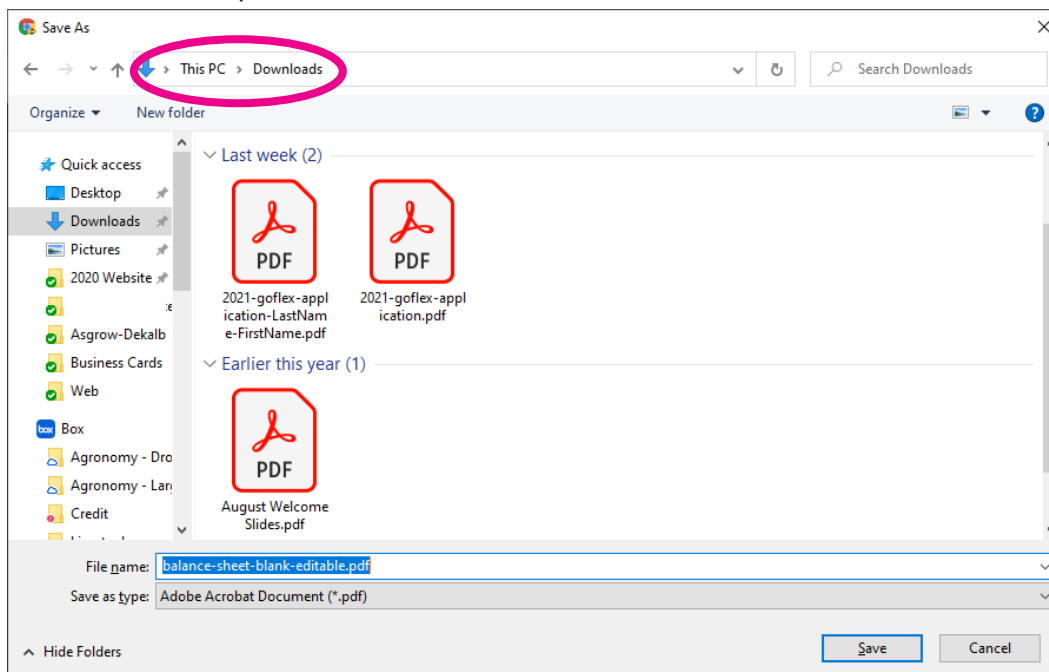


HOW TO SAVE AND UPLOAD PDF

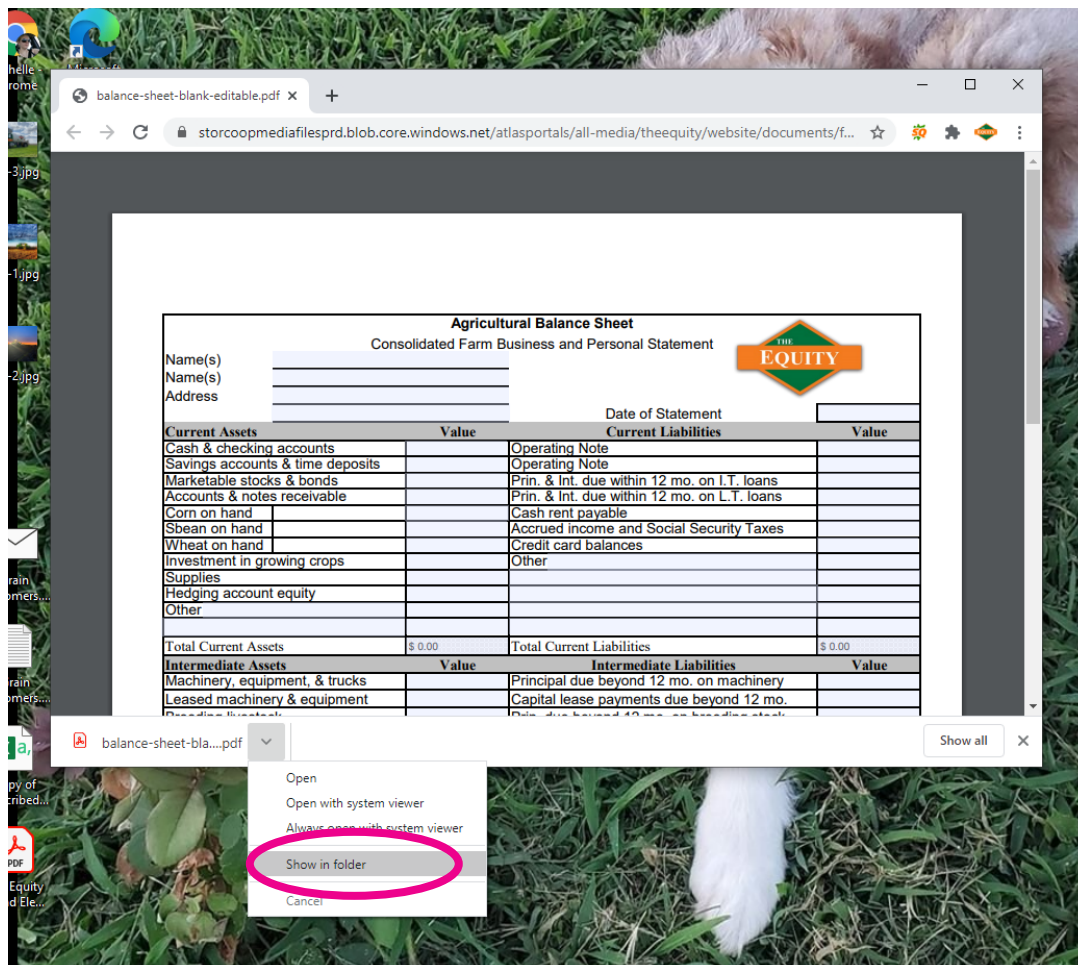
1. Click Download Button. (See denoted selection below in pink circle.)



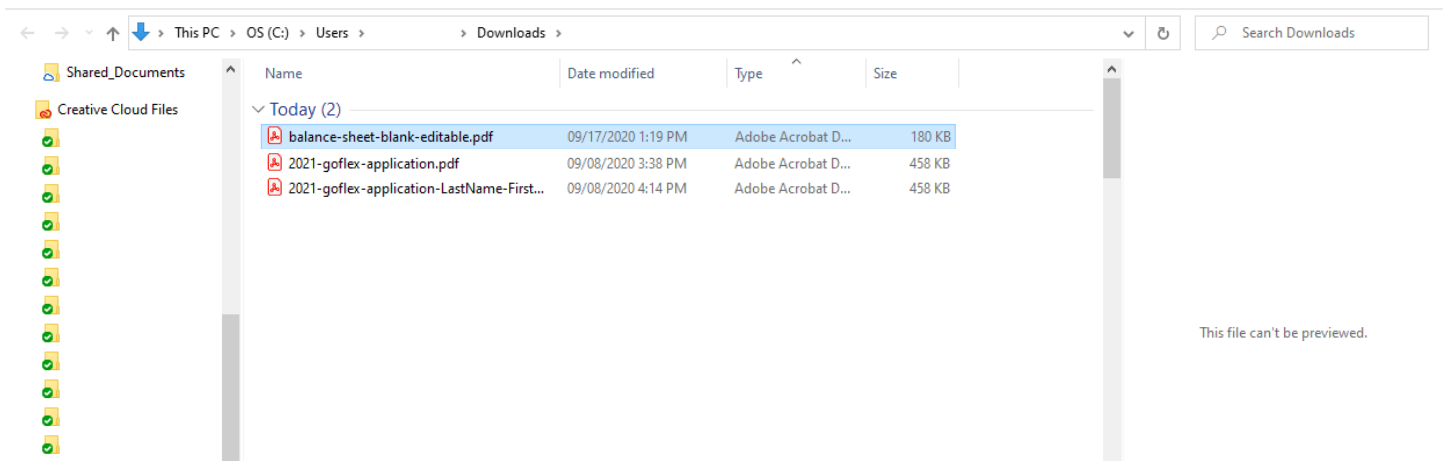
2. Make sure your "Downloads" folder is selected as the folder to save the PDF to. (See denoted selection below in pink circle.) Click Save.



3. Saved Download will appear in the bottom bar of the window. Click on dropdown arrow.
(See denoted selection below in pink circle.) Select/Click "**Show in folder**".



4. File Explorer will open. PDF will automatically be selected. Double click the file to open.



5. Balance Sheet will open in Adobe Acrobat. Complete Application.

balance-sheet-blank-editable.pdf - Adobe Acrobat Pro DC

File Edit View Sign Window Help

Home Tools balance-sheet-blank-editable.pdf

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Agricultural Balance Sheet

Consolidated Farm Business and Personal Statement

THE EQUITY

Name(s) _____

Name(s) _____

Address _____

Date of Statement _____

Current Assets	Value	Current Liabilities	Value
Cash & checking accounts		Operating Note	
Savings accounts & time deposits		Operating Note	
Marketable stocks & bonds		Prin. & Int. due within 12 mo. on I.T. loans	
Accounts & notes receivable		Prin. & Int. due within 12 mo. on L.T. loans	
Corn on hand		Cash rent payable	
Soybean on hand		Accrued income and Social Security Taxes	
Wheat on hand		Credit card balances	
Investment in growing crops		Other	

6. Once Balance Sheet is completed. Click File\Save As. (See denoted selection below in pink circle.)

balance-sheet-blank-editable.pdf - Adobe Acrobat Pro DC

File Edit View Sign Window Help

Open... Ctrl+O

Reopen PDFs from last session

Create

Save As... Ctrl+S

Save as Other

Reduce File Size

Export To

Protect Using Password

Request Signatures

Share File

Revert

Close File Ctrl+W

Properties... Ctrl+D

Print Ctrl+P

le.pdf

Card.pdf

C:\Users\mnierbrugge\...\Quote Form.pdf

C:\Users\...\2020.Yield-Contest.pdf

C:\...\Request to Remove Late Charges.pdf

View All Recent Files...

Exit Application Ctrl+Q

Agricultural Balance Sheet

Consolidated Farm Business and Personal Statement

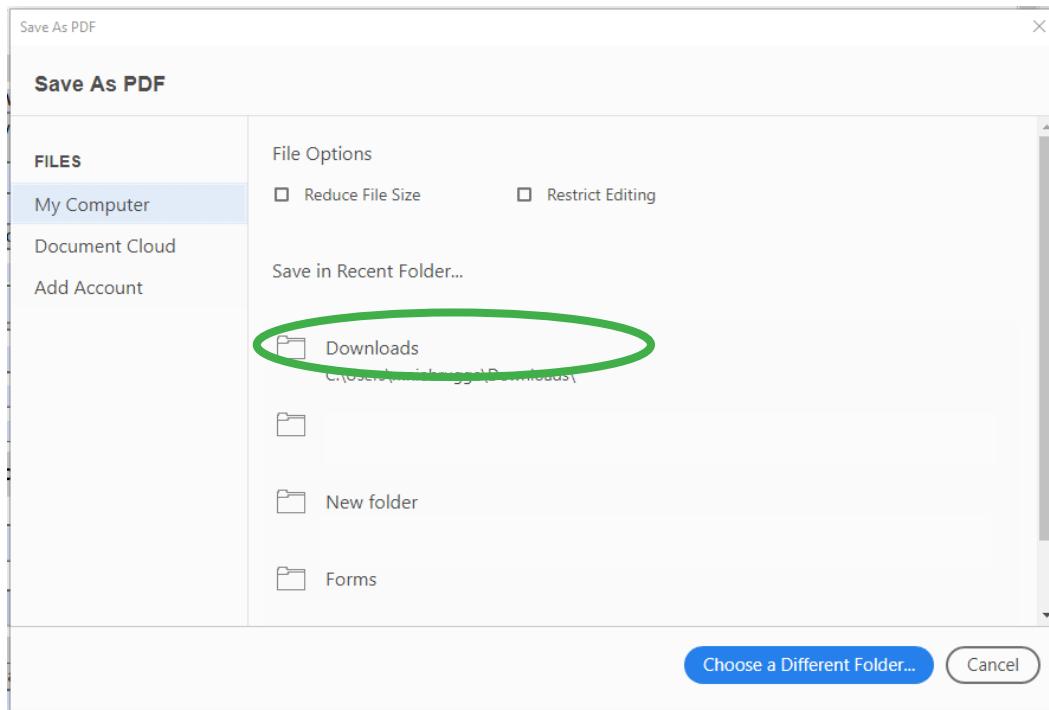
THE EQUITY

Date of Statement _____

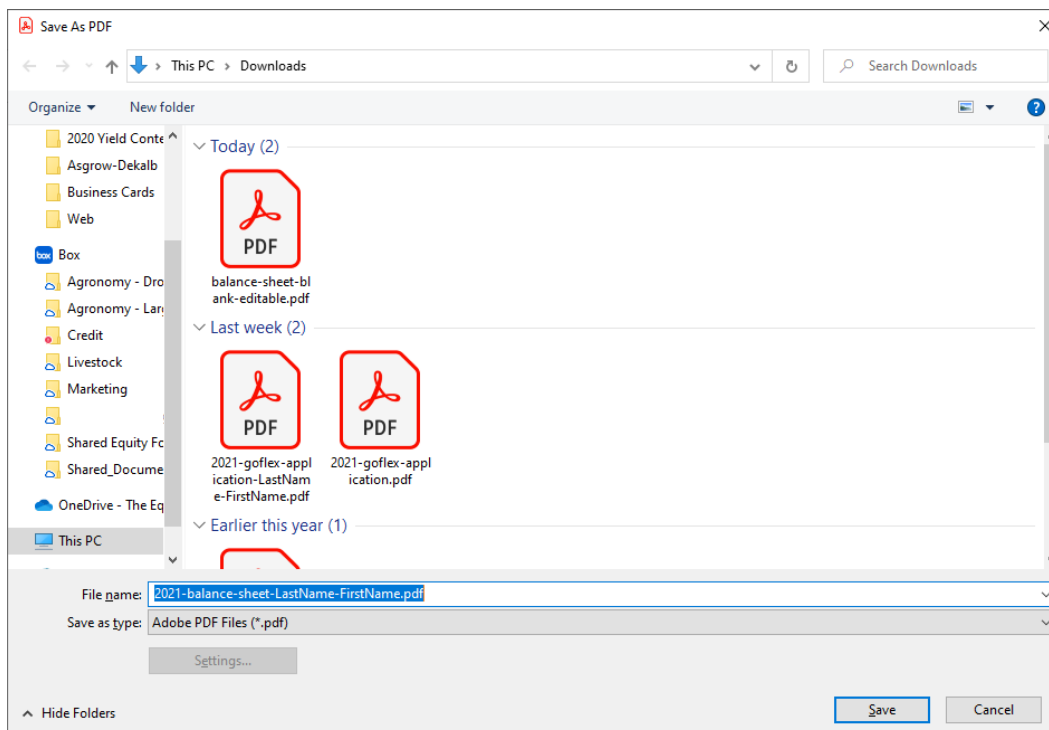
Value	Current Liabilities	Value
	Operating Note	
	Operating Note	
	Prin. & Int. due within 12 mo. on I.T. loans	
	Prin. & Int. due within 12 mo. on L.T. loans	
	Cash rent payable	
	Accrued income and Social Security Taxes	
	Credit card balances	
	Other	
0.00	Total Current Liabilities	\$ 0.00

Value	Intermediate Liabilities	Value
	Principal due beyond 12 mo. on machinery	
	Capital lease payments due beyond 12 mo.	
	Prin. due beyond 12 mo. on breeding stock	
	Principal due beyond 12 mo. on notes	
	Loans on personal vehicles	
	Life Insurance policy loans	
	Other	

7. Select Downloads as your location to Save the Completed Application.
(See denoted selection below in pink circle.)



8. Rename the file: 2021-balance-sheet-(Your Last Name)-(Your First Name).pdf.
For example: *2021-balance-sheet-Smith-John.pdf* ; Click Save



9. Create an email directed to **goflex@TheEquity.com** with the subject of New 2021 GoFlex Balance Sheet. Attached the pdf of your completed balance sheet. Include in the message body your Equity sales location and Equity sales person.