



USDA GUS TRAINING

GUS BORROWER INFORMATION PAGE



Rural Development
U.S. DEPARTMENT OF AGRICULTURE

Training Objectives

Gain an understanding of how to complete each section of the Borrower Information page in GUS:

- Personal Information
- Current Employment/Self Employment and Income
- Previous Employment/Self Employment and Income
- Income from Other Sources



Guaranteed Underwriting System

GUS Borrower Information: Personal Information

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U.S. DEPARTMENT OF AGRICULTURE

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Eligibility Borrower Information [Validate Application](#)


Borrower Information

▼


▼ Personal Information [?](#)

* First Name ?	Middle Name ?	* Last Name ?	Suffix ?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Social Security Number ?	Date of Birth (P) ?	Citizenship (P) ?	Marital Status (F) ?
<input type="text" value="XXX-XX-XXXX"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="radio"/> US Citizen <input type="radio"/> Permanent Resident Alien <input type="radio"/> Non-Permanent Resident Alien	<input type="radio"/> Married <input type="radio"/> Separated <input type="radio"/> Unmarried
			Number of Dependents ? <input type="text"/>

GUS Borrower Information: Address Information

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GUS Application ID

[Borrower Name](#) [Borrower ID](#) [Lender Loan Number](#) [Most Recent Activity](#) [Activity Timestamp](#) [User](#)

Eligibility **Borrower Information** [Validate Application](#)

Borrower Information

1

Current Address
* Country (F) ⁱ Street Address (F) ⁱ Unit # ⁱ City (F) ⁱ
United States [▼]
State (F) ⁱ Zip Code (F) ⁱ [Zip Code Lookup](#)
Choose One [▼] XXXXX-XXXX

2

How Long at Current Address?
Years (F) ⁱ Months (F) ⁱ Housing (P) ⁱ Rent per Month (P) ⁱ
1 0 ☐ Own ☒ Rent ☐ No Primary Housing Expense \$0.00

3

4

If at Current Address for LESS than 2 years, list Former Address [Remove Former Address](#)
* Country (F) ⁱ Street Address (F) ⁱ Unit # ⁱ City (F) ⁱ
United States [▼]
State (F) ⁱ Zip Code (F) ⁱ [Zip Code Lookup](#)
Choose One [▼] XXXXX-XXXX
How Long at Former Address
Years ⁱ Months (F) ⁱ Housing (P) ⁱ
 ☐ Own ☐ Rent ☐ No Primary Housing Expense

5

Mailing Address
☐ Same as Current Address
* Country (F) ⁱ Street Address (F) ⁱ Unit # ⁱ City (F) ⁱ
United States [▼]
State (F) ⁱ Zip Code (F) ⁱ [Zip Code Lookup](#)
Choose One [▼] XXXXX-XXXX

GUS Borrower Information: “Add” and “Remove” Button Functionality

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[Eligibility](#) | [Borrower Information](#) | [Assets and Liabilities](#) | [Real Estate](#) | [Loan and Property Information](#) | [Declarations / Military](#) | [More...▼](#)

[Validate Application](#)

[Withdraw Application](#)

Borrower Information

▼ Alice Firsttimer

> Personal Information 

▼ Current Employment / Self Employment and Income (0)

Provide at least 2 years of current and previous employment and income, if applicable.

[Add Employment](#)

▼ Previous Employment / Self Employment and Income (0)

[Add Previous Employment](#)

▼ Income from Other Sources (1)

* Income Source (F) ⓘ

Choose One ▼

* Monthly Income (F) ⓘ

\$0.00

[Remove](#)

[Add Additional Income](#)

Total Income From Other Sources

\$0.00

[Add Additional Borrower](#)

GUS Borrower Information: Current Employment/Self Employment and Income

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Eligibility | **Borrower Information** | Assets and Liabilities | Real Estate | Loan and Property Information | Declarations / Military | More...
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Borrower Information

▼ Alice Firstimer

▼ Current Employment / Self Employment and Income (1)

1

* Employer or Business Name (P) ⓘ
Street Address (F) ⓘ
City (F) ⓘ
State (F) ⓘ
Choose One
Position or Title (F) ⓘ
Phone (F) ⓘ
XXX-XXX-XXXX
Zip Code (F) ⓘ
XXXX-XXXX
[Zip Code Lookup](#)

2

How long in this line of work?
Years (F) ⓘ Months (F) ⓘ
☐ Check if you are the Business Owner or Self Employed ⓘ

3

Gross Monthly Income

Base (P) ⓘ
\$0.00 / month

Overtime (P) ⓘ
\$0.00 / month

Bonus (P) ⓘ
\$0.00 / month

Commission (P) ⓘ
\$0.00 / month

Military Entitlements (P) ⓘ
\$0.00 / month

Other (P) ⓘ
\$0.00 / month

Total
\$0.00 / month

[Add Additional Employment](#)

Remove

Start Date (P) ⓘ
MM/DD/YYYY

Use the Calendar Icon to pull up a calendar to help select dates

GUS Borrower Information: Current Employment/Self Employment and Income, Continued...

Borrower is Self-Employed

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Borrower Information

Current Employment / Self Employment and Income (1)

Remove

* Employer or Business Name (P) ⓘ

Phone (F) ⓘ

XXX-XXX-XXXX

Street Address (F) ⓘ

City (F) ⓘ

State (F) ⓘ

Choose One

Zip Code (F) ⓘ

XXXXX-XXXX

[Zip Code Lookup](#)

Position or Title (F) ⓘ

Start Date (P) ⓘ

MM/DD/YYYY

How long in this line of work?

Years (F) ⓘ

Months (F) ⓘ

☒ Check if you are the Business Owner or Self Employed ⓘ

Please choose the ownership share since you have checked that you are self employed or a business owner

☐ i) I have an ownership share of less than 25% (P)

☐ ii) I have an ownership share of 25% or more (P)

Monthly Income (or Loss) (P) ⓘ

\$0.00

Gross Monthly Income

Base (P) ⓘ

\$0.00

/ month

Overtime (P) ⓘ

\$0.00

/ month

Bonus (P) ⓘ

\$0.00

/ month

Commission (P) ⓘ

\$0.00

/ month

Military Entitlements (P) ⓘ

\$0.00

/ month

Other (P) ⓘ

\$0.00

/ month

Total

\$0.00

/ month

Add Additional Employment

GUS Borrower Information: Previous Employment/Self Employment and Income

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Real Estate

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Borrower Information

▼ Alice Firstimer

▼ Previous Employment / Self Employment and Income (1)

Remove

* Employer or Business Name (P)

Position or Title (F)

Start Date (F)

End Date (F)

Previous Gross Monthly Income (F)

MM/DD/YYYY

MM/DD/YYYY

☐ Check if you are the Business Owner or Self Employed

Add Previous Employment

GUS Borrower Information: Income from Other Sources

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Validate Application

Withdraw Application

Borrower Information

▼ Alice Firstimer

▼ Income from Other Sources (0)

Add Additional Income

Total Income From Other Sources

\$0.00

* Income Source (F) ⓘ

Choose One

Accessory Unit Income

Alimony

Automobile Allowance

Boarder Income

Capital Gains

Child Support

Defined Contribution Plan

Disability

Employment Related Account

Foster Care

Housing Choice Voucher Program

Housing or Parsonage

Interest and Dividends

Mortgage Credit Certificate

Mortgage Differential Payments

Non-Borrower Household Income

Notes Receivable

Other

Public Assistance

* Monthly Income (F) ⓘ

\$0.00

Previous

Next

LEGEND: (*) Required (P) Preliminary (F) Final


Save

Close

Cancel

?

GUS Borrower Information: Add Additional Borrower

 GUS Application ID

Borrower Name Borrower ID Lender Loan Number Most Recent Activity Activity Timestamp User

Eligibility Borrower Information

Validate Application

Borrower Information

▼ Alice Firstimer


> Personal Information

> Current Employment / Self Employment and Income (0)

> Previous Employment / Self Employment and Income (0)

> Income from Other Sources (1)

1 Add Additional Borrower

 GUS Application ID

Borrower Name Borrower ID Lender Loan Number Most Recent Activity Activity Timestamp User

Eligibility Borrower Information

Validate Application

Borrower Information

▼ Alice Firstimer

> Personal Information

> Current Employment / Self Employment and Income (0)

> Previous Employment / Self Employment and Income (0)

> Income from Other Sources (1)

2

▼ Personal Information

* First Name ¹

Middle Name ¹

* Last Name ¹

Suffix ¹

* Social Security Number ¹

Date of Birth (P) ¹

Citizenship (P) ¹

Marital Status (F) ¹

Number of Dependents ¹

☐ US Citizen

☐ Permanent Resident Alien

☐ Non-Permanent Resident Alien

☐ Married

☐ Separated

☐ Unmarried

Remove Additional Borrower

GUS Borrower Information: Collapsed Sections

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Kelleher, Kris

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GUS GUS Application ID [REDACTED]

Borrower Name	Borrower ID	Lender Loan Number	Most Recent Activity	Activity Timestamp	User
---------------	-------------	--------------------	----------------------	--------------------	------

Eligibility **Borrower Information** Assets and Liabilities Real Estate Loan and Property Information Declarations / Military More...▼

Borrower Information

▼ Alice Firstimer

> Personal Information ⓘ

> **Current Employment / Self Employment and Income (1)**

▼ Previous Employment / Self Employment and Income (0)

Add Previous Employment

> **Income from Other Sources (1)**

Add Additional Borrower

Validate Application

Withdraw Application

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LEGEND: (*) Required (P) Preliminary (F) Final

Save Close Cancel ?

GUS Borrower Information: Page Completion

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Kelleher, Kris

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GUS Guaranteed Underwriting System

GUS Application ID: 0000003287

Borrower Name: Alice Firstimer
Borrower ID: 652452717
Lender Loan Number:
Most Recent Activity: Manually Added Application
Activity Timestamp: 08/25/2020 01:59 PM CDT
User: Kelleher, Kris

Eligibility Borrower Information Assets and Liabilities Real Estate Loan and Property Information Declarations / Military More...▼

Validate Application
Withdraw Application

Borrower Information

▼ Alice Firstimer

▼ Personal Information

* First Name (F) Middle Name (F) * Last Name (F) Suffix (F)

Alice Firstimer

* Social Security Number (F) Date of Birth (P) Citizenship (P) Marital Status (F) Number of Dependents (F)

991-91-9991 05/01/1980 ☒ US Citizen ☐ Permanent Resident Alien ☐ Non-Permanent Resident Alien ☐ Married ☐ Separated ☒ Unmarried 0

Current Address

* Country (F) Street Address (F) Unit # (F) City (F)

United States No Street Montgomery

State (F) Zip Code (F) Zip Code Lookup

TX 77356

How Long at Current Address?

Years (F) Months (F) Housing (P) Rent per Month (P)

2 2 ☐ Own ☒ Rent ☐ No Primary Housing Expense \$500.00

Previous Next

LEGEND: (*) Required (P) Preliminary (F) Final

Save Close Cancel ?



USDA is an equal opportunity provider, employer, and lender.