

How to Fill out Your Monthly Income Statement Online

1. Go to our Website – www.cecraig.com
2. On the top menu find ***Resources*** and click the drop down menu on the right hand side
3. Click ***Monthly Income Statements*** at the bottom of list (or instructions above it for help)
4. From there you first option will be to choose:

Employed

Self-Employed

5. Choose the option that applies to you
***Note** – If you are self-employed it is a 2 step process. You will **choose self-employed** and fill out the information to arrive at your **NET INCOME** from business activities. After you calculate your **NET INCOME** amount, you will submit and go back into the **EMPLOYED** section and use your Net Income amount as net employment income. Fill out everything else as per below and be sure to submit both your Self-employed and employed statements.
6. You are now in General information - You will be prompted to fill in your month (choose appropriate), name, # of family members etc. Next fill in your income after deductions and then your Non-discretionary expenses and then the Surplus income calculation. After entering your information from income and discretionary expenses and surplus income you hit the ***calculate now*** button. This calculates your income payable to the trustee based on the information you have provided.
Be Aware – Once you hit NEXT STEP and move on you CANNOT GO BACK
7. Continue entering discretionary expenses.
8. Summary page – Enter your **totals** from the other pages (write them down on a separate sheet of paper if you need to) This will bring you to your Net Adjusted Family Income vs Expenses and you will hit ***calculate now***
9. Now you are at the Required Surplus Income Payable which is the amount of surplus income payable to the trustee
10. Below that is a drop down requiring the date and your Signature and a place to enter any updated contact information you need to provide. Then hit next step
11. Attach pay stubs and copies of non-discretionary expenses. You can upload JPEG (picture) files or PDF (scanned documents). Attaching paystubs and a copy of your non-discretionary expenses is **MANDATORY** i.e. (child care/medical receipts). **DO NOT** include copies of other expenses like rent, hydro, etc. then **NEXT STEP**
12. Enter your email and tick the box stating you agree with the information you provided then click submit. A copy will go to you at the email you entered on the last page.

Note* In order to attach any documents you can install DOCSCAN or JOTNOT on your iPhone or android to convert your documents to PDF format.

Remember – once you move to the next page you CANNOT go BACK. Please call us if you have any questions 250-386-8778