 60 days
 - If Paid on an Irregular Schedule: a minimum of 2-4 of most recent

Social Security/Supplemental Social Security

- Current year's award letter confirming the gross payments and frequency of payments OR a current benefits letter from the Social Security Administration dated within 60 days

Pensions/Annuities/Insurance Policies

- Pension statement/award letter confirming gross payments & frequency of payments dated within 60 days

Unemployment collected in 2024

- Most recent benefit letter prepared by the authorizing agency along with schedules reflecting payments received YTD or similar third-party documentation.

Interest/Dividends

- Most recent Quarterly/Monthly Statement as generated
- Verification letters received from the institution or the IRS 1099 form

Self-Employment

- Two (2) years of completed, signed, and filed U.S. Federal tax returns, including all applicable attachments and schedules for the business and personal, where applicable
- Year to Date Profit & Loss Statement (YTD P&L)

Rental Property

- Executed lease agreement or Comparative Market Analysis (CMA) evidencing rental income
- Projected income from vacant units must be included

Child Support/Alimony

- Court-ordered documentation evidencing a minimum of 6 months of the most recent payments
- Documentation from the court system should reflect the current amount due and paid

Other

- This will be dependent on the type of income received.

Upon review of the file, additional documentation or clarification may be requested