

The affidavit must be completed using **monthly** income and expense amounts. If you are paid or your bills are due on a schedule which is not monthly, you must convert those amounts. Hints are provided below for making these conversions.

Hourly—If you are paid by the hour, you may convert your income to monthly as follows:

$$\begin{array}{llll} \text{Hourly amount} & \times & \text{Hours worked per week} & = & \text{Weekly amount} \\ \text{Weekly amount} & \times & 52 \text{ Weeks per year} & = & \text{Yearly amount} \\ \text{Yearly amount} & \div & 12 \text{ Months per year} & = & \textbf{Monthly Amount} \end{array}$$

Daily—If you are paid by the day, you may convert your income to monthly as follows:

$$\begin{array}{llll} \text{Daily amount} & \times & \text{Days worked per week} & = & \text{Weekly amount} \\ \text{Weekly amount} & \times & 52 \text{ Weeks per year} & = & \text{Yearly amount} \\ \text{Yearly amount} & \div & 12 \text{ Months per year} & = & \textbf{Monthly Amount} \end{array}$$

Weekly—If you are paid by the week, you may convert your income to monthly as follows:

$$\begin{array}{llll} \text{Weekly amount} & \times & 52 \text{ Weeks per year} & = & \text{Yearly amount} \\ \text{Yearly amount} & \div & 12 \text{ Months per year} & = & \textbf{Monthly Amount} \end{array}$$

Bi-weekly—If you are paid every two weeks, you may convert your income to monthly as follows:

$$\begin{array}{llll} \text{Weekly amount} & \times & 26 & = & \text{Yearly amount} \\ \text{Yearly amount} & \div & 12 \text{ Months per year} & = & \textbf{Monthly Amount} \end{array}$$

Bi-monthly—If you are paid twice per month, you may convert your income to monthly as follows:

$$\begin{array}{llll} \text{Bi-monthly amount} & \times & 2 & = & \textbf{Monthly Amount} \end{array}$$

Expenses may be converted in the same manner.