Farm tax organizer (Schedule F)

Schedule F, Form 4797 and Form 943, Form 1040

Prepared for the clients of (firm name)

Your name, and your spouse’s if filing jointly

Use one organizer per farm operation. If you only rent out land for a crop share, answer the first group and stop there.

Pull figures from your farm records or settlement sheets, and attach the sheet each figure comes from.

A yes answer means the papers listed under it should come with the organizer.

The farm operation

Based on: Schedule F, lines A to G; Publication 225, chapter 2

Farm name, principal crop or livestock, and EIN if the farm has one

Accounting method: cash or accrual

Do you only rent your land to a tenant for a share of the crop or livestock? ◯ Yes ◯ No

If yes, send: Farm lease; Settlement sheets for the share you received

Did you materially participate in running the farm this year? ◯ Yes ◯ No

Did the farm show a loss in two or more of the last five years? ◯ Yes ◯ No

If yes, send: Prior-year returns; Business plan or records showing how the farm seeks a profit

Sales and cooperative income

Based on: Schedule F, Part I; Form 1099-PATR

Sales of crops, produce, milk, eggs and livestock you raised

Send: Settlement sheets and sales records for the year

Did you sell livestock or other items you bought for resale? ◯ Yes ◯ No

If yes, send: Purchase invoices and sale records for each lot

Did you receive a Form 1099-PATR or a per-unit retain certificate from a cooperative? ◯ Yes ◯ No

If yes, send: Every Form 1099-PATR and retain certificate

Did a buyer send you a Form 1099-MISC or 1099-NEC? ◯ Yes ◯ No

If yes, send: Every Form 1099 received

Were you paid in goods or services instead of cash? ◯ Yes ◯ No
If yes, send: Description and fair market value of what you received

Government payments and crop insurance

Based on: Schedule F, lines 4 to 8; Publication 225, chapter 3

Did you receive USDA program payments? ◯ Yes ◯ No
If yes, send: Form 1099-G or the agency payment statements

Did any USDA payment reported to you belong partly to someone else? ◯ Yes ◯ No
If yes, send: Name of the other person and their share

Did you take out or repay a Commodity Credit Corporation loan? ◯ Yes ◯ No
If yes, send: Loan and repayment statements; How prior returns reported CCC loans

Did you receive crop insurance or disaster payments? ◯ Yes ◯ No
If yes, send: Payment statement with the date received; Date the crop was damaged

In a normal year, in which year do you sell the crop that was damaged? ◯ Yes ◯ No

Did you receive conservation cost-share payments? ◯ Yes ◯ No
If yes, send: Program contract and payment statement

Livestock held for draft, breeding, dairy or sport (fill in only if it applies)

Based on: Form 4797; Publication 225, chapter 9

Did you sell cattle or horses held for breeding, dairy, draft or sport? ◯ Yes ◯ No
If yes, send: For each animal: raised or bought, date acquired, date sold, sale price

Did you sell other breeding or dairy animals, such as hogs, sheep or goats? ◯ Yes ◯ No
If yes, send: For each lot: raised or bought, date acquired, date sold, sale price

Did you lose animals to disease, drought or a disaster? ◯ Yes ◯ No
If yes, send: Records of the loss and any insurance paid

Farm expenses

Based on: Schedule F, Part II

Feed, seed and plants, fertilizer and lime, and chemicals

Custom hire, machine work, storage, warehousing and freight

Fuel, repairs and maintenance, supplies and utilities

Rent paid for land, buildings, machinery or equipment

Veterinary, breeding and medicine costs

Did you pay farm supplies in advance for next year? ◯ Yes ◯ No
If yes, send: Invoices showing what was prepaid and when it will be used

Did you use fuel off the highway in tractors or other farm machinery? ◯ Yes ◯ No
If yes, send: Fuel receipts with gallons

Labor

Based on: Form 943; Forms W-2 and 1099-NEC

Did you pay wages to farmworkers? ◯ Yes ◯ No
If yes, send: Form 943 and payroll reports; Forms W-2 and W-3; Form 940, if filed

Did you pay contract or custom labor of $2,000 or more to anyone? ◯ Yes ◯ No
If yes, send: Form W-9 for each contractor; The Forms 1099-NEC you filed

Did you employ seasonal or H-2A workers? ◯ Yes ◯ No
If yes, send: Payroll records for those workers

Equipment, land and payments

Based on: Form 4562; Form 4797; Publication 505

Did you buy or sell machinery, vehicles, buildings or land? ◯ Yes ◯ No
If yes, send: Invoices, bills of sale or closing statements; Prior-year depreciation schedule

Did you trade in equipment? ◯ Yes ◯ No
If yes, send: Trade-in agreement with the value given

Gross income from farming, and from all other sources, for this year and last year

Did you make an estimated tax payment for the year? ◯ Yes ◯ No
If yes, send: Date and amount of the payment

Do you want the preparer to look at farm income averaging? ◯ Yes ◯ No
If yes, send: Returns for the three prior years

Anything else your preparer should know