

Household Income Documentation Worksheet



List and calculate the household gross income for each household member in the chart below.

Wages/salary: When calculating your income, use the following formulas to convert your wages or salary into monthly income. If you receive a paycheck:

- Weekly: multiply weekly income representing 4 most recent weeks by 4.3
- Bi-weekly: multiply 2 most recent consecutive weeks by 2.15
- Twice a month – multiply by 2

Include all sources of income: Be sure to include all sources of income, such as child support and social security, not only your wage or salary. If applicable, convert your other sources of income using the same formula used for wages/salary.

Include the following information for each household member.							
Name	Gender	Age	Student (Yes or No)	Source(s) of income	Weekly	Monthly	Yearly
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
Total income for the household					\$	\$	\$