

## How to Guide: Capture of Self-Employed applicants' income

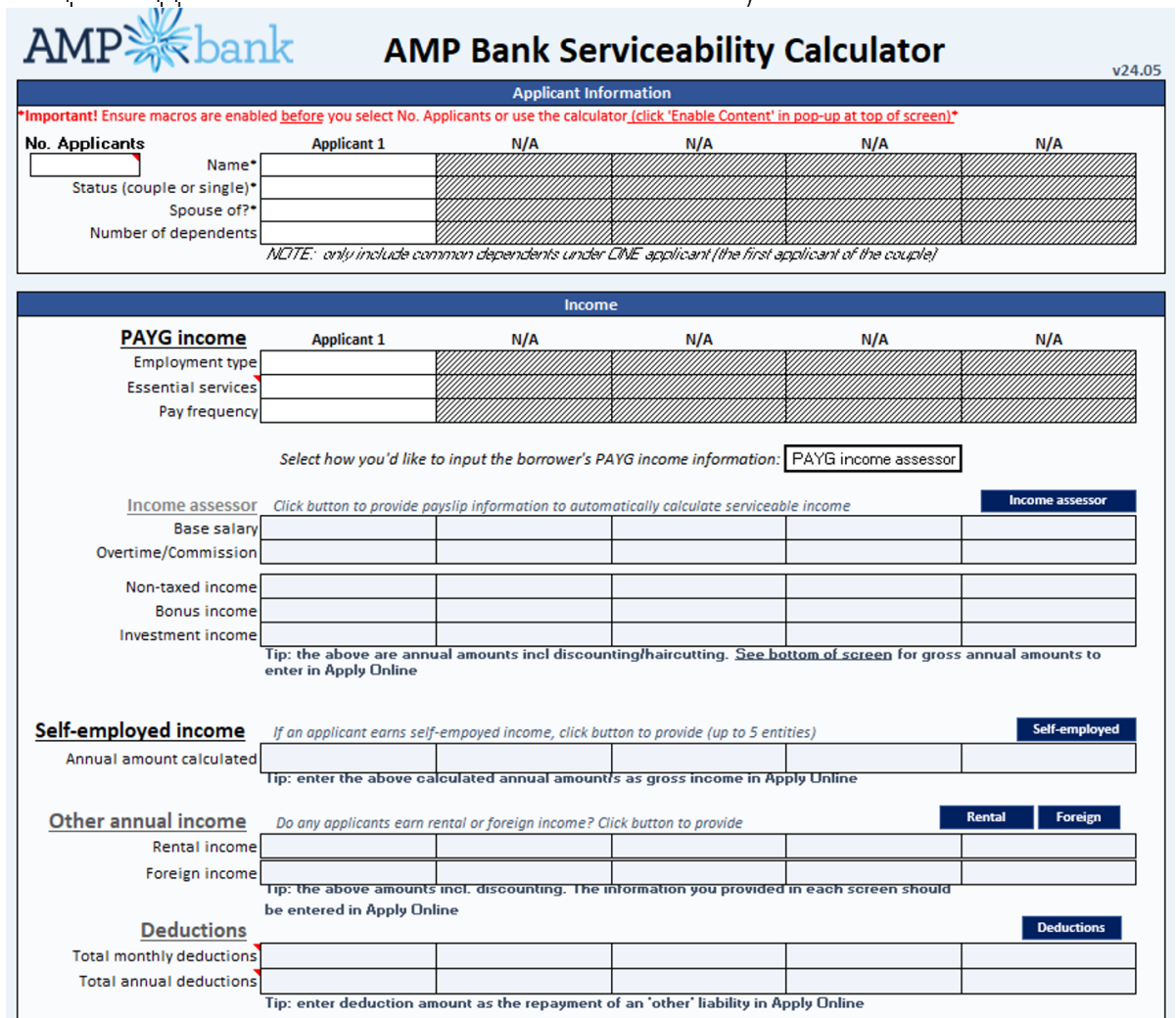
For AMP Accredited Broker Use Only

This communication is designed to help when using AMP serviceability calculator for self-employed applications.

From 1 July 2024, self-employed applicants will need to provide the most recent Tax returns and Notice of Assessment (NOA).

### AMP Serviceability Calculator

1. Download the latest AMP serviceability calculator from: <https://www.amp.com.au/content/dam/distributor/tools/amp-bank-serviceability-calculator.xlsm>
2. Open Serviceability calculator
3. Complete applicant details on main screen of Serviceability calculator



**AMP Bank Serviceability Calculator** v24.05

**Applicant Information**

**\*Important! Ensure macros are enabled before you select No. Applicants or use the calculator (click 'Enable Content' in pop-up at top of screen)\***

No. Applicants	Applicant 1	N/A	N/A	N/A	N/A
Name*					
Status (couple or single)*					
Spouse of?*					
Number of dependents					

*NOTE: only include common dependents under ONE applicant (the first applicant of the couple)*

---

**Income**

**PAYG income**

	Applicant 1	N/A	N/A	N/A	N/A
Employment type					
Essential services					
Pay frequency					

Select how you'd like to input the borrower's PAYG income information:

**Income assessor**

Base salary				
Overtime/Commission				
Non-taxed income				
Bonus income				
Investment income				

**Tip: the above are annual amounts incl discounting/haircutting. See bottom of screen for gross annual amounts to enter in Apply Online**

**Self-employed income**

Annual amount calculated				
--------------------------	--	--	--	--

**Tip: enter the above calculated annual amount/s as gross income in Apply Online**

**Other annual income**

Rental income				
Foreign income				

**Tip: the above amounts incl. discounting. The information you provided in each screen should be entered in Apply Online**

**Deductions**

Total monthly deductions				
Total annual deductions				

**Tip: enter deduction amount as the repayment of an 'other' liability in Apply Online**

4. Navigate to Self-employed income section and Select "Self-employed"

**Self-employed income** *If an applicant earns self-employed income, click button to provide (up to 5 entities)* Self-employed

Annual amount calculated

Tip: enter the above calculated annual amount/s as gross income in Apply Online

5. Capture Applicant's Self-employed details

a. Select the Applicant type applicable

**Income assessment for self-employed borrowers** ▶ Click arrow above to add more S/E income

Applicant type    
Type of trading entity (for income being assessed)   
Name of Company (for income being assessed)

Most recent tax return (year)  Note: Please ensure tax returns are for the financial year ending 2023

Level of ownership  Total

(leave blank if applicant has no ownership)

Back to main screen  
CLEAR  
See credit policy

b. Select the Type of trading entity applicable

**Income assessment for self-employed borrowers** ▶ Click arrow above to add more S/E income

Applicant type

Type of trading entity (for income being assessed)

Name of Sole Trader (for income being assessed)

Most recent tax return (year)  Note: Please ensure tax returns are for the financial year ending 2023

Level of ownership  Total

(leave blank if applicant has no ownership)

Back to main screen  
CLEAR  
See credit policy

Note: if Trust or Partnership is selected operating net profit will not be required.

**Income assessment for self-employed borrowers** ▶ Click arrow above to add more S/E income

Applicant type

Type of trading entity (for income being assessed)

Name of Trust (for income being assessed)

Most recent tax return (year)  Note: Please ensure tax returns are for the financial year ending 2023

Level of ownership  Total

(leave blank if applicant has no ownership)

Back to main screen  
CLEAR  
See credit policy

**Financial Information**

Operating net profit (before tax)  NOTE: operating net profit is not applicable for Trusts

**Income assessment for self-employed borrowers** ▶ Click arrow above to add more S/E income

Applicant type

Type of trading entity (for income being assessed)

Name of Partnership (for income being assessed)

Most recent tax return (year)  Note: Please ensure tax returns are for the financial year ending 2023

Level of ownership  Total

(leave blank if applicant has no ownership)

Back to main screen  
CLEAR  
See credit policy

**Financial Information**

Operating net profit (before tax)  NOTE: operating net profit is not applicable for Partnerships

6. Proceed to capture Financial Information.

**Income assessment for self-employed borrowers**
▶

Click arrow above to add more S/E income

**Applicant type**

**Type of trading entity**

**Name of Sole Trader**

**Most recent tax return (year)** 
Note: Please ensure tax returns are for the financial year ending 2023

**Level of ownership** 

**Total**

---

**Financial information**

**Operating net profit**

**Adjusted Profit**

Addbacks

**Interest (if applicable)**

**Depreciation**

**Amortisation of Goodwill**

**One-off expenses**

**Excess Superannuation** 
(Super paid above 11.5% of wages)

**Total addbacks**

**Total Business Income (Adj. Profit + Addbacks)**

Wages/salary (attributable to each borrower)

Applicant 1		\$0
		\$0
		\$0
		\$0
		\$0
		\$0

**Total wages + other allowable payments received from this business**

**Total employee wages**

**Total Super contributions**

(NOTE: if not allowing payment type selection, ensure entity type is selected at top of page)

7. Scroll down and Select "Back to main screen" to continue with serviceability calculator.

	Total wages + other allowable payments received from this business	Share of profit + addbacks	
Applicant 1	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0