Appendix 8

HUD-50059 Data Entry Rules

Appendix 8: HUD-50059 Data Entry Rules

Appendix 8 provides:

- Data entry rules for the HUD-50059;

- Examples of rounding; and

- Data entry rules for TRACS transmissions.

1. Data Entry Rules for the HUD-50059 Data Requirements

A. Round up at $0.50. This procedure is consistent with the data entry instructions for TRACS.

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Example – Rounding Procedures

Amount	Rounded Amount
$49.49	$49.00
$49.50	$50.00

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B. Carry decimals from one step to another on calculations made before a TRACS entry is made.

Each calculation in the following examples is performed prior to the TRACS submission. Therefore, actual numbers are used in each calculation.

2. Examples of Rounding

A. In computing an individual tenant's income, an hourly wage should be computed as follows:

**(40 hours per week x 52 weeks = 2,080 hours per year)

Example:

33.25 hours per week x 52 weeks x $5.11/hour

33.25 x 52 = 1,729 hours per year

1,729 x $5.11 = $8,835.19**

Note that the owner carried the decimals from one step to the next because these are pre-TRACS calculations. The owner will go on to enter $8,835 as the income for this individual into the HUD-50059 data , which will then be transmitted to TRACS. See the discussion below on TRACS data-entry requirements.

B.   A family has the following assets: $1,331.49 (Savings); $4,322.50 (IRA); $3,255.50 (cash value of life insurance). The owner will round each asset to the nearest dollar and enter the rounded amounts into the HUD-50059 data , which will then be transmitted to TRACS.

$ 1,331 Savings

$ 4,323 IRAs

$ 3,256 Life Insurance

$ 8,910 Total Cash Value of All Assets

C.   In calculating amounts for adjustments such as Total Medical Expenses, each expense should be calculated and rounded to the nearest $0.01. The expenses to the $0.01 are added together to produce a total that is then rounded to the nearest dollar.

$33.66   Prescription

$236.00 Doctor's visit

$269.66 Total

Enter $270 in the HUD-50059.

3.   Data Entry Rules for TRACS Transmissions

Owners and software vendors must follow the instructions included in the MAT Guide regarding data entry for TRACS transmissions (e.g., right/left justifications, number of fields, field length, etc.).

- Only whole numbers may be transmitted to TRACS.

- When rounding, dollar amounts must be rounded down at $0.49 and up at $0.50.

- Do not carry decimals through several transactions once a TRACS entry has been made.

Example

Family Member   Actual Amount   Reported to TRACS

1                  $ 7,655.49 $ 7,655

2                  $ 8,400.50 $ 8,401

3                  $ 3,900.47 $ 3,900

                        $ 19,956.20 $ 19,956

In this example, each individual member's actual earned income, rounded to a whole number, is submitted to TRACS.

Example – When Computing TTP in MAT 10, Field 64 of the HUD-50059

Annual income in the following example had already been determined and entered as a record in the TRACS submission. Therefore, it is already a rounded number. (**NOTE:** These are only a sample of the calculations used to determine TTP.)

- Annual Adjusted Income divided by 12 months = Monthly Adjusted Income

  $6,525 / 12 = $543.75 ($6,525 was previously entered and is a rounded number.)

- Monthly Adjusted Income multiplied by .30

  $543.75 x .30 = $163.125 = 163.13

  This amount has not been entered into TRACS, so the owner would use the decimals.

- The amount that the owner enters for TTP would be the highest of the three amounts provided in Exhibit 5-9. That amount would be rounded when it is entered into the HUD-50059.

NOTE: It would be incorrect for the owner to use the actual amount of annual income in this calculation, since Annual Income has already been entered onto the HUD-50059.

Example

Again, in the following example of correct rounding, the individual income amounts are rounded because they are transmitted to TRACS. A member of a household had the following earned income:

Family Member	Actual Earned Income	Amount Entered in the Data Requirements and Submitted to TRACS
1	$ 3,298.46	$ 3,298 *
1	$ 5,024.49	$ 5,024
1	$ 1,655.50	$ 1,656
1	$ 9,977.99	$ 9,978

*The amounts submitted to TRACS are rounded.

NOTE: Prior to 9/95, if an individual had multiple income sources for one type of income (e.g., wages), the owner entered the total amount. Now, the owner enters each income source for a type of income. Since each source of income is listed on the HUD-50059 and then transmitted to TRACS, each entry must be rounded.