



Arkansas Securities  
Department



Department of  
Commerce

## PERSONAL INCOME STATEMENT INSTRUCTIONS

Below is useful information that should be read and followed to complete your personal income statement. Please double check your calculations to ensure amounts reconcile correctly.

The date of the personal income statement should be the first day of the month following the date in the letter you received from the Arkansas Securities Department (“Department”) requesting the information.

### Line 1 through Line 10: Monthly Revenue:

Supporting documentation is required for amounts reported in Line 1 through Line 2. Please be sure amounts and supporting documentation are clear, complete, and legible to avoid delays and/or processing. Please round dollar figures to whole numbers.

### Line 11 through Line 42: Monthly Expenses:

Supporting documentation is required for amounts reported in Lines 11, 25 through 30, and 32.

### Calculations

Please ensure the following lines are correctly calculated:

- Total Revenue, Line 10 should equal the sum of Line 1 through Line 9.
- Total Expenses, Line 42 should equal the sum of Line 11 through Line 41.
- Net Income, Line 43 is calculated as Line 10 minus Line 42.

**DO NOT FORGET TO PROVIDE SUPPORTING DOCUMENTATION**