

### OVERVIEW

To support the validation of borrower income for qualification, Ameritrust Mortgage Corporation accepts **Certified Public Accountant (CPA) Letters** that meet specific documentation standards. These letters must be prepared by a licensed CPA and include all required elements listed below.

### GENERAL REQUIREMENTS

To be accepted for income validation purposes, the CPA Letter must:

- Be typed on the CPA's or accounting firm's official letterhead
- Be signed and dated by a licensed CPA
- Include all required statements noted below

### REQUIRED CPA STATEMENTS

The CPA Letter must include the following statements, or equivalent language conveying the same information:

- **Profit and Loss Statement Preparation**  
*"I have prepared Profit and Loss Statements for **[Borrower/Client Name]** for the following periods: **[Insert Time Periods]**."*
- **Accounting Standards Used**  
*"The Profit and Loss Statements for **[Borrower/Client Name]** were prepared in accordance with accounting principles generally accepted for businesses of a similar nature."*
- **Tax Preparation Confirmation**  
*"Taxes for the year(s) **[Insert Years]** were prepared by this firm. I have reviewed **[Borrower/Client Name]**'s tax returns and related financial documents for the year(s) **[Insert Years]** in order to produce the information contained in the referenced Profit and Loss Statement(s)."*
- **Ownership Verification**  
*"I have verified that **[Name of Individual]** holds **[Insert % Ownership]** of **[Company Name]**."*
- **Permission to Rely**  
*"Ameritrust Mortgage Corporation may rely upon the Profit and Loss Statement(s) I have prepared for **[Borrower/Client Name]** in connection with a conditional loan offer."*

### IMPORTANT REMINDERS

- Handwritten or incomplete letters will not be accepted
- Letters must clearly reference the financial periods and supporting documents used