

Instructions for Business Financials

Step-by-step Instructions

Note: This form may be completed and/or downloaded online. Most calculations will be automatically calculated for you. Visit

www.tax.nv.gov/forms/ppn/

Adobe Reader is required

Step 1: Business Information

Complete all requested information.

Line 1 Please enter the physical address of your business (no P.O. boxes or mail drops).

Line 6 Please enter the name of the person responsible for collecting and remitting tax payments on behalf of the business.

Line 7 Please enter complete information about the ownership of the business. If the business is owned by another entity, please include the information of the individual officers, partners, managers etc. Attach additional sheets with all of the requested information, if necessary.

Step 2: Bank Accounts and Receivables

Line 8 Tell us about all bank accounts, and accounts held by other financial institutions for which the entity owns. Attach an additional sheet, if necessary.

Line 8a Add all account balances and enter the total on line 8a. Enter the total from line 8a to line 21, column A.

Line 9 Please provide the name and address of the company that processes credit card transactions for the business. Please enter the amount of current credit card receivables.

Line 10 Enter information on all accounts receivables. You may attach additional sheets in the same format, if necessary. You may submit an A/R aging report in lieu of completing this section; however all requested information must be provided.

Line 10(cont.) Uncollectable amounts that are ready to be written/charged off may be reported on line 22 column B.

Note: Please indicate if the business is factoring receivables.

Step 3: Real Property

Line 11a List all real estate owned by the business. Transfer the current value total to line 25 column A, loan balance total to line 25 column B, and monthly payment totals to line 25 column D.

Step 4: Other Financial Information

Line 12 Tell us about all lines of credit. List available credit from credit cards, home equity lines of credit (HELOC), business equity line of credit, etc.

Please attach an additional sheet, if necessary.

Line 15 Tell us whether or not you have filed bankruptcy in the past. Please indicate when you filed and in which state you filed for bankruptcy protection.



Tell us if you are currently in bankruptcy. If you or your business is currently under bankruptcy protection, **STOP!** We will need additional information. Please contact your Revenue Officer before proceeding.

Line 16 Indicate if you owe any Federal Taxes (personal & business income tax, 940, 941, etc.). If yes, please enter the information on line 28.

Line 17 Indicate if you owe any other governmental agency (unemployment insurance, DMV, etc.). If yes, please enter the information on line 30.

Line 18 List all business assets. Please indicate if the assets are encumbered by UCC filings, security agreements, etc.

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(continued)

Line 18a & 18b Add the totals of these lines and transfer to line 24 columns A, B, & D.

Line 18c List the type of merchandise inventory on hand. Please indicate if the inventory is encumbered by UCC filings, security agreements, etc.

Line 18d List any other assets (e.g., intellectual property, patents, copyrights, trademarks). Please indicate if the assets are encumbered by UCC filings, security agreements, etc.

Line 19 List all purchased assets that require licensing. Transfer the totals to line 26a columns A, B, & D.

Line 20 List all leased assets that require licensing. Transfer the totals to line 26b columns A, B, & D.

Step 5: Assets and Liabilities

Note: Complete financial statements (Balance Sheet, Income Statement, and Cash flow statement) may be submitted in lieu of completing this section.

Line 21 Transfer figures from line 8a.

Line 22 Transfer figures from line 10a.

Line 23 Transfer figures from line 18c.

Line 24 Transfer the sum of lines 18a & 18b.

Line 25 Transfer figures from line 11a.

Line 26a Transfer figures from line 19a.

Line 26b Transfer figures from line 20a.

Line 27 Transfer figures from line 18d.

Line 28 Enter the amount of federal taxes owed to column B and the amount of the monthly payment in column D.

Line 29 Enter the total amount of accounts payable in column B (liability).

Step 6: Monthly Income & Expense

Line 32 Enter the amount of monthly net receipts for sales, services, etc. for the business.

Line 34 Enter amounts for *other income* earned and reported on 1099-Misc, 1099-G, 1099-K, 1099-DIV, 1099-INT, 1099-R, and 1099-S. Enter the specifics of the income you are reporting in the space provided for additional information.

Line 44 Enter the amount of monthly insurance payments. You may include vehicle, general liability, product liability, professional liability, commercial property, and home-based business insurance payments.

Line 46 Enter the amount of any other type of expenses you would like the Department to consider. Please specify the type of expense you are reporting in the space provided for additional information.

Step 7: Read the statement and sign below

A corporate officer, partner, or member, must sign the statement. If you do not, processing of your request will be delayed and we may take collection action to collect the unpaid debt.

Need More Help?

Contact our Call Center for questions regarding general tax inquiries, Sales Tax, Use Tax, Modified Business Tax, or for information on establishing a new business or location. Please call: **1-866-962-3707**