

## **.02 Prorating Income - Received Bi-monthly**

Income received, or anticipated to be received, once every two months is considered bi-monthly income. This includes income scheduled to be paid on a bi-monthly pay cycle, regardless of the date received.

When income is received in this manner, complete the following:

- Divide the bi-monthly gross income by 2.
- Drop the third number after the decimal point.
- Key MO in the FREQ field on **EAIC** or **UNIC**.

**AZTECS** does not prorate income keyed as monthly.