CollegeBoard

BUSINESS/FARM SUPPLEMENT

School Year
2016-17

Instructions for Completing the Business/Farm Supplement

- Complete a supplement for each business or farm.
- When completing this supplement, refer to both your 2014 and 2015 IRS tax returns — specifically, Form 1040, Schedules C, D, and F, as applicable. If an incorporated business is involved, refer to Form 1120 as well. If a partnership is involved, also refer to Form 1065 and/or Schedule K1. **For any year for which tax forms have not been completed, estimate as accurately as possible.** The financial aid administrator may later ask you to provide copies of your tax returns, including your corporate and partnership tax return(s).
- If you are the owner or part owner of a partnership or a corporation: (1) Enter your percentage of ownership (question 6); (2) enter total income, expense deductions and profit for the entire business entity (questions 11–15); and (3) enter your share of net profit (question 16).
- **IMPORTANT:** If a business is a major source of family support but no salaries are reported and business net profit is under $10,000, explain on an attached sheet how basic family expenses are met.
- Don't submit balance sheets, profit and loss statements, cash flow statements, or tax returns in place of the Business/Farm Supplement, unless specifically requested by your college.
- If your home is part of the business or farm, enter its value and the amount of its mortgage on the CSS/Financial Aid PROFILE® Application. Don't include your home value on the Business/Farm Supplement.
- If farm income is reported on an accrual basis, the required information can be found on IRS Form 1040, Schedule F, Part III. In this case, disregard questions 11a–11c below and begin your entries with Gross Income in question 12.
- If you have gains or losses from the sale or exchange of livestock and/or farm machinery, report the full amount of such gains or losses in question 16 below. Don't include in this question gains or losses arising from the sale or exchange of other property, as reported on your IRS Form 1040, Schedule D.
- If a financial question does not apply to you, write 0. Do not leave questions blank unless the instructions tell you to do so.

Student's Information

Student's name

Last

First

M.I.

Social Security Number

–

–

Date of Birth

Month

Day

Year

Parent's Business/Farm Information

1. Name of Business/Farm

2. Date Business Commenced or Farm Purchased

Day

Month

Year

3. Location of Business/Farm

Street Address

City/Township

County

State

Zip Code

4. Type of Business/Farm

☐ Sole proprietor

☐ Partnership

☐ Corporation

Indicate type

5. Give Name(s) of Owners and Partners, Their Relationship to the Parent(s), and Their Percentage of Ownership

Name

Relationship

%

Percentage

Name

Relationship

%

Percentage

6. Your Percentage of Ownership

%

7. Number Employees

8. Describe Principal Product or Service

9. Residence and Mortgage Information

Monthly mortgage payment on the business or farm $ .00

Farm owners

Do you live on the farm? ☐ Yes ☐ No

Business owners

Is the business a part of your home? ☐ Yes ☐ No

If yes, what percentage of home is claimed for business use? %

10. Total Acres Owned (Farm Owners Only)

	Market value per acre	No. of acres owned	No. rented to others
Tillable land	$ .00		
Nontillable land	$ .00		
Woodlands and waste	$ .00		
Agricultural reserve	$ .00		
TOTAL	$ .00		

Business Owners Only — Income and Expenses

	2014 (Jan. 1–Dec. 31)	2015 (Jan. 1–Dec. 31)	Estimated 2016 (Jan. 1–Dec. 31)
11. Business Income			
a. Gross receipts of sales less returns and allowances	$ .00	$ .00	
b. Cost of goods sold and/or operations (Don't include salaries paid to yourself, your dependents or others, or any item listed below.)	$ .00	$ .00	
c. Gross profit (Line 11a minus 11b)	$ .00	$ .00	
d. Other business income	$ .00	$ .00	
12. Total Income (Add 11c and 11d)	$ .00	$ .00	
13. Business Deductions (Don't include any amount entered in 11b above.)	$ .00	$ .00	
a. Depreciation	$ .00	$ .00	
b. Interest expense	$ .00	$ .00	
c. Rent on business property	$ .00	$ .00	
d. Parents' W-2 wages from this business	$ .00	$ .00	
e. Salaries and wages paid to family members other than yourself employed in the business	$ .00	$ .00	
Name and Relationship	Salary		
	$ .00	$ .00	
	$ .00	$ .00	
f. All other salaries and wages	$ .00	$ .00	
g. Other business expenses (Itemize on a separate sheet any single item over $1,000.)	$ .00	$ .00	
14. Total Deductions (Add 13a–13g)	$ .00	$ .00	Estimated 2016
15. Net Profit (or Loss) (Line 12 minus line 14)	$ .00	$ .00	$ .00
16. Your Share of Line 15 (Multiply line 15 by your percentage of ownership, question 6.)	$ .00	$ .00	$ .00

Farm Owners Only — Income and Expenses

The IRS line references are for 2014. For 2015, use the corresponding lines from 2015 IRS forms.

	2014 (Jan. 1–Dec. 31)	2015 (Jan. 1–Dec. 31)	Estimated 2016 (Jan. 1–Dec. 31)
17. Farm Income			
a. Profit (or loss) on sales of livestock and other items purchased for resale (from Form 1040, Schedule F, line 1e)	$ .00	$ .00	
b. Sales of livestock and produce raised (from Schedule F, lines 2a and 2b)	$ .00	$ .00	
c. Other farm income (from Schedule F, lines 3b, 4b, 5a, 5c, 6b, 6d, 7a, 7b, 8a, 8b)	$ .00	$ .00	
18. Gross Income (Add 11a–11c) (from Schedule F, line 9)	$ .00	$ .00	
19. Farm Expenses			
a. Farm deductions less depreciation (from Schedule F, lines 10–13 and lines 15–32)	$ .00	$ .00	
b. Depreciation (from Schedule F, line 14)	$ .00	$ .00	
20. Total Expenses (Add 13a and 13b) (from Schedule F, line 33)	$ .00	$ .00	
21. Net Farm Profit (or Loss) (Line 12 minus line 14) (from Schedule F, line 34)	$ .00	$ .00	
22. Farm-Related Capital Gains (or Losses) from sale or exchange of livestock and farm machinery (from Form 1040, Schedule D)	$ .00	$ .00	Estimated 2016
23. Net Profit (or Loss) (Add lines 15 and 16)	$ .00	$ .00	$ .00
24. Your Share of Line 17 (Multiply line 17 by your percentage of ownership, question 6.)	$ .00	$ .00	$ .00

Student's SSN

Business/Farm Assets

The figures you report in column C should reflect the fair market value of the business or farm (a reasonable estimate of what each asset is worth and could be sold for). Filers of IRS Form 1120, 1120S, or 1065 should refer to Schedule L to complete columns A and B. **If you don't file any of these IRS forms, you may leave columns A and B blank.**

1. Current Assets

	Column A		Column B		Column C
		Book Value at Beginning of Tax Year 2015		Book Value at End of Tax Year 2015	Fair Market Value at End of Tax Year 2015
a. Cash and short-term investments		$		$	$
b. Receivables (total)		$		$	$
c. Allowance for bad debts		$		$	$
d. Inventories		$		$	$
e. Other current assets not included above (Do not include loans to partners or shareholders.)		$		$	$
f. Total current assets (Add 1a,1b, 1d, and 1e, then subtract 1c)		$		$	$

2. Fixed Assets

	Accumulated Depreciation	Book Value at Beginning of Tax Year 2015	Accumulated Depreciation	Book Value at End of Tax Year 2015	Fair Market Value at End of Tax Year 2015
a. Land		$		$	$
b. Buildings (purchase price)		$		$	$
c. Accumulated depreciation on buildings	$		$		
d. Machinery and equipment (purchase price)		$		$	$
e. Accumulated depreciation on machinery	$		$		
f. Other fixed assets		$		$	$
g. Total fixed assets (Add 2a, 2b, 2d, and 2f)		$		$	$
h. Total depreciation (Add 2c and 2e)	$		$		

3. All Other Assets

		Book Value at Beginning of Tax Year 2015		Book Value at End of Tax Year 2015	Fair Market Value at End of Tax Year 2015
a. Total loans to partners or shareholders listed in 5 on page 1		$		$	$
Itemize by partner or shareholder		$		$	$
Name:		$		$	$
Name:		$		$	$
Name:		$		$	$
Name:		$		$	$
b. Loans to others than partners or shareholders		$		$	$
c. All other assets		$		$	$
d. Total other assets (Add 3a–3c)		$		$	$

4. Total Assets

		Book Value at Beginning of Tax Year 2015		Book Value at End of Tax Year 2015	Fair Market Value at End of Tax Year 2015
a. Add 1f, 2g, and 3d		$		$	$
b. Your share of total assets (Multiply line 4a by your percentage of ownership.)		$		$	$

Business/Farm Liabilities

	Beginning of Tax Year 2015	End of Tax Year 2015
5. Liabilities		
a. Accounts payable	$ .00	$ .00
b. Other current debts	$ .00	$ .00
c. Total current debts (Add 5a and 5b)	$ .00	$ .00
6. Long-Term Liabilities (Don't include any amount listed above.)		
a. Mortgages on land and buildings (Don't include home mortgages.)	$ .00	$ .00
b. Debts secured by equipment	$ .00	$ .00
c. Loans from partner(s) or shareholder(s) Itemize by shareholder:	$ .00	$ .00
Name	$ .00	$ .00
Name	$ .00	$ .00
Name	$ .00	$ .00
Name	$ .00	$ .00
d. Other debts	$ .00	$ .00
e. Total long-term debts (Add 6a-6d)	$ .00	$ .00
7. Total Liabilities (Add 5c and 6e)	$ .00	$ .00
8. Your Share of Total Liabilities (Multiply line 7 by your percentage of ownership.)	$ .00	$ .00

Remarks

Use this space to explain any special circumstances. If more space is required, attach a letter to this form.

Signatures

Parent's signature

Date completed: Day Month Year

Parent's signature

Date completed: Day Month Year

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