

Tax Transcript Guidance

House Key Opportunity

Please provide a copy of the most current 3 years: signed & dated Tax Returns or 1040-tax transcripts. If unavailable for any year, please provide signed [Statement of Income Tax Filing](#).

Additionally, follow applicable agency guidelines.

Home Advantage Conventional

Follow applicable agency guidelines.

Home Advantage FHA/VA/USDA

Tax transcripts are required when tax returns are used to qualify a borrower. The number of years provided must be based on the AUS findings. Income verified via tax returns includes, but is not limited to:

- Self-employment income
- Commission Income \geq 25% (**FHA only**)
- Rental Income
- Employment by Family Members
- Other Income Sources (i.e. Dividend, Interest, Capital Gains, Alimony etc.)
- When a written VOE form 1005 is used as stand-alone income verification.
- When amended tax returns have been filed, tax transcripts are required and must support the amended income.

For **FHA and VA**, W2/W9 transcripts will not be required for a borrower when all income for that borrower is derived from W-2 wage earner and/or 1099 fixed income sources.

For **USDA**, the previous two years of IRS 1040 tax transcripts are required for each borrower and adult household members (with the exception of full-time students if they are not the applicant, the spouse of the applicant or the head of household).

Specialty Downpayment Assistance programs still require most recent three years tax returns or 1040 tax transcripts).