# Year-to-Date (YTD) Clarification Form

*Manager should use this form when annualized YTD earnings does not closely match the anticipated pay data supplied by the employer*

**Property Name:** ______________________________________________

**Applicant/Tenant:** ________________________________ **Unit #:** _________

**According to the E.V. form, the YTD earnings are:**

**$_______________ as of _____/_____/_____**

**Amount of total anticipated wages for this job is:**

**$_______________ (A)**

*The date-to-date calculator on www.timeanddate.com should be used to help determine this*

***Please contact the 3rd party for additional clarification:***

Name & Title of Individual Contacted: ____________________________

Contacted via Phone/Email/Fax *(Circle One) on* _____/_____/_____

- Please list the total amount of YTD earnings:

  $_____________ (B) from _____/_____/_____ *until* _____/_____/_____

- Please list the total amount of pay periods included in that figure:

  _________ (C)

- Please specify the how many pay periods per year *(i.e. 52 if paid weekly, 12 if paid monthly, 26 if bi-weekly, 24 if semi-monthly, etc.)*

  _________ (D)

- ***Divide the YTD amount (B) by the number of pay periods (C) and multiply by (D). Enter the amount below:***

  $____________ (E)

- If the amount on line (E) is greater than the anticipated wage information from the EV form (A), please explain the reason for this:

  ________________________________________________________

  ________________________________________________________

____________________________ ____________________

**Signature of Property Manager** **Date**