

## Documentation and Analysis Job Aid for Temporary GSE Guidance for SEB Loans

Guidance is effective for loan applications dated on or after June 11, 2020 and is in effect until further notice. As a reminder, when self-employment income is used to qualify, verification that the borrower's business is open and operating must be confirmed within 20 business days of the Note date.

Member's Name \_\_\_\_\_ Business Name \_\_\_\_\_

### I. Additional Documentation Requirements

An **unaudited** year-to-date profit and loss statement signed by the member reporting business revenue (for example, gross receipts or sales), expenses and net income up to and including the most recent month preceding the loan application date and dated no more than 60 calendar days prior to the Note date.

**AND**

Three months' business depository account(s) statements no older than the latest three months presented by the unaudited year-to-date profit and loss statement.

**OR**

An **audited** year-to-date profit and loss statement reporting business revenue (for example, gross receipts or sales), expenses and net income up to and including the most recent month preceding the loan application date and no more than 60 days prior to the Note date.

### II. Supplemental Documentation (as deemed applicable)

YES NO

Month-to-month income trending analysis.

Additional months business depository account(s) statements.

Current balance sheet.

Other additional documentation (describe): *List and describe on Page 2, Part VIII.*

### III. Analysis of Year-to-Date Profit and Loss Statement

*For the calculations to properly function, you must enter the Ownership % and Number of Months covered by the Profit and Loss Statement (below) before entering other data.*

Revenue (gross receipts or sales)	\$
Expenses (including costs of goods sold)	\$
Net Income	\$

#### Allowable Add Backs to Net Income

Depreciation	+	\$
Depletion	+	\$
Amortization	+	\$
One-Time Expense (describe and document): <i>List on Page 2, Part VIII.</i>	+	\$
Casualty Loss	+	\$
Business Use of Home	+	\$
Year-to-Date Taxes Paid [unless business is a Corporation (1120)]	+	\$
Other Allowable Add Backs to Income (describe): _____	+	\$
<b>Total Add Backs</b>	<b>=</b>	<b>\$</b>

#### Required Deductions from Net Income

Non-Recurring Income (including pass-through income): <i>List on Page 2, Part VIII.</i>	-	\$
Meals Exclusion	-	\$
Other Required Deductions to Income (describe): _____	-	\$
<b>Total Deductions</b>	<b>=</b>	<b>\$</b>

**Business Subtotal** (Net Income, Add Backs, Deductions) = \$ \_\_\_\_\_

Ownership % \_\_\_\_\_

**Member YTD Adjusted Gross** = \$ \_\_\_\_\_

Number of Months covered by Profit and Loss Statement \_\_\_\_\_

**Average Monthly Member Income Determined by YTD P&L** = \$ \_\_\_\_\_

### IV. Profit and Loss Revenue vs. Business Account(s) Deposits

Average **Monthly** Profit and Loss Statement Revenue:  
*(Total Profit and Loss Revenue ÷ Number of Months of Revenue)*

Average **Monthly** Business Account(s) Deposits:  
*(Total Business Account(s) Deposits ÷ Number of Months of Statements)*

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Is the **Revenue** on the Profit and Loss Statement supported by the Average Monthly Business Account(s) **Deposits**?

If **NO**, do you have other documentation to support that the income is stable?

If applicable, describe the other documentation and your conclusion: *List and describe on Page 2, Part VIII.*

**V. Reconciliation**

*Complete this section and proceed ONLY if you've determined the business income to be STABLE.*

- a. **Average Monthly Member Income** (Determined by the Year-to-Date Profit and Loss Statement). \$ \_\_\_\_\_
- b. **Monthly Salary** [If applicable – must be an expense on the Year-to-Date Profit and Loss Statement AND be documented as received (e.g. year-to-date paystub)]. + \$ \_\_\_\_\_
- c. **Manual Adjustments** (If applicable). - \$ \_\_\_\_\_  
*List and describe below, Part VIII*

**Stable Monthly Year-to-Date Income** (Total of above a. through c. and **Supported** by Business Account(s) Deposits and/or other documentation). = \$ \_\_\_\_\_  
*This amount is totaled for you based on your entries directly above. Entries must be supported.*

Explain how you determined that the income is stable: *Explain and describe below, Part VIII.*

**VI. Tax Return Analysis vs. Profit and Loss/Deposits Analysis**

Monthly Income Determined by Tax Returns (enter the amount determined by the AMITRAC, 1084 Form, Form 91 or other Tax Return Analysis Worksheet/Calculator):  
\$ \_\_\_\_\_

Stable Monthly Income Determined by Year-to-Date Profit and Loss Statement and Supported by Business Account(s) Deposits and/or other Documentation:  
\$ \_\_\_\_\_

**VII. Stable Monthly Qualifying Income** \$ \_\_\_\_\_  
*Lesser of the two amounts from Part VI.*

**VIII. Descriptions, Comments and Notes**

*Other additional documentation:*

---

---

---

*One-time expenses:*

---

---

---

*Non-recurring income:*

---

---

---

*Documentation used to support that the profit and loss statement average monthly revenue is stable if it is not supported by average monthly business account(s) deposits:*

---

---

---

*Additional notes and comments:*

---

---

---

---

---