

Business/Farm Statement

In addition to completing the Parents' Financial Statement (PFS), some schools ask families who own businesses or farms to complete both sides of the SSS Business/Farm Statement. It gathers more detailed information about the business or farm, which helps a school's financial aid administrator get a full picture of your family's financial strength, beyond just a statement of your business or farm's profit or loss. In addition to this form, schools may also request that you submit profit and loss statements, balance sheets, or tax returns. **Find out from each school what you need to submit, where you should send it, and by when.**

Completing the Two-Sided SSS Business/Farm Statement

- You can print out the statement and fill it in using a pen. Or you may complete the statement on screen.
- To fill out and save the *on-screen* form, you must have Adobe Acrobat Reader 5.0 (or later). Save the pdf to your desktop, then fill it out. (Do not fill it out while it is open in your browser window.)
- Complete this statement before completing the Parents' Financial Statement (PFS). In some cases, a calculation you make here will correspond to a Question on the PFS.
- Complete a separate Business/Farm Statement for each business or farm that you own.
- Refer to the following IRS forms: Schedule C (1040) for sole proprietors, Schedule F (Profit or Loss from Farming), Form 1065 for partnerships, and Form 1120 for corporations. (If you have not yet completed your 2010 tax forms, provide an estimate that is as accurate as possible.)
- If a question is not applicable, enter zero (0). Do not leave items blank.

Submitting the Business/Farm Statement to SSS

Some schools collect these statements themselves, and some have SSS collect these forms on their behalf. If a school has instructed you to send the SSS Business/Farm Statement to SSS, you may do so by uploading it online at sss.nais.org/parents or by mailing it to SSS. To mail your completed Business/Farm Statement WITH your PFS, use the envelope that comes in your PFS instruction booklet. Or mail it separately to the following address:

School and Student Services
PO Box 449
Randolph, MA 02368-0449

For overnight mail, use this address: School and Student Services, 437 Turnpike Street, Canton, MA 02021.

Enclose a Required Documents Cover Sheet, which comes in the Instruction Booklet and is available to download at sss.nais.org/parents.

1A. STUDENT APPLICANT INFORMATION

Student applicant information:

First Name _____ Last Name _____ Date of Birth M M / D D / Y Y _____

Address _____

City _____ State _____ Zip Code _____

1B. PARENT/GUARDIAN INFORMATION (Fill in your name and contact information exactly as you do on tax and other official forms)

Owner of Business/Farm First Name _____ Last Name _____

Address (if different from student's) _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

2. BUSINESS/FARM INFORMATION

Name of Business/Farm _____ Year business/farm operation began _____

Address _____

City _____ State _____ Zip Code _____

Check one: Sole Proprietorship Partnership Corporation *If not sole proprietor, indicate percentage of ownership: _____%*

Describe the service or product of the business or farm: _____

**Scroll down to
Complete Side 2**

