



# Tax Primer

For self-employed parents completing the  
SSS Parents' Financial Statement | PFS

# Introduction

Use this primer to get an understanding of which few tax forms are most helpful to business or farm owners as you complete your Parents' Financial Statement (PFS).

This primer doesn't provide an overview of every possible tax form you might receive or need to file with IRS. Instead, it focuses on the forms that self-employed families may need to have on hand to complete the PFS accurately and correctly.

## Tax forms covered in this tax primer:

- ▶ [Form W-2](#)
- ▶ [Form 1040](#)
- ▶ [Schedule 1](#)
- ▶ [Schedule C](#)
- ▶ [Schedule E](#)
- ▶ [Schedule F](#)
- ▶ [Schedule K-1](#)
- ▶ [Form 1099-MISC](#)
- ▶ [Form 1065](#)
- ▶ [Form 1120S](#)

## For each of these tax forms, the primer answers three questions:

1. What is the form used for?
2. What does the form look like?
3. Which lines on the form matter the most for completing the PFS?

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### – Important –

Be sure to send all your tax forms as required by each school you are applying to for financial aid.

Do not limit what you submit to schools to the documents covered in this primer.

If a school requires your tax forms and schedules, be sure to send or upload the full set of tax that you submit to the IRS when filing your tax return. Doing so ensures that you complete each school's document requirements correctly, avoiding possible delays in the process.

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# Form W-2

## What is Form W-2 used for?

The W-2 is an annual statement of your earnings provided by your employer for the calendar year. It also shows how much of your pay was withheld for taxes, Social Security, and Medicare. It also indicates how much of your income you put into certain types of pre-tax retirement plans.

## What does the Form W-2 look like?

a Employee's social security number		OMB No. 1545-0008	
b Employer identification number (EIN)		1 Wages, tips, other compensation	2 Federal income tax withheld
c Employer's name, address, and ZIP code		3 Social security wages	4 Social security tax withheld
		5 Medicare wages and tips	6 Medicare tax withheld
		7 Social security tips	8 Allocated tips
d Control number		9	10 Dependent care benefits
e Employee's first name and initial		Last name	
f Employee's address and ZIP code		11 Nonqualified plans	
15 State Employer's state ID number		16 State wages, tips, etc.	
17 State income tax		18 Local wages, tips, etc.	
19 Local income tax		20 Locality name	

**Form W-2 Wage and Tax Statement** 20XX | Department of the Treasury—Internal Revenue Service

Copy 2—To Be Filed With Employee's State, City, or Local Income Tax Return

## Which lines on Form W-2 matter most for completing the PFS?

If you are a W-2 earner or pay yourself a salary from your business, this salary will appear in Box 1. Report the salary in Box 1 of your W-2 on line 7A of the PFS for the parent listed as "Parent A." Use 7B for the parent listed as "Parent B." Be sure to report the totals from all W-2s if either parent receives more than one for the year.

Look at Box 12. If amounts appear in this section with a code D-H, be sure to report that amount as "Payments to tax-deferred retirement plans" in PFS line 8D of the Nontaxable Income Worksheet. If you have multiple W-2s, report the total amount.

You do not have to report any other information from the W-2 on the PFS; however, it is possible that one or more schools you're applying to might ask you to supply other information from the W-2. You'll likely be required to submit or upload a copy of each W-2 you receive as part of your financial aid application.

# Form 1040

## What is the Form 1040 for?

The 1040 is used to report your sources of income, as well as any adjustments, deductions, and credits against your income that will determine how much and what types of federal taxes you should have paid for the tax year. If you've paid too much in taxes, it will show how much of a refund from the federal government you are entitled to receive. If you've paid too little in taxes, it will show how much more you need to pay.

## What does the Form 1040 look like?

The 1040 is a two-page document and additional schedules depending on income source.

### 1040 Page 1

Form <b>1040</b>		Department of the Treasury—Internal Revenue Service (99)		20		OMB No. 1545-0074		IRS Use Only—Do not write or staple in this space.																																																																																																																																					
<b>Filing Status</b> <input type="checkbox"/> Single <input type="checkbox"/> Married filing jointly <input type="checkbox"/> Married filing separately (MFS) <input type="checkbox"/> Head of household (HOH) <input type="checkbox"/> Qualifying widow(er) (QW)																																																																																																																																													
Check only one box. If you checked the MFS box, enter the name of your spouse. If you checked the HOH or QW box, enter the child's name if the qualifying person is a child but not your dependent ▶																																																																																																																																													
Your first name and middle initial			Last name			Your social security number																																																																																																																																							
If joint return, spouse's first name and middle initial			Last name			Spouse's social security number																																																																																																																																							
Home address (number and street). If you have a P.O. box, see instructions.						Apt. no.		<b>Presidential Election Campaign</b> Check here if you, or your spouse if filing jointly, want \$3 to go to this fund. Checking a box below will not change your tax or refund. <input type="checkbox"/> You <input type="checkbox"/> Spouse																																																																																																																																					
City, town, or post office. If you have a foreign address, also complete spaces below.				State		ZIP code																																																																																																																																							
Foreign country name			Foreign province/state/county		Foreign postal code																																																																																																																																								
At any time during 2021, did you receive, sell, exchange, or otherwise dispose of any financial interest in any virtual currency? <input type="checkbox"/> Yes <input type="checkbox"/> No																																																																																																																																													
<b>Standard Deduction</b> <b>Someone can claim:</b> <input type="checkbox"/> You as a dependent <input type="checkbox"/> Your spouse as a dependent <input type="checkbox"/> Spouse itemizes on a separate return or you were a dual-status alien																																																																																																																																													
<b>Age/Blindness</b> <b>You:</b> <input type="checkbox"/> Were born before January 2, 1957 <input type="checkbox"/> Are blind <b>Spouse:</b> <input type="checkbox"/> Was born before January 2, 1957 <input type="checkbox"/> Is blind																																																																																																																																													
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(1) First name		Last name		(2) Social security number		(3) Relationship to you		(4) <input checked="" type="checkbox"/> if qualifies for (see instructions):																																																																																																																																					
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## Which lines on Form 1040 matter most for completing the PFS?

Nearly every line of the 1040's Income section has a corresponding line on the PFS where the income information should be reported. Most are straightforward one-to-one matches. However, a few lines are worth pointing out as relevant for business owners:

### ► 1040 Page 1 Line 1: Salary/Wages

Salary and wages reported here are a total of salaries earned by the parents in the household. The PFS asks you to report each parent's salary separately, so you won't see a single line item on the PFS for the total salaries. Be sure, though, that the total of the salaries you enter in line 7A and 7B for each parent is the same as the total shown on Line 1 of your 1040 Page 1. Business owners must be careful not to report profit taken from the business as salary or wages. If you own a business and paid yourself or your spouse a salary from the business, and reported it with a W-2, only enter the amount of salary from the W-2 in Lines 7A or 7B.

### ► 1040 Page 1 Lines 4B, 5B and 6B: Distributions from IRA, Pensions, and Social Security

1040 Lines 4A, 5A and 6A each show the total income you received from IRA, Pensions, and Social Security. Lines 4B, 5B, and 6B show the portion of that total that was taxable. Report taxable amount of IRA on PFS line 7J, taxable amount of Pension on PFS line 7K. Report Line 6B taxable amount of Social Security on PFS Line 7L.

To report the nontaxable portion correctly, take the difference and report it in the appropriate PFS line item in the Nontaxable Income section (PFS Section 8).

- Report your nontaxable IRA and Pension income in PFS Line 8C.
- Report your nontaxable Social Security benefits in PFS Line 8B.

### ► 1040 Page 2

16	Tax (see instructions). Check if any from Form(s): 1 <input type="checkbox"/> 8814 2 <input type="checkbox"/> 4972 3 <input type="checkbox"/>	16	
17	Amount from Schedule 2, line 3	17	
18	Add lines 16 and 17	18	
19	Nonrefundable child tax credit or credit for other dependents from Schedule 8812	19	
20	Amount from Schedule 3, line 8	20	
21	Add lines 19 and 20	21	
22	Subtract line 21 from line 18. If zero or less, enter -0-	22	
23	Other taxes, including self-employment tax, from Schedule 2, line 21	23	
24	Add lines 22 and 23. This is your total tax	24	PFS Line 6G
25	Federal income tax withheld from:		
a	Form(s) W-2	25a	
b	Form(s) 1099	25b	
c	Other forms (see instructions)	25c	
d	Add lines 25a through 25c	25d	

### ► 1040 Page 2 Line 24

This shows what you owe for the different types of federal taxes on your income. PFS Line 6D asks you to report your federal taxes paid. Be sure to report the amount shown on 1040 Line 24. If you also have Self-Employment taxes reported on 1040 Schedule 2 Line 4, do not include those in PFS Line 6G, since you will report those separately for each business. If you paid self-employment taxes, for PFS Line 6G, report the total tax on Line 24 of Page 2 minus any Schedule 2 Line 4 Self-Employment tax.

# Form 1040 Schedule 1

## What is it for?

Schedule 1 is used to report your business income from proprietorship business, farm, corporation/partnerships, and rental income. Schedule 1 also list deductions from self-employment tax.

## What does Schedule 1 Look Like?

<b>SCHEDULE 1</b> <b>(Form 1040)</b> <small>Department of the Treasury Internal Revenue Service</small>		<b>Additional Income and Adjustments to Income</b> <small>▶ Attach to Form 1040, 1040-SR, or 1040-NR. ▶ Go to <a href="http://www.irs.gov/Form1040">www.irs.gov/Form1040</a> for instructions and the latest information.</small>		<small>OMB No. 1545-0074</small> <b>20</b> <small>Attachment Sequence No. 01</small>
<small>Name(s) shown on Form 1040, 1040-SR, or 1040-NR</small>			<b>Your social security number</b>	
<b>Part I Additional Income</b>				
<b>1</b>	Taxable refunds, credits, or offsets of state and local income taxes . . . . .	<b>1</b>		PFS Line 7N
<b>2a</b>	Alimony received . . . . .	<b>2a</b>		PFS Line 7M
	<b>b</b> Date of original divorce or separation agreement (see instructions) ▶			
<b>3</b>	Business income or (loss). Attach Schedule C . . . . .	<b>3</b>		PFS Lines 15-18
<b>4</b>	Other gains or (losses). Attach Form 4797 . . . . .	<b>4</b>		PFS Line 7P
<b>5</b>	Rental real estate, royalties, partnerships, S corporations, trusts, etc. Attach Schedule E . . . . .	<b>5</b>		PFS Line 7Q
<b>6</b>	Farm income or (loss). Attach Schedule F . . . . .	<b>6</b>		PFS Lines 15-18
<b>7</b>	Unemployment compensation . . . . .	<b>7</b>		PFS Line 7R
<b>8</b>	Other income:			
	<b>a</b> Net operating loss . . . . .	<b>8a</b>	( )	
	<b>b</b> Gambling income . . . . .	<b>8b</b>		
<b>Part II Adjustments to Income</b>				
<b>11</b>	Educator expenses . . . . .	<b>11</b>		
<b>12</b>	Certain business expenses of reservists, performing artists, and fee-basis government officials. Attach Form 2106 . . . . .	<b>12</b>		
<b>13</b>	Health savings account deduction. Attach Form 8889 . . . . .	<b>13</b>		
<b>14</b>	Moving expenses for members of the Armed Forces. Attach Form 3903 . . . . .	<b>14</b>		
<b>15</b>	Deductible part of self-employment tax. Attach Schedule SE . . . . .	<b>15</b>		PFS Line 7H
<b>16</b>	Self-employed SEP, SIMPLE, and qualified plans . . . . .	<b>16</b>		PFS Line 7G
<b>17</b>	Self-employed health insurance deduction . . . . .	<b>17</b>		
<b>18</b>	Penalty on early withdrawal of savings . . . . .	<b>18</b>		
<b>19a</b>	Alimony paid . . . . .	<b>19a</b>		
	<b>b</b> Recipient's SSN . . . . .			
	<b>c</b> Date of original divorce or separation agreement (see instructions) ▶			
<b>20</b>	IRA deduction . . . . .	<b>20</b>		PFS Line 7E
<b>21</b>	Student loan interest deduction . . . . .	<b>21</b>		
<b>22</b>	Reserved for future use . . . . .	<b>22</b>		
<b>23</b>	Archer MSA deduction . . . . .	<b>23</b>		
<b>24</b>	Other adjustments:			
	<b>a</b> Jury duty pay (see instructions) . . . . .	<b>24a</b>		
	<b>b</b> Deductible expenses related to income reported on line 8k from the rental of personal property engaged in for profit . . . . .	<b>24b</b>		
	<b>c</b> Nontaxable amount of the value of Olympic and Paralympic medals and USOC prize money reported on line 8l . . . . .	<b>24c</b>		
	<b>d</b> Reforestation amortization and expenses . . . . .	<b>24d</b>		
	<b>e</b> Repayment of supplemental unemployment benefits under the Trade Act of 1974 . . . . .	<b>24e</b>		
	<b>f</b> Contributions to section 501(c)(18)(D) pension plans . . . . .	<b>24f</b>		
	<b>g</b> Contributions by certain chaplains to section 403(b) plans . . . . .	<b>24g</b>		
	<b>h</b> Attorney fees and court costs for actions involving certain unlawful discrimination claims (see instructions) . . . . .	<b>24h</b>		
	<b>i</b> Attorney fees and court costs you paid in connection with an award from the IRS for information you provided that helped the IRS detect tax law violations . . . . .	<b>24i</b>		
	<b>j</b> Housing deduction from Form 2555 . . . . .	<b>24j</b>		
	<b>k</b> Excess deductions of section 67(e) expenses from Schedule K-1 (Form 1041) . . . . .	<b>24k</b>		
	<b>z</b> Other adjustments. List type and amount ▶	<b>24z</b>		
<b>25</b>	Total other adjustments. Add lines 24a through 24z . . . . .	<b>25</b>		
<b>26</b>	Add lines 11 through 23 and 25. These are your <b>adjustments to income</b> . Enter here and on Form 1040 or 1040-SR, line 10, or Form 1040-NR, line 10a . . . . .	<b>26</b>		PFS Line 7E

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Make sure to answer “Yes” to PFS line 6h and indicate number of businesses owned on PFS line 6l. This will properly populate Business/Farm section 15-18.

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## Which Lines Matter for the PFS for Self-Employed Applicants?

### ▶ **1040 Schedule 1 Line 3: Business income or (loss)**

This refers specifically to income or loss you had from a Sole Proprietorship, for which you also completed a Schedule C. On Line 15-18 of the PFS, the total of the net profit or loss from each Schedule C business you own should equal the amount shown on your 1040 Line 3. Be sure to send or upload each Schedule C you file, if you have income or a loss listed on your 1040 Schedule 1 Line 3.

### ▶ **1040 Schedule 1 Line 5: Rental real estate, royalties, partnerships, S corporations, trusts, etc.**

This line can be complicated, depending on what type of income is included here, since many different types of income can be reported on your 1040 Schedule 1 Line 5. If any income reported on Line 5 is from rental property, trusts, royalties or business, report it on PFS Line 7Q of PFS (answer “Yes” to Other Taxable Income to open the worksheet). Additionally if the income reported on Line 5 is from S corporations or Partnerships that you share ownership in, report it on Line 15-18 of your PFS, in the section that asks you to detail the income and expenses of the business. Be sure to send or upload each Schedule E you file, if you have income or loss listed on your 1040 Schedule 1 Line 5.

### ▶ **1040 Schedule 1 Line 6: Farm income or (loss)**

This refers specifically to income or loss you had from a farm, for which you also completed a Schedule F. On Line 15-18 of the PFS, the total of the net profit or loss from each Schedule F farm you own should equal the amount shown on your 1040 Schedule 1 Line 6. Be sure to send or upload each Schedule F you file, if you have income or a loss listed on your 1040 Schedule 1 Line 6.

### ▶ **1040 Schedule 1 Adjustments to Income**

In this section, three items are specific to self-employed applicants: deductible portion of self-employment tax and payments to self-employment retirement and health insurance plans. Be sure to report them on the appropriate lines on the PFS (7H and 7I). Be sure to report the total shown on Tax schedule 1 Line 20 on PFS line 7F. If you have adjustments on the Tax Schedule 1 page 2 Lines 15, 16, or 20, report them in the proper lines on the PFS. If you have adjustments other than those three, be sure to leave a note in PFS Item 7i to specify what the adjustments were for (e.g., “alimony paid” or “Educator expenses”).



## Other Schedules for Self-Employed Applicants

### ► 1040 Schedule 2: Additional Taxes

<b>SCHEDULE 2</b> <b>(Form 1040)</b>		<b>Additional Taxes</b>		OMB No. 1545-0074	
Department of the Treasury Internal Revenue Service		► Attach to Form 1040, 1040-SR, or 1040-NR. ► Go to <a href="http://www.irs.gov/Form1040">www.irs.gov/Form1040</a> for instructions and the latest information.		<b>20</b> Attachment Sequence No. <b>02</b>	
Name(s) shown on Form 1040, 1040-SR, or 1040-NR				Your social security number	
<b>Part I Tax</b>					
<b>1</b>	Alternative minimum tax. Attach Form 6251 . . . . .			<b>1</b>	
<b>2</b>	Excess advance premium tax credit repayment. Attach Form 8962 . . . . .			<b>2</b>	
<b>3</b>	Add lines 1 and 2. Enter here and on Form 1040, 1040-SR, or 1040-NR, line 17 . . . . .			<b>3</b>	
<b>Part II Other Taxes</b>					
<b>4</b>	Self-employment tax. Attach Schedule SE . . . . .			<b>4</b>	PFS Line 17J
<b>5</b>	Social security and Medicare tax on unreported tip income. Attach Form 4137 . . . . .	<b>5</b>			
<b>6</b>	Uncollected social security and Medicare tax on wages. Attach Form 8919 . . . . .	<b>6</b>			
<b>7</b>	Total additional social security and Medicare tax. Add lines 5 and 6 . . . . .			<b>7</b>	
<b>8</b>	Additional tax on IRAs or other tax-favored accounts. Attach Form 5329 if required . . . . .			<b>8</b>	
<b>9</b>	Household employment taxes. Attach Schedule H . . . . .			<b>9</b>	
<b>10</b>	Repayment of first-time homebuyer credit. Attach Form 5405 if required . . . . .			<b>10</b>	
<b>11</b>	Additional Medicare Tax. Attach Form 8959 . . . . .			<b>11</b>	

### ► 1040 Schedule 2 Line 4

This shows the total amount of self-employment taxes you paid for your business(es). These should also be report on Line 17J on the PFS. Note that the PFS will ask you how much self-employment tax you paid for each business separately. The total of all those self-employment tax amounts should be equal to what’s reported here on the 1040 Schedule 2 Line 4.



# Schedule C

## What is the Schedule C for?

The Schedule C is used for reporting specific details about each business you own for which you are the sole proprietor. It shows the name, location, and type of business. It details the total, gross income you received for the business. It itemizes the allowable expenses of the business that can be written off against the business's income to ultimately show what your net profit or loss was on the business. The net profit or loss is then entered on your Form 1040 Schedule 1 on Line 3. When you submit your 1040 to the IRS, you are required to attach/include a Schedule C for each sole proprietorship you own.

## What does the Schedule C look like?

**SCHEDULE C (Form 1040)** **Profit or Loss From Business (Sole Proprietorship)** OMB No. 1545-0074  
 Department of the Treasury Internal Revenue Service (99) **20XX** Attachment Sequence No. **09**  
 Go to [www.irs.gov/ScheduleC](http://www.irs.gov/ScheduleC) for instructions and the latest information. Attach to Form 1040, 1040NR, or 1041; partnerships generally must file Form 1065.

Name of proprietor \_\_\_\_\_ Social security number (SSN) \_\_\_\_\_  
 A Principal business or profession, including product or service (see instructions) B Enter code from instructions \_\_\_\_\_  
 C Business name. If no separate business name, leave blank. D Employer ID number (EIN) (see instr.) \_\_\_\_\_  
 E Business address (including suite or room no.) \_\_\_\_\_  
 City, town or post office, state, and ZIP code \_\_\_\_\_  
 F Accounting method: (1)  Cash (2)  Accrual (3)  Other (specify) \_\_\_\_\_  
 G Did you "materially participate" in the operation of this business during 2018? If "No," see instructions for limit on losses Yes  No   
 H If you started or acquired this business during 2018, check here Yes  No   
 I Did you make any payments in 2018 that would require you to file Form(s) 1099? (see instructions) Yes  No   
 J If "Yes," did you or will you file required Forms 1099? Yes  No

**Part I Income**

1	Gross receipts or sales. See instructions for line 1 and check the box if this income was reported to you on Form W-2 and the "Statutory employee" box on that form was checked <input type="checkbox"/>	1	
2	Returns and allowances	2	
3	Subtract line 2 from line 1	3	
4	Cost of goods sold (from line 42)	4	
5	Gross profit. Subtract line 4 from line 3	5	
6	Other income, including federal and state gasoline or fuel tax credit or refund (see instructions)	6	
7	Gross income. Add lines 5 and 6	7	

**Part II Expenses.** Enter expenses for business use of your home **only** on line 30.

8	Advertising	8		18	Office expense (see instructions)	18	
9	Car and truck expenses (see instructions)	9		19	Pension and profit-sharing plans	19	
10	Commissions and fees	10		20	Rent or lease (see instructions):		
11	Contract labor (see instructions)	11		a	Vehicles, machinery, and equipment	20a	
12	Depreciation	12		b	Other business property	20b	
13	Depreciation and section 179 expense deduction (not included in Part III) (see instructions)	13		21	Repairs and maintenance	21	
14	Employee benefit programs (other than on line 19)	14		22	Supplies (not included in Part III)	22	
15	Insurance (other than health)	15		23	Taxes and licenses	23	
16	Interest (see instructions):			24	Travel and meals:		
a	Mortgage (paid to banks, etc.)	16a		a	Travel	24a	
b	Other	16b		b	Deductible meals (see instructions)	24b	
17	Legal and professional services	17		25	Utilities	25	
28	Total expenses before expenses for business use of home. Add lines 8 through 27	28		26	Wages (less employment credit)	26	
29	Tentative profit or (loss). Subtract line 28 from line 7	29		27a	Other expenses (from line 27)	27a	
30	Expenses for business use of your home. Do not report the expenses if you are using the simplified method (see instructions)	30		b	Reserved for future use		

## Which lines on the Schedule C matter most for completing the PFS?

If you have a Schedule C, you have a Sole Proprietorship. On PFS Line 6H, answer "Yes." Then select the number of sole proprietorships that you own. You will be required to complete Section 15 for Business/Farm information.

On PFS Line 15C, select "Sole Proprietorship" and complete the questions about each business based on the income and expense information provided on the Schedule C. See below for guidance:

### ► Schedule C: Business Information and Income

<b>SCHEDULE C</b> <b>(Form 1040)</b> <small>Department of the Treasury Internal Revenue Service (99)</small>		<b>Profit or Loss From Business</b> <small>(Sole Proprietorship)</small> ► Go to <a href="http://www.irs.gov/ScheduleC">www.irs.gov/ScheduleC</a> for instructions and the latest information. ► Attach to Form 1040, 1040NR, or 1041; partnerships generally must file Form 1065.		OMB No. 1545-0074  Attachment Sequence No. <b>09</b>
Name of proprietor			Social security number (SSN)	
<b>A</b>	Principal business or profession, including product or service (see instructions)	<b>B</b> Enter code from instructions		
PFS Line 15K				
<b>C</b>	Business name. If no separate business name, leave blank.	<b>D</b> Employer ID number (EIN) (see instr.)		
PFS Line 15A				
<b>E</b>	Business address (including suite or room no.)	PFS Line 15G thru 15J		
City, town or post office, state, and ZIP code				
<b>F</b>	Accounting method: (1) <input type="checkbox"/> Cash (2) <input type="checkbox"/> Accrual (3) <input type="checkbox"/> Other (specify) ►			
<b>G</b>	Did you "materially participate" in the operation of this business during 2017? If "No," see instructions for limit on losses . . . <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>H</b>	If you started or acquired this business during 2017, check here . . . <input type="checkbox"/>			
<b>I</b>	Did you make any payments in 2017 that would require you to file Form(s) 1099? (see instructions) . . . <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>J</b>	If "Yes," did you or will you file required Forms 1099? . . . <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Part I Income</b>				
<b>1</b>	Gross receipts or sales. See instructions for line 1 and check the box if this income was reported to you on Form W-2 and the "Statutory employee" box on that form was checked . . . <input type="checkbox"/>	<b>1</b>	PFS Line 16A	
<b>2</b>	Returns and allowances . . .	<b>2</b>		
<b>3</b>	Subtract line 2 from line 1 . . .	<b>3</b>		
<b>4</b>	Cost of goods sold (from line 42) . . .	<b>4</b>	PFS Line 16B	
<b>5</b>	Gross profit. Subtract line 4 from line 3 . . .	<b>5</b>	PFS Line 16C	
<b>6</b>	Other income, including federal and state gasoline or fuel tax credit or refund (see instructions) . . .	<b>6</b>	PFS Line 16D	
<b>7</b>	Gross income. Add lines 5 and 6 . . .	<b>7</b>		

Complete a separate PFS section on income for every sole proprietorship you own.

► **Schedule C: Business Expenses and Net Profit/Loss**

<b>Part II Expenses.</b> Enter expenses for business use of your home <b>only</b> on line 30.			
8	Advertising . . . . .	8	
9	Car and truck expenses (see instructions) . . . . .	9	
10	Commissions and fees . . . . .	10	
11	Contract labor (see instructions) . . . . .	11	
12	Depletion . . . . .	12	
13	Depreciation and section 179 expense deduction (not included in Part III) (see instructions) . . . . .	13	PFS Line 17F
14	Employee benefit programs (other than on line 19) . . . . .	14	PFS Line 17C
15	Insurance (other than health) . . . . .	15	
16	Interest:		
	a Mortgage (paid to banks, etc.) . . . . .	16a	
	b Other . . . . .	16b	
17	Legal and professional services . . . . .	17	
18	Office expense (see instructions) . . . . .	18	
19	Pension and profit-sharing plans . . . . .	19	
20	Rent or lease (see instructions):		PFS Line 17D
	a Vehicles, machinery, and equipment . . . . .	20a	
	b Other business property . . . . .	20b	
21	Repairs and maintenance . . . . .	21	
22	Supplies (not included in Part III) . . . . .	22	
23	Taxes and licenses . . . . .	23	
24	Travel, meals, and entertainment:		
	a Travel . . . . .	24a	
	b Deductible meals and entertainment (see instructions) . . . . .	24b	
25	Utilities . . . . .	25	
26	Wages (less employment credits) . . . . .	26	PFS Line 17A, B
27a	Other expenses (from line 48) . . . . .	27a	
27b	Reserved for future use . . . . .	27b	
28	<b>Total expenses</b> before expenses for business use of home. Add lines 8 through 27a . . . . .	28	PFS Line 17I
29	Tentative profit or (loss). Subtract line 28 from line 7 . . . . .	29	
30	Expenses for business use of your home. Do not report these expenses elsewhere. Attach Form 8829 unless using the simplified method (see instructions). <b>Simplified method filers only:</b> enter the total square footage of: (a) your home: _____ and (b) the part of your home used for business: _____. Use the Simplified Method Worksheet in the instructions to figure the amount to enter on line 30 . . . . .	30	
31	<b>Net profit or (loss).</b> Subtract line 30 from line 29. • If a profit, enter on both <b>Form 1040, line 12</b> (or <b>Form 1040NR, line 13</b> ) and on <b>Schedule SE, line 2</b> . (If you checked the box on line 1, see instructions). Estates and trusts, enter on <b>Form 1041, line 3</b> . • If a loss, you <b>must</b> go to line 32.	31	PFS Line 17L
32	If you have a loss, check the box that describes your investment in this activity (see instructions). • If you checked 32a, enter the loss on both <b>Form 1040, line 12</b> , (or <b>Form 1040NR, line 13</b> ) and on <b>Schedule SE, line 2</b> . (If you checked the box on line 1, see the line 31 instructions). Estates and trusts, enter on <b>Form 1041, line 3</b> . • If you checked 32b, you <b>must</b> attach <b>Form 6198</b> . Your loss may be limited.		

32a  All investment is at risk.  
32b  Some investment is not at risk.

- **Look at Line 13:** If you are writing off any depreciation or “section 179 expense,” you will see an entry here. PFS Line 17F asks you to report this amount. If you claim depreciation, you will likely also file a Form 4562. If you have a 4562, be sure to send or upload that with your tax forms. Doing so allows the school to clarify how much of the amount on Line 13 is actual depreciation and not “section 179 expense.” This is to your advantage, typically.
- **Look at Line 26:** If you paid wages to employees for your business (as reported on W2’s that you filed for them), the PFS will ask you to separate out any wages you paid for yourself or your spouse from wages you paid to others. If Schedule C Line 26 includes wages for yourself and/or your spouse, report the amount you paid to yourself and/or your spouse on PFS Line 17A. Only report this amount if you provided a W2 as documentation of those earnings. Do NOT report your net profit as your salary.

If Schedule C Line 26 includes wages paid for anyone other than yourself or your spouse, report the amount that went to other employees on PFS Line 17B.

By definition, a sole proprietorship doesn’t share the profit or loss of the business with any other person or entity. Report the amount on Schedule C Line 31 on PFS Line 17L to reflect your share of the total business profit or loss (in other words, the amount that belongs to you).

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Complete a separate PFS section on expenses and net profit for every sole proprietorship you own.

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# Schedule E

## What is the Schedule E for?

The Schedule E is used for reporting specific details about several types of income sources such as rental real estate income, income from partnerships, S-Corporations, royalties, trusts, estates, and more.

For rental properties, it details the total, gross income you received for up to three real estate properties you rent out to others. It itemizes the allowable expenses of the rental properties that can be written off against the property's income to ultimately show what your net profit or loss was on the property. The net profit or loss is then entered on your Form 1040 Schedule 1 on Line 5. If you own more than three rental properties, you must submit multiple Schedule E's. When you submit your 1040 to the IRS, you are required to attach/include a Schedule E for each set of three rental properties you own.

For Partnerships and S-Corporations, it details the names and types of businesses you own or co-own as partnerships or S-Corporations. It itemizes the income or loss for each entity that is passed through to you to claim on your 1040. The income or loss is included in the entry on your Form 1040 Schedule 1 on Line 5.

## What does the Schedule E look like?

### ► Schedule E Page 1 for Rental Income

SCHEDULE E (Form 1040)		Supplemental Income and Loss (From rental real estate, royalties, partnerships, S corporations, estates, trusts, REMICs, etc.)		OMB No. 1545-0074				
Department of the Treasury Internal Revenue Service (99)		▶ Attach to Form 1040, 1040NR, or Form 1041. ▶ Go to <a href="http://www.irs.gov/ScheduleE">www.irs.gov/ScheduleE</a> for instructions and the latest information.		20XX Attachment Sequence No. 13				
Name(s) shown on return			Your social security number					
<b>Part I</b> Income or Loss From Rental Real Estate and Royalties <small>Note: If you are in the business of renting personal property, use Schedule C or C-EZ (see instructions). If you are an individual, report farm rental income or loss from Form 4835 on page 2, line 40.</small>								
A Did you make any payments in 2018 that would require you to file Form(s) 1099? (see instructions) . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No								
B If "Yes," did you or will you file required Forms 1099? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No								
1a Physical address of each property (street, city, state, ZIP code)								
A								
B								
C								
1b	Type of Property (from list below)	2	For each rental real estate property listed above, report the number of fair rental and personal use days. Check the QJV box only if you meet the requirements to file as a qualified joint venture. See instructions.	Fair Rental Days	Personal Use Days	QJV		
A		A				<input type="checkbox"/>		
B		B				<input type="checkbox"/>		
C		C				<input type="checkbox"/>		
<b>Type of Property:</b>								
1 Single Family Residence		3 Vacation/Short-Term Rental		5 Land		7 Self-Rental		
2 Multi-Family Residence		4 Commercial		6 Royalties		8 Other (describe)		
<b>Income:</b>			<b>Properties:</b>					
3 Rents received . . . . .			3			A B C		
4 Royalties received . . . . .			4					
<b>Expenses:</b>								
5 Advertising . . . . .			5					
6 Auto and travel (see instructions) . . . . .			6					
7 Cleaning and maintenance . . . . .			7					
8 Commissions . . . . .			8					
9 Insurance . . . . .			9					
10 Legal and other professional fees . . . . .			10					
11 Management fees . . . . .			11					
12 Mortgage interest paid to banks, etc. (see instructions)			12					
13 Other interest . . . . .			13					
14 Repairs . . . . .			14					
15 Supplies . . . . .			15					
Taxes . . . . .								

► Schedule E Page 2 for Partnership and S-Corporation Income

Schedule E (Form 1040) 2018 Attachment Sequence No. **13** Page **2**

Name(s) shown on return. Do not enter name and social security number if shown on other side. Your social security number

**Caution:** The IRS compares amounts reported on your tax return with amounts shown on Schedule(s) K-1.

**Part II Income or Loss From Partnerships and S Corporations** – **Note:** If you report a loss, receive a distribution, dispose of stock, or receive a loan repayment from an S corporation, you **must** check the box in column (e) on line 28 and attach the required basis computation. If you report a loss from an at-risk activity for which **any** amount is **not** at risk, you **must** check the box in column (f) on line 28 and attach **Form 6198** (see instructions).

**27** Are you reporting any loss not allowed in a prior year due to the at-risk, excess farm loss, or basis limitations, a prior year unallowed loss from a passive activity (if that loss was not reported on Form 8582), or unreimbursed partnership expenses? If you answered "Yes," see instructions before completing this section.  Yes  No

28	(a) Name	(b) Enter P for partnership; S for S corporation	(c) Check if foreign partnership	(d) Employer identification number	(e) Check if basis computation is required	(f) Check if any amount is not at risk
A			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
B			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
C			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
D			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Passive Income and Loss			Nonpassive Income and Loss		
(g) Passive loss allowed (attach Form 8582 if required)	(h) Passive income from Schedule K-1	(i) Nonpassive loss from Schedule K-1	(j) Section 179 expense deduction from Form 4562	(k) Nonpassive income from Schedule K-1	
A					
B					
C					
D					
<b>29a</b> Totals					
<b>b</b> Totals					
<b>30</b> Add columns (h) and (k) of line 29a.					<b>30</b>
<b>31</b> Add columns (g), (i), and (j) of line 29b.					<b>31</b> ( )
<b>32</b> Total partnership and S corporation income or (loss). Combine lines 30 and 31					<b>32</b>

**Part III Income or Loss From Estates and Trusts**

**33** (a) Name

A

Passive Income and Loss

- If you do not own any rental properties, you will not have page 1 of Schedule E.
- If you do not own a share in a Partnership or S Corporation, you will not have page 2 of Schedule E (unless you received reportable income from an estate or trust).



**Which lines on the Schedule E matter most for completing the PFS?**

<b>SCHEDULE 1</b> (Form 1040 or 1040-SR)		<b>Additional Income and Adjustments to Income</b>		OMB No. 1545-0074
Department of the Treasury Internal Revenue Service		▶ Attach to Form 1040 or 1040-SR. ▶ Go to <a href="http://www.irs.gov/Form1040">www.irs.gov/Form1040</a> for instructions and the latest information.		<b>20XX</b> Attachment Sequence No. <b>01</b>
Name(s) shown on Form 1040 or 1040-SR			Your social security number	
At any time during 2019, did you receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currency? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>				
<b>Part I Additional Income</b>				
<b>1</b>	Taxable refunds, credits, or offsets of state and local income taxes . . . . .	<b>1</b>		
<b>2a</b>	Alimony received . . . . .	<b>2a</b>		
<b>b</b>	Date of original divorce or separation agreement (see instructions) ▶			
<b>3</b>	Business income or (loss). Attach Schedule C . . . . .	<b>3</b>		
<b>4</b>	Other gains or (losses). Attach Form 4797 . . . . .	<b>4</b>		
<b>5</b>	Rental real estate, royalties, partnerships, S corporations, trusts, etc. Attach Schedule E . . . . .	<b>5</b>		<b>PFS Line 7Q</b>
<b>6</b>	Farm income or (loss). Attach Schedule F . . . . .	<b>6</b>		
<b>7</b>	Unemployment compensation . . . . .	<b>7</b>		
<b>8</b>	Other income. List type and amount ▶	<b>8</b>		
<b>9</b>	Combine lines 1 through 8. Enter here and on Form 1040 or 1040-SR, line 7a . . . . .	<b>9</b>		

▶ **Rental Property**

There are no specific questions on the PFS for detailing the income and expense sources for rental properties. When completing the PFS, owners of rental real estate should include the profit or loss of the rental properties in PFS Line 7Q (answer “Yes” to Other Taxable Income to open worksheet). This amount is found on Line 5 of the Form 1040.

Rental property owners must also complete All Other Real Estate questions 10K–10U on the PFS.

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Be sure to submit to the school all Schedule E’s that you file with your tax return..

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► **Partnerships and S-Corporations**

Schedule E (Form 1040) 2017 Attachment Sequence No. **13** Page **2**

Name(s) shown on return. Do not enter name and social security number if shown on other side. Your social security number

**Caution:** The IRS compares amounts reported on your tax return with amounts shown on Schedule(s) K-1.

**Part II Income or Loss From Partnerships and S Corporations** **Note:** If you report a loss from an at-risk activity for which any amount is not at risk, you must check the box in column (e) on line 28 and attach Form 6198. See instructions.

**27** Are you reporting any loss not allowed in a prior year due to the at-risk, excess farm loss, or basis limitations, a prior year unallowed loss from a passive activity (if that loss was not reported on Form 8582), or unreimbursed partnership expenses? If you answered "Yes," see instructions before completing this section.  Yes  No

	(a) Name	(b) Enter P for partnership; S for S corporation	(c) Check if foreign partnership	(d) Employer identification number	(e) Check if any amount is not at risk
<b>A</b>	PFS Line 15A	PF S 15C	<input type="checkbox"/>		<input type="checkbox"/>
<b>B</b>			<input type="checkbox"/>		<input type="checkbox"/>
<b>C</b>			<input type="checkbox"/>		<input type="checkbox"/>
<b>D</b>			<input type="checkbox"/>		<input type="checkbox"/>

Passive Income and Loss			Nonpassive Income and Loss			
	(f) Passive loss allowed (attach Form 8582 if required)	(g) Passive income from Schedule K-1	(h) Nonpassive loss from Schedule K-1	(i) Section 179 expense deduction from Form 4562	(j) Nonpassive income from Schedule K-1	
<b>A</b>	PFS Line 17L			PFS Line 17L		
<b>B</b>						
<b>C</b>						
<b>D</b>						
<b>29a</b>	Totals					
<b>b</b>	Totals					
<b>30</b>	Add columns (g) and (j) of line 29a			<b>30</b>		
<b>31</b>	Add columns (f), (h), and (i) of line 29b			<b>31</b>	( )	
<b>32</b>	<b>Total partnership and S corporation income or (loss).</b> Combine lines 30 and 31. Enter the result here and include in the total on line 41 below				<b>32</b>	PFS Line 7Q

For each Partnership or S-Corporation you own, the Schedule E will report the pass-through portion of the business’s profit or loss that you must claim on your tax return. The PFS will ask you to report the total income and expenses of the Partnership or Corporation to calculate the profit or loss of the entire entity. On PFS Line 17L, you must indicate how much of that profit/loss was passed-through to you. For each business you are a partner or shareholder in, your entry on Line 17L should match the entries on Lines 28A-28D.

The total pass-through income (or loss) across all entities appears on line 32 of the Schedule E. This is then included in the total income (or loss) reported on the 1040 Schedule 1, Line 5 (along with other income reported on the Schedule E). This amount, in turn, should be reported on Line 7Q of the PFS.



# Schedule F

## What is the Schedule F for?

The Schedule F is used for reporting specific details about each farm you own for which you are the sole proprietor. It shows the name, location, and type of farm. It details the total, gross income you received for the farm. It itemizes allowable expenses of the farm that can be written off against the farm's income to ultimately show your net profit or loss on the farm. The net profit or loss is then entered on your Form 1040 Schedule 1 on Line 6. When you submit your 1040 to the IRS, you are required to attach/include a Schedule F for each farm property you own.

## What does the Schedule F look like?

**SCHEDULE F (Form 1040) Profit or Loss From Farming**  
 Department of the Treasury Internal Revenue Service (99)  
 OMB No. 1545-0074  
 20XX Attachment Sequence No. 14  
 ▶ Attach to Form 1040, Form 1040NR, Form 1041, or Form 1065.  
 ▶ Go to [www.irs.gov/ScheduleF](http://www.irs.gov/ScheduleF) for instructions and the latest information.

Name of proprietor: \_\_\_\_\_ Social security number (SSN): \_\_\_\_\_

**A** Principal crop or activity: \_\_\_\_\_ **B** Enter code from Part IV: \_\_\_\_\_ **C** Accounting method:  Cash  Accrual **D** Employer ID number (EIN), (see instr): \_\_\_\_\_

**E** Did you "materially participate" in the operation of this business during 2018? If "No," see instructions for limit on passive losses  Yes  No  
**F** Did you make any payments in 2018 that would require you to file Form(s) 1099 (see instructions)?  Yes  No  
**G** If "Yes," did you or will you file required Forms 1099?  Yes  No

**Part I Farm Income—Cash Method.** Complete Parts I and II (Accrual method. Complete Parts II and III, and Part I, line 9.)

1a	Sales of livestock and other resale items (see instructions)	1a	
b	Cost or other basis of livestock or other items reported on line 1a	1b	
c	Subtract line 1b from line 1a	1c	
2	Sales of livestock, produce, grains, and other products you raised	2	
3a	Cooperative distributions (Form(s) 1099-PATR)	3a	
3b	Taxable amount	3b	
4a	Agricultural program payments (see instructions)	4a	
4b	Taxable amount	4b	
5a	Commodity Credit Corporation (CCC) loans reported under election	5a	
b	CCC loans forfeited	5b	
5c	Taxable amount	5c	
6	Crop insurance proceeds and federal crop disaster payments (see instructions)		
a	Amount received in 2018	6a	
6b	Taxable amount	6b	
c	If election to defer to 2019 is attached, check here <input type="checkbox"/>	6d	Amount deferred from 2017
7	Custom hire (machine work) income	7	
8	Other income, including federal and state gasoline or fuel tax credit or refund (see instructions)	8	
9	<b>Gross income.</b> Add amounts in the right column (lines 1c, 2, 3b, 4b, 5a, 5c, 6b, 6d, 7, and 8). If you use the accrual method, enter the amount from Part III, line 50. See instructions	9	

**Part II Farm Expenses—Cash and Accrual Method.** Do not include personal or living expenses. See instructions.

10	Car and truck expenses (see instructions). Also attach Form 4562	10	
11	Chemicals	11	
12	Conservation expenses (see instructions)	12	
13	Custom hire (machine work)	13	
14	Depreciation and section 179 expense (see instructions)	14	
15	Employee benefit programs other than on line 23	15	
16	Feed	16	
17	Fertilizers and lime	17	
18	Freight and trucking	18	
19	Gasoline, fuel, and oil	19	
20	Health insurance (other than health)	20	
23	Pension and profit-sharing plans	23	
24	Rent or lease (see instructions):		
a	Vehicles, machinery, equipment	24a	
b	Other (land, animals, etc.)	24b	
25	Repairs and maintenance	25	
26	Seeds and plants	26	
27	Storage and warehousing	27	
28	Supplies	28	
29	Taxes	29	
30	Utilities	30	
31	Veterinary	31	

If you have a Schedule F, you have a farm. On PFS Line 6H, answer "Yes." You will be required to complete Section 15 for Business/Farm information.

On PFS Line 15B, select "Farm" and complete the questions about each farm based on the income and expense information provided on the Schedule F. On PFS Line 15C, select the farm's type...are you the sole owner? Is it part of a partnership or a corporation? Let's look at each section of the Schedule F.

► **Schedule F: Farm Information and Income**

<b>SCHEDULE F</b> (Form 1040 or 1040-SR)		<b>Profit or Loss From Farming</b>		OMB No. 1545-0074
Department of the Treasury Internal Revenue Service (99)		► Attach to Form 1040, Form 1040-SR, Form 1040-NR, Form 1041, or Form 1065. ► Go to <a href="http://www.irs.gov/ScheduleF">www.irs.gov/ScheduleF</a> for instructions and the latest information.		<b>20XX</b> Attachment Sequence No. <b>14</b>
Name of proprietor			Social security number (SSN)	
<b>PFS Line 15E</b>				
<b>A</b> Principal crop or activity		<b>B</b> Enter code from Part IV	<b>C</b> Accounting method: <input type="checkbox"/> Cash <input type="checkbox"/> Accrual	<b>D</b> Employer ID number (EIN) (see instr.)
<b>PFS Line 15k</b>				
<b>E</b> Did you "materially participate" in the operation of this business during 2019? If "No," see instructions for limit on passive losses <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>F</b> Did you make any payments in 2019 that would require you to file Form(s) 1099? See instructions <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>G</b> If "Yes," did you or will you file required Form(s) 1099? <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>Part I Farm Income—Cash Method.</b> Complete Parts I and II. (Accrual method. Complete Parts II and III, and Part I, line 9.)				
<b>1a</b> Sales of livestock and other resale items (see instructions)		<b>1a</b>	<b>PFS Line 16A</b>	
<b>b</b> Cost or other basis of livestock or other items reported on line 1a		<b>1b</b>	<b>PFS Line 16B</b>	
<b>c</b> Subtract line 1b from line 1a		<b>1c</b>		<b>PFS Line 16E</b>
<b>2</b> Sales of livestock, produce, grains, and other products you raised				
<b>3a</b> Cooperative distributions (Form(s) 1099-PATR)		<b>3a</b>	Taxable amount	<b>3b</b> <b>PFS Line 16D</b>
<b>4a</b> Agricultural program payments (see instructions)		<b>4a</b>	Taxable amount	<b>4b</b> <b>PFS Line 16D</b>
<b>5a</b> Commodity Credit Corporation (CCC) loans reported under election		<b>5a</b>	Taxable amount	<b>5c</b> <b>PFS Line 16D</b>
<b>b</b> CCC loans forfeited		<b>5b</b>	Taxable amount	<b>5c</b> <b>PFS Line 16D</b>
<b>6</b> Crop insurance proceeds and federal crop disaster payments (see instructions):				
<b>a</b> Amount received in 2019		<b>6a</b>	Taxable amount	<b>6b</b> <b>PFS Line 16D</b>
<b>c</b> If election to defer to 2020 is attached, check here <input type="checkbox"/>		<b>6d</b>	Amount deferred from 2018	<b>6d</b> <b>PFS Line 16D</b>
<b>7</b> Custom hire (machine work) income		<b>7</b>		<b>PFS Line 16D</b>
<b>8</b> Other income, including federal and state gasoline or fuel tax credit or refund (see instructions)		<b>8</b>		<b>PFS Line 16D</b>
<b>9</b> <b>Gross income.</b> Add amounts in the right column (lines 1c, 2, 3b, 4b, 5a, 5c, 6b, 6d, 7, and 8). If you use the accrual method, enter the amount from Part III, line 50. See instructions		<b>9</b>		<b>PFS Line 16E</b>

There are many more lines of detail on the income section of the Schedule F than on the PFS. As such, be careful to total the appropriate lines from the Schedule F and report them in the corresponding "catchall" lines of the PFS.

- Lines 1a and 2 on the Schedule F are reported on Line 16A of the PFS.
- Lines 3 through 8 on the Schedule F are reported on the PFS Line 16D.
- Line 1b on Schedule F is reported on Line 16B of the PFS.
- Line 9 on Schedule F should match the calculation on the PFS Line 16E.

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Complete a separate section on income for each farm you own..

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► **Schedule F: Farm Expenses and Net Profit/Loss**

<b>Part II Farm Expenses—Cash and Accrual Method.</b> Do not include personal or living expenses. See instructions.			
10	Car and truck expenses (see instructions). Also attach Form 4562	10	
11	Chemicals	11	
12	Conservation expenses (see instructions)	12	
13	Custom hire (machine work)	13	
14	Depreciation and section 179 expense (see instructions)	14	PFS Line 17F
15	Employee benefit programs other than on line 23	15	PFS Line 17C
16	Feed	16	
17	Fertilizers and lime	17	
18	Freight and trucking	18	
19	Gasoline, fuel, and oil	19	
20	Insurance (other than health)	20	
21	Interest (see instructions):		
a	Mortgage (paid to banks, etc.)	21a	
b	Other	21b	
22	Labor hired (less employment credits)	22	PFS Line 17A, 17B
23	Pension and profit-sharing plans	23	
24	Rent or lease (see instructions):		
a	Vehicles, machinery, equipment	24a	PFS Line 17D
b	Other (land, animals, etc.)	24b	
25	Repairs and maintenance	25	
26	Seeds and plants	26	
27	Storage and warehousing	27	
28	Supplies	28	
29	Taxes	29	
30	Utilities	30	
31	Veterinary, breeding, and medicine	31	
32	Other expenses (specify):		
a		32a	
b		32b	
c		32c	
d		32d	
e		32e	
f		32f	
33	Total expenses. Add lines 10 through 32f. If line 32f is negative, see instructions	33	PFS Line 17I
34	Net farm profit or (loss). Subtract line 33 from line 9	34	PFS Line 17L
35	Reserved for future use.		
36	Check the box that describes your investment in this activity and see instructions for where to report your loss:		
a	<input type="checkbox"/> All investment is at risk.	b	<input type="checkbox"/> Some investment is not at risk.

- **Look at Line 14:** If you are writing off any depreciation or “section 179 expense,” you will see an entry here. PFS Line 17F asks you to report this amount. If you claim depreciation, you will likely also file a Form 4562. If you have a 4562, be sure to upload it with your tax forms. This allows the school to clarify how much of the amount on Line 13 is actual depreciation and not “section 179 expense.” This is to your advantage, typically.
- **Look at Line 22:** If you paid wages to employees for your business (as reported on W-2s or 1099s that you provide them), the PFS will ask you to separate out any wages you paid for yourself or your spouse from wages you paid to others.

If Schedule F Line 22 includes wages for yourself and/or your spouse, report the amount you paid to yourself and/or your spouse on PFS Line 17A.

If Schedule F Line 22 includes wages paid for anyone other than yourself or your spouse, report the amount that went to other employees on PFS Line 17B.

The amount on Schedule F Line 34 should match the calculation on PFS Line 17L to reflect your share of the total farm profit or loss (in other words, the amount that belongs to you).

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Complete a separate section on expenses and net profit for each farm you own..

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# Schedule K-1

## What is the Schedule K-1 for?

The Schedule K-1 is designed to report a partner’s or shareholder’s share of the partnership or S Corporation’s income, deductions, and credits. It indicates additional information such as the percentage ownership the individual holds and some insight into the individual’s share of, and activity with, the entity’s liabilities and capital accounts.

Related forms:

- Form 1065 – Partnership tax return
- Form 1120S – S Corporation tax return
- Schedule E

## What does the Schedule K-1 look like?

- ▶ K-1 for Partnership specify “Form 1065” in the top left corner

**Schedule K-1 (Form 1065)**  
 Department of the Treasury  
 Internal Revenue Service

For calendar year 2018, or tax year beginning / / 2018 ending / /

**20XX**

**Part I Information About the Partnership**

**A** Partnership's employer identification number

**B** Partnership's name, address, city, state, and ZIP code

**C** IRS Center where partnership filed return

**D**  Check if this is a publicly traded partnership (PTP)

**Part II Information About the Partner**

**E** Partner's identifying number

**F** Partner's name, address, city, state, and ZIP code

**G**  General partner or LLC member-manager  Limited partner or other LLC member

**H**  Domestic partner  Foreign partner

**I1** What type of entity is this partner?

**I2** If this partner is a retirement plan (IRA/SEP/Keogh/etc.), check here

**J** Partner's share of profit, loss, and capital (see instructions):

	Beginning	Ending
Profit	%	%

**Part III Partner's Share of Current Year Income, Deductions, Credits, and Other Items**

<b>1</b> Ordinary business income (loss)	<b>15</b> Credits	
<b>2</b> Net rental real estate income (loss)		
<b>3</b> Other net rental income (loss)	<b>16</b> Foreign transactions	
<b>4</b> Guaranteed payments		
<b>5</b> Interest income		
<b>6a</b> Ordinary dividends		
<b>6b</b> Qualified dividends		
<b>6c</b> Dividend equivalents		
<b>7</b> Royalties		
<b>8</b> Net short-term capital gain (loss)	<b>17</b> Alternative minimum tax (AMT) items	
<b>9a</b> Net long-term capital gain (loss)		
<b>9b</b> Collectibles (28%) gain (loss)		
<b>9c</b> Unrecaptured section 1250 gain	<b>18</b> Tax-exempt income and nondeductible expenses	
<b>10</b> Net section 1231 gain (loss)		
<b>11</b> Other income (loss)		

- ▶ K-1 for S-Corporations specify “Form 1120S” in the top left corner

Although they share the same “K-1” name, the K-1’s are different enough that it’s important not to get them confused with each other.

“Schedule K-1 (Form 1065)” is issued for Partnerships, while “Schedule K-1 (Form 1120S)” is issued for S Corporations. Be sure not to get them mixed up (e.g., claiming you own a Partnership but submitting a K-1 for an 1120S or vice versa). They are not interchangeable.

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Include all K-1s that you receive for every entity you have an ownership stake in when you submit your tax returns.

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Which lines on the Schedule K-1 matter most for completing the PFS?

► Schedule K-1 for Partnerships

**Schedule K-1 (Form 1065)** 20XX  
 Department of the Treasury Internal Revenue Service  
 For calendar year 2018, or tax year beginning / / 2018 ending / /

**Partner's Share of Income, Deductions, Credits, etc.** ► See back of form and separate instructions.

**Part I Information About the Partnership**

**A** Partnership's employer identification number

**B** Partnership's name, address, city, state, and ZIP code  
 PFS Line 15A, 15G-15J

**C** IRS Center where partnership filed return

**D**  Check if this is a publicly traded partnership (PTP)

**Part II Information About the Partner**

**E** Partner's identifying number

**F** Partner's name, address, city, state, and ZIP code

**G**  General partner or LLC member-manager  Limited partner or other LLC member

**H**  Domestic partner  Foreign partner

**I1** What type of entity is this partner? \_\_\_\_\_

**I2** If this partner is a retirement plan (IRA/SEP/Keogh/etc.), check here

**J** Partner's share of profit, loss, and capital (see instructions):

	Beginning		Ending
Profit	%		%
Loss	%	PFS Line 15D	%
Capital	%		%

No other information found on the K-1, 1065 needs to be reported on the PFS. The relevant information on Part 2 of the K-1, 1065 gets reported as your share of the income/loss on Schedule E, which ultimately gets reported on the 1040 and PFS Line 7Q.

► Schedule K-1 for S Corporations

**Schedule K-1 (Form 1120S)**  
 Department of the Treasury  
 Internal Revenue Service

Select "Corporation" in PFS Line 15C

20XX  
 for 2017, or tax year

beginning [ / / 2017 ] ending [ / / ]

**Shareholder's Share of Income, Deductions, Credits, etc.** ► See back of form and separate instructions.

**Part I Information About the Corporation**

**A** Corporation's employer identification number

**B** Corporation's name, address, city, state, and ZIP code  
 PFS Lines 15A, 15G-15J

**C** IRS Center where corporation filed return

**Part II Information About the Shareholder**

**D** Shareholder's identifying number

**E** Shareholder's name, address, city, state, and ZIP code

**F** Shareholder's percentage of stock ownership for tax year . . . . . **PFS Line 15D** %

No other information found on the K-1, 1120S needs to be reported on the PFS. The relevant information on Part 3 of the K-1, 1120S gets reported as your share of the income/loss on Schedule E, which ultimately gets reported on the 1040 and PFS Line 7Q.



# Form 1099-MISC

## What is Form 1099-MISC for?

The Form 1099-MISC is provided to you by a person or firm for whom you performed work or service by hiring yourself out as a freelancer, contractor, or the like. 1099s can also show other types of income such as royalties, commissions or rents. Basically, it shows income you earned that was not provided to you as someone’s employee or from your investments.

Other types of 1099s you might receive:

- 1099-DIV (reports income from dividends, distributions, and capital gains from investments accounts such as stocks, bonds, and mutual funds)
- 1099-INT (tracks interest income you earned from investments such as savings accounts).

## What does the Form 1099-MISC look like?

<input type="checkbox"/> CORRECTED (if checked) PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		1 Rents	OMB No. 1545-0115	<b>Miscellaneous Income</b>  <b>Copy B For Recipient</b>
		\$	20 XX	
PAYER'S federal identification number		2 Royalties	Form 1099-MISC	This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.
		\$	4 Federal income tax withheld	
RECIPIENT'S name  Street address (including apt. no.)  City or town, state or province, country, and ZIP or foreign postal code		3 Other income	\$	Report amounts here on PFS Line 7T
		\$	5 Fishing boat proceeds	
Account number (see instructions)		6 Medical and health care payments	\$	7 Nonemployee compensation
		<input type="checkbox"/> FATCA filing requirement	\$	
15a Section 409A deferrals		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>	\$	10 Crop insurance proceeds
		15b Section 409A income	\$	
16 State tax withheld		12	\$	13 Excess golden parachute payments
		\$	14 Gross proceeds paid to an attorney	
17 State/Payer's state no.		15	\$	18 State income
		\$	16	
Form 1099-MISC (keep for your records)		www.irs.gov/form1099misc		Department of the Treasury - Internal Revenue Service

### Which lines on Form 1099-MISC matter most for completing the PFS?

Income reported on your 1099s should already be included in certain lines of your 1040. On the PFS, any income reported on a 1099-MISC (other than rents and royalties) should be reported on PFS Line 7T.

If you and/or your spouse received multiple 1099s, be sure to add the amounts and report the total income on PFS line 7T.

### Important Notes

- ▶ Do not report any amounts reported on a 1099-MISC as salary or wages, even if you earned it by working for someone as a contractor, freelancer, etc. When reporting your salary or wages on the PFS, ONLY include income for which you received a W-2.
- ▶ Many schools will require you to submit a W2 as part of your financial aid application. If you didn't receive a W-2 (meaning you didn't earn a salary as someone else's employee), but you did receive a 1099-MISC as a contractor or freelancer, submit your 1099-MISC in place of the W-2 the school requires.

# Form 1065

## What is Form 1065 for?

Form 1065 is the return filed by entities set up as Partnerships. It details the income, gains, losses, deductions, credits, etc. for the entire operation. A partnerships does not pay taxes on its income but passes any profits or losses to its partners, who in turn include their share of the profits/losses on their individual returns.

Related form:

- Schedule K-1 (Form 1065)

## What does the Form 1065 look like?

**1065** U.S. Return of Partnership Income  
 For calendar year 2018, or tax year beginning \_\_\_\_\_, 2018, ending \_\_\_\_\_, 20\_\_\_\_  
 Department of the Treasury Internal Revenue Service  
 OMB No. 1545-0123  
 20XX  
 Go to [www.irs.gov/Form1065](http://www.irs.gov/Form1065) for instructions and the latest information.

**A** Principal business activity: Name of partnership  
**B** Principal product or service: Type or Print Number, street, and room or suite no. If a P.O. box, see instructions.  
**C** Business code number: City or town, state or province, country, and ZIP or foreign postal code  
**D** Employer identification number  
**E** Date business started  
**F** Total assets (see instructions) \$ \_\_\_\_\_

**G** Check applicable boxes: (1)  Initial return (2)  Final return (3)  Name change (4)  Address change (5)  Amended return  
**H** Check accounting method: (1)  Cash (2)  Accrual (3)  Other (specify) \_\_\_\_\_  
**I** Number of Schedules K-1. Attach one for each person who was a partner at any time during the tax year. ▶ \_\_\_\_\_  
**J** Check if Schedules C and M-3 are attached.

**Caution:** Include **only** trade or business income and expenses on lines 1a through 22 below. See instructions for more information.

<b>Income</b>	<b>1a</b> Gross receipts or sales	<b>1a</b>	
	<b>b</b> Returns and allowances	<b>1b</b>	
	<b>c</b> Balance. Subtract line 1b from line 1a	<b>1c</b>	
	<b>2</b> Cost of goods sold (attach Form 1125-A)	<b>2</b>	
	<b>3</b> Gross profit. Subtract line 2 from line 1c	<b>3</b>	
	<b>4</b> Ordinary income (loss) from other partnerships, estates, and trusts (attach statement)	<b>4</b>	
	<b>5</b> Net farm profit (loss) (attach Schedule F (Form 1040))	<b>5</b>	
	<b>6</b> Net gain (loss) from Form 4797, Part II, line 17 (attach Form 4797)	<b>6</b>	
<b>7</b> Other income (loss) (attach statement)	<b>7</b>		
<b>8</b> Total income (loss). Combine lines 3 through 7	<b>8</b>		
<b>Deductions</b> <small>(see instructions for limitations)</small>	<b>9</b> Salaries and wages (other than to partners) (less employment credits)	<b>9</b>	
	<b>10</b> Guaranteed payments to partners	<b>10</b>	
	<b>11</b> Repairs and maintenance	<b>11</b>	
	<b>12</b> Bad debts	<b>12</b>	
	<b>13</b> Rent	<b>13</b>	
	<b>14</b> Taxes and licenses	<b>14</b>	
	<b>15</b> Interest (see instructions)	<b>15</b>	
	<b>16a</b> Depreciation (if required, attach Form 4562)	<b>16a</b>	
	<b>b</b> Less depreciation reported on Form 1125-A and elsewhere on return	<b>16b</b>	
	<b>16c</b> Depreciation (Do not deduct oil and gas depletion.)	<b>16c</b>	
<b>17</b> Depletion (Do not deduct oil and gas depletion.)	<b>17</b>		
<b>18</b> Retirement plans, etc.	<b>18</b>		
<b>19</b> Employee benefit programs			
<b>20</b> Other deductions (attach statement)			
<b>21</b> Total deductions. Add the amounts shown in the far right column for lines 9 through 20			
<b>22</b> Ordinary business income (loss). Subtract line 21 from line 8			
<b>23</b> Interest due under the look-back method—completed long-term contracts			
<b>24</b> Interest due under the look-back method—income from long-term contracts			
<b>25</b> BBA AAR imputed underpayment (see instructions)			
<b>26</b> Other taxes (see instructions)			

## Which lines on Form 1065 matter most for completing the PFS?

To complete the business information section of the PFS, Partnership partners must report the appropriate total income and expenses for the entire entity. This detail can be found on page 1 of the Form 1065 as shown below:

No information found on pages 2–4 of the Form 1065 is needed to complete the PFS; however, some information on page 5 can be useful in reporting the Partnership’s assets and debts, as referenced below.

Form <b>1065</b> Department of the Treasury Internal Revenue Service		<b>U.S. Return of Partnership Income</b> For calendar year 2017, or tax year beginning _____, 2017, ending _____, 20____ ▶ Go to <a href="http://www.irs.gov/Form1065">www.irs.gov/Form1065</a> for instructions and the latest information.		OMB No. 1545-0123 <b>20XX</b>
<b>A</b> Principal business activity	Type or Print	Name of partnership PFS Line 15A	<b>D</b> Employer identification number	
<b>B</b> Principal product or service PFS Line 15K		Number, street, and room or suite no. If a P.O. box, see the instructions. PFS Line 15G	<b>E</b> Date business started PFS Line 15F	
<b>C</b> Business code number		City or town, state or province, country, and ZIP or foreign postal code PFS Line 15H - 15J	<b>F</b> Total assets (see the instructions) \$ _____	
<b>G</b> Check applicable boxes: (1) <input type="checkbox"/> Initial return (2) <input type="checkbox"/> Final return (3) <input type="checkbox"/> Name change (4) <input type="checkbox"/> Address change (5) <input type="checkbox"/> Amended return (6) <input type="checkbox"/> Technical termination - also check (1) or (2)				
<b>H</b> Check accounting method: (1) <input type="checkbox"/> Cash (2) <input type="checkbox"/> Accrual (3) <input type="checkbox"/> Other (specify) ▶ _____				
<b>I</b> Number of Schedules K-1. Attach one for each person who was a partner at any time during the tax year ▶ _____				
<b>J</b> Check if Schedules C and M-3 are attached <input type="checkbox"/>				

		1a	PFS Line 16A		
<b>Income</b>	<b>1a</b> Gross receipts or sales . . . . .				
	<b>b</b> Returns and allowances . . . . .	<b>1b</b>	Do not report on PFS		
	<b>c</b> Balance. Subtract line 1b from line 1a . . . . .			<b>1c</b>	
	<b>2</b> Cost of goods sold (attach Form 1125-A) . . . . .			<b>2</b>	PFS Line 16B
	<b>3</b> Gross profit. Subtract line 2 from line 1c . . . . .			<b>3</b>	
	<b>4</b> Ordinary income (loss) from other partnerships, estates, and trusts (attach statement) . . . . .			<b>4</b>	PFS Line 16D
	<b>5</b> Net farm profit (loss) (attach Schedule F (Form 1040)) . . . . .			<b>5</b>	PFS Line 16D
	<b>6</b> Net gain (loss) from Form 4797, Part II, line 17 (attach Form 4797) . . . . .			<b>6</b>	PFS Line 16D
<b>7</b> Other income (loss) (attach statement) . . . . .			<b>7</b>	PFS Line 16D	
<b>8</b> Total income (loss). Combine lines 3 through 7 . . . . .			<b>8</b>		
<b>Deductions</b> <small>(see the instructions for limitations)</small>	<b>9</b> Salaries and wages (other than to partners) (less employment credits) . . . . .			<b>9</b>	PFS Line 17A
	<b>10</b> Guaranteed payments to partners . . . . .			<b>10</b>	PFS Line 17C
	<b>11</b> Repairs and maintenance . . . . .			<b>11</b>	PFS Line 17G
	<b>12</b> Bad debts . . . . .			<b>12</b>	PFS Line 17G
	<b>13</b> Rent . . . . .			<b>13</b>	PFS Line 17D
	<b>14</b> Taxes and licenses . . . . .			<b>14</b>	PFS Line 17G
	<b>15</b> Interest . . . . .			<b>15</b>	PFS Line 17G
	<b>16a</b> Depreciation (if required, attach Form 4562) . . . . .	<b>16a</b>			
	<b>b</b> Less depreciation reported on Form 1125-A and elsewhere on return . . . . .	<b>16b</b>		<b>16c</b>	PFS Line 17F
	<b>17</b> Depletion (Do not deduct oil and gas depletion.) . . . . .			<b>17</b>	PFS Line 17G
	<b>18</b> Retirement plans, etc. . . . .			<b>18</b>	PFS Line 17C
<b>19</b> Employee benefit programs . . . . .			<b>19</b>	PFS Line 17C	
<b>20</b> Other deductions (attach statement) . . . . .			<b>20</b>	PFS Line 17G	
<b>21</b> Total deductions. Add the amounts shown in the far right column for lines 9 through 20 . . . . .			<b>21</b>		
<b>22</b> Ordinary business income (loss). Subtract line 21 from line 8 . . . . .			<b>22</b>		

Submit a copy of the 1065 for each Partnership in which you are a partner with your tax forms. Ask the partnership’s accountant or tax attorney for a copy of it/them if not already provided to you.

While the PFS seeks to gather the current value of the business’s assets and debts at the time of the application, that information can be difficult to come by. Completing the business assets and debts based on the most recently filed 1065 should be a reasonable approach if more current information is not available for the business.

Schedule L Balance Sheets per Books		Beginning of tax year		End of tax year	
		(a)	(b)	(c)	(d)
<b>Assets</b>					
1	Cash . . . . .				PFS Line 18A
2a	Trade notes and accounts receivable . . . . .			PFS Line 18E	
b	Less allowance for bad debts . . . . .			Offsets PFS Line 18A	
3	Inventories . . . . .				PFS Line 18D
4	U.S. government obligations . . . . .				PFS Line 18F
5	Tax-exempt securities . . . . .				PFS Line 18F
6	Other current assets (attach statement) . . . . .				PFS Line 18F
7a	Loans to partners (or persons related to partners)				PFS Line 18F
b	Mortgage and real estate loans . . . . .				PFS Line 18F
8	Other investments (attach statement) . . . . .				PFS Line 18F
9a	Buildings and other depreciable assets . . . . .				
b	Less accumulated depreciation . . . . .			PFS Line 18C	PFS Line 18B
10a	Depletable assets . . . . .			PFS Line 18F	
b	Less accumulated depletion . . . . .				
11	Land (net of any amortization) . . . . .				PFS Line 18B
12a	Intangible assets (amortizable only) . . . . .			PFS Line 18F	
b	Less accumulated amortization . . . . .				
13	Other assets (attach statement) . . . . .				PFS Line 18F
14	Total assets . . . . .				
<b>Liabilities and Capital</b>					
15	Accounts payable . . . . .				PFS Line 18J
16	Mortgages, notes, bonds payable in less than 1 year				PFS Line 18H
17	Other current liabilities (attach statement) . . . . .				PFS Line 18I or 18J
18	All nonrecourse loans . . . . .				PFS Line 18J
19a	Loans from partners (or persons related to partners)				PFS Line 18J
b	Mortgages, notes, bonds payable in 1 year or more				PFS Line 18H
20	Other liabilities (attach statement) . . . . .				PFS Line 18J
21	Partners' capital accounts . . . . .				
22	Total liabilities and capital . . . . .				

# Form 1120S

## What is Form 1120S for?

Form 1120S is the return filed by entities set up as S Corporations. It details the income, gains, losses, deductions, credits, etc. for the entire operation. S Corporations do not pay taxes on its income but pass any profits or losses to its shareholders, who in turn include their share of the profits/losses on their individual returns.

Related form:

- Schedule K-1 (Form 1120S)

## What does the Form 1120S look like?

**1120** U.S. Corporation Income Tax Return  
 For calendar year 2018 or tax year beginning \_\_\_\_\_, 2018, ending \_\_\_\_\_, 20 XX  
 OMB No. 1545-0123  
 Department of the Treasury Internal Revenue Service  
 Go to [www.irs.gov/Form1120](http://www.irs.gov/Form1120) for instructions and the latest information.

**A Check if:**  
 1a Consolidated return (attach Form 851)   
 b Life/horlife consolidated return   
 2 Personal holding co. (attach Sch. PH)   
 3 Personal service corp. (see instructions)   
 4 Schedule M-3 attached

**B Employer identification number** \_\_\_\_\_  
**C Date incorporated** \_\_\_\_\_  
**D Total assets (see instructions)** \$ \_\_\_\_\_

**E Check if:** (1)  Initial return (2)  Final return (3)  Name change (4)  Address change

Income	1a	Gross receipts or sales	1a		
	b	Returns and allowances	1b		
	c	Balance. Subtract line 1b from line 1a	1c		
	2	Cost of goods sold (attach Form 1125-A)	2		
	3	Gross profit. Subtract line 2 from line 1c	3		
	4	Dividends and inclusions (Schedule C, line 23, column (a))	4		
	5	Interest	5		
	6	Gross rents	6		
	7	Gross royalties	7		
	8	Capital gain net income (attach Schedule D (Form 1120))	8		
	9	Net gain or (loss) from Form 4797, Part II, line 17 (attach Form 4797)	9		
10	Other income (see instructions—attach statement)	10			
11	<b>Total income.</b> Add lines 3 through 10	11			
Deductions (See instructions for limitations on deductions.)	12	Compensation of officers (see instructions—attach Form 1125-E)	12		
	13	Salaries and wages (less employment credits)	13		
	14	Repairs and maintenance	14		
	15	Bad debts	15		
	16	Rents	16		
	17	Taxes and licenses	17		
	18	Interest (see instructions)	18		
	19	Charitable contributions	19		
	20	Depreciation from Form 4562 not claimed on Form 1125-A or elsewhere on return (attach Form 4562)	20		
	21	Depletion	21		
	22	Advertising	22		
	23	Pension, profit-sharing, etc., plans	23		
	24	Employee benefit programs	24		
	25	Reserved for future use			
	26	Other deductions (attach statement)			
	27	<b>Total deductions.</b> Add lines 12 through 26			
	28	Taxable income before net operating loss deduction and special deductions			
	29a	Net operating loss deduction (see instructions)			
b	Special deductions (Schedule C, line 24, column (c))				

## Which lines on Form 1120S matter most for completing the PFS?

Form <b>1120S</b>		<b>U.S. Income Tax Return for an S Corporation</b>		OMB No. 1545-0123
Department of the Treasury Internal Revenue Service		▶ Do not file this form unless the corporation has filed or is attaching Form 2553 to elect to be an S corporation. ▶ Go to <a href="http://www.irs.gov/Form1120S">www.irs.gov/Form1120S</a> for instructions and the latest information.		20XX
For calendar year 2017 or tax year beginning . . . . ., 2017, ending . . . . ., 20				
<b>A</b> S election effective date	<b>TYPE OR PRINT</b>	Name . . . . . PF S Line 15A		<b>D</b> Employer identification number
<b>B</b> Business activity code number (see instructions)		Number, street, and room or suite no. If a P.O. box, see instructions. . . . . PF S Line 15G		<b>E</b> Date incorporated . . . . . PF S Line 15F
<b>C</b> Check if Sch. M-3 attached <input type="checkbox"/>		City or town, state or province, country, and ZIP or foreign postal code . . . . . PF S Lines 15H - 15J		<b>F</b> Total assets (see instructions) \$ . . . . .
<b>G</b> Is the corporation electing to be an S corporation beginning with this tax year? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," attach Form 2553 if not already filed				
<b>H</b> Check if: (1) <input type="checkbox"/> Final return (2) <input type="checkbox"/> Name change (3) <input type="checkbox"/> Address change (4) <input type="checkbox"/> Amended return (5) <input type="checkbox"/> S election termination or revocation				
<b>I</b> Enter the number of shareholders who were shareholders during any part of the tax year . . . . . ▶				

<b>Income</b>	<b>1 a</b> Gross receipts or sales . . . . .	<b>1 a</b> PF S Line 16A	
	<b>b</b> Returns and allowances . . . . .	<b>1 b</b> Do not report on PFS	
	<b>c</b> Balance. Subtract line 1b from line 1a . . . . .		<b>1 c</b>
	<b>2</b> Cost of goods sold (attach Form 1125-A) . . . . .		<b>2</b> PF S Line 16B
	<b>3</b> Gross profit. Subtract line 2 from line 1c . . . . .		<b>3</b>
	<b>4</b> Net gain (loss) from Form 4797, line 17 (attach Form 4797) . . . . .		<b>4</b> PF S Line 16D
<b>5</b> Other income (loss) (see instructions—attach statement) . . . . .		<b>5</b> PF S Line 16D	
<b>6</b> Total income (loss). Add lines 3 through 5 . . . . . ▶		<b>6</b>	
<b>Deductions</b> <small>(see instructions for limitations)</small>	<b>7</b> Compensation of officers (see instructions—attach Form 1125-E) . . . . .		<b>7</b> PF S Line 17C
	<b>8</b> Salaries and wages (less employment credits) . . . . .		<b>8</b> PF S Line 17A, 17B
	<b>9</b> Repairs and maintenance . . . . .		<b>9</b> PF S Line 17G
	<b>10</b> Bad debts . . . . .		<b>10</b> PF S Line 17G
	<b>11</b> Rents . . . . .		<b>11</b> PF S Line 17D
	<b>12</b> Taxes and licenses . . . . .		<b>12</b> PF S Line 17G
	<b>13</b> Interest . . . . .		<b>13</b> PF S Line 17G
	<b>14</b> Depreciation not claimed on Form 1125-A or elsewhere on return (attach Form 4562) . . . . .		<b>14</b> PF S Line 17F
	<b>15</b> Depletion (Do not deduct oil and gas depletion.) . . . . .		<b>15</b> PF S Line 17G
	<b>16</b> Advertising . . . . .		<b>16</b> PF S Line 17G
	<b>17</b> Pension, profit-sharing, etc., plans . . . . .		<b>17</b> PF S Line 17C
	<b>18</b> Employee benefit programs . . . . .		<b>18</b> PF S Line 17C
	<b>19</b> Other deductions (attach statement) . . . . .		<b>19</b> PF S Line 17G
	<b>20</b> Total deductions. Add lines 7 through 19 . . . . . ▶		<b>20</b>
	<b>21</b> Ordinary business income (loss). Subtract line 20 from line 6 . . . . .		<b>21</b>

Submit a copy of the 1120S for each S Corporation in which you are a shareholder with your tax form. Ask the corporation's accountant or tax attorney for a copy if one is not already provided to you.



**NOTE:** No information found on pages 2, 3, or 5 of the Form 1120S is needed to complete the PFS; however, some information on Form 1120S page 4 can be useful in reporting the Corporation's assets and debts, as referenced below:

Schedule L Balance Sheets per Books		Beginning of tax year		End of tax year	
		(a)	(b)	(c)	(d)
<b>Assets</b>					
1	Cash . . . . .				PFS Line 18A
2a	Trade notes and accounts receivable . . . . .				
b	Less allowance for bad debts . . . . .	( )		( )	PFS Line 18A
3	Inventories . . . . .				PFS Line 18D
4	U.S. government obligations . . . . .				PFS Line 18F
5	Tax-exempt securities (see instructions) . . . . .				PFS Line 18F
6	Other current assets (attach statement) . . . . .				PFS Line 18A
7	Loans to shareholders . . . . .				PFS Line 18F
8	Mortgage and real estate loans . . . . .				PFS Line 18F
9	Other investments (attach statement) . . . . .				PFS Line 18F
10a	Buildings and other depreciable assets . . . . .			PFS Line 18B	
b	Less accumulated depreciation . . . . .	( )		( PFS Line 18C )	
11a	Depletable assets . . . . .				
b	Less accumulated depletion . . . . .	( )		( )	PFS Line 18D
12	Land (net of any amortization) . . . . .				PFS Line 18B
13a	Intangible assets (amortizable only) . . . . .				
b	Less accumulated amortization . . . . .	( )		( )	PFS Line 18F
14	Other assets (attach statement) . . . . .				PFS Line 18F
15	Total assets . . . . .				
<b>Liabilities and Shareholders' Equity</b>					
16	Accounts payable . . . . .				PFS Line 18J
17	Mortgages, notes, bonds payable in less than 1 year . . . . .				PFS Line 18H
18	Other current liabilities (attach statement) . . . . .				PFS Line 18J
19	Loans from shareholders . . . . .				PFS Line 18J
20	Mortgages, notes, bonds payable in 1 year or more . . . . .				PFS Line 18H
21	Other liabilities (attach statement) . . . . .				PFS Line 18J
22	Capital stock . . . . .				
23	Additional paid-in capital . . . . .				
24	Retained earnings . . . . .				
25	Adjustments to shareholders' equity (attach statement) . . . . .				
26	Less cost of treasury stock . . . . .	( )		( )	
27	Total liabilities and shareholders' equity . . . . .				

Form 1120S (2017)

While the PFS seeks to gather the current value of the business's assets and debts at the time of the application, that information can be difficult to come by. Completing the business assets and debts based on the most recently filed 1120S should be a reasonable approach, if more current information is not available for the business.

For financial aid assessment purposes, items on lines 22–26 above are not considered debts and should not be reported on the PFS.