

Cash-Out Refinance Income Verification Guidelines

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name or Company Name]

Subject: Cash-Out Refinance Income Verification

Dear [Recipient Name],

As part of the cash-out refinance process, we require the following documentation to verify your income:

- Last two years of W-2 forms or 1099s for self-employed individuals.
- Most recent pay stubs covering at least 30 days.
- Two years of personal tax returns, including all schedules.
- Profit and loss statement for self-employed applicants.
- Documentation of any additional sources of income (e.g., rental agreements, alimony, etc.).

Please ensure that all documents are current and clearly legible. You may submit the documents via email at [Insert Email] or upload them through our secure portal.

Thank you for your attention to this matter. If you have any questions or need further assistance, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]