

INFORMATION SHEET FOR THE 2007 REPORT OF ORGANIZATION, FORM NC-99001(I)

Burden Estimate

We estimate that it will take an average of 20 minutes for companies to complete this questionnaire. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Paperwork Project 0607-0444, Room 3110, Federal Building 3, U.S. Census Bureau, Washington, D.C. 20233-1500. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0444" as the subject. Response to this collection of information is not required unless it displays a valid approval number from the Office of Management and Budget (OMB). The OMB eight-digit number appears in the upper right corner of the form.

Discontinued Operations—If your organization discontinued operations before 2007, please return the signed report with an annotation in the label section of the form that your organization did not operate in any part of 2007. If your organization did operate in any part of 2007, we require a report for the portion of 2007 in which your organization was in operation.

Census File Number—A Census File Number has been assigned to your company and appears in the upper right corner of your item 5A page. Always refer to the complete number in any correspondence with the U.S. Census Bureau.

Employer Identification Number (EIN)—The EIN is the nine-digit taxpayer identification number assigned by the Internal Revenue Service and used by all business firms and other legal entities to file Federal employment tax returns such as forms 941 and 943; and Federal income tax returns such as forms 1065, 1120, and 990 series.

Company—An economic unit comprising one or more establishments under common ownership or control.

Company ownership or control—If another domestic company owns more than 50 percent of the voting stock of your company or if another domestic company has the power to direct or cause the direction of your management and policies, then complete item 1A by entering the name, home office address, EIN of the owning or controlling company, and complete item 2A by marking (X) the box which indicates the percentage of voting stock that it owns. Do not list as a controlling company, the company for which you operate a franchise.

If a foreign entity (company, individual, government, etc.) owns directly or indirectly 10 percent or more of the voting stock of or an equivalent interest in your company, then complete item 1B by entering the name and home office address of the owning entity, and marking (X) the box which indicates the percentage of voting stock that it owns.

All direct and indirect ownership interests held by the foreign entity in your company must be summed to determine the foreign entity's percentage of ownership.

Foreign affiliates—If your company owns 10 percent or more of the voting stock or other equity rights of a foreign business enterprise (including an unincorporated branch, partnership, or ownership of real estate), then mark (X) the box labeled "Yes" in the item 2. Otherwise, mark (X) the box labeled "No."

Subsidiary—A company which is owned or controlled by another firm or company. Subsidiaries include firms in which your company owns more than 50 percent of the outstanding voting stock, as well as firms in which your company has the power to direct or cause the direction of the management and policies.

Number of paid employees for the pay period including March 12, 2007, Paid Employees—All full- and part-time employees on the payroll during the March 12 pay period. Include as employees all persons on paid sick leave, paid holidays, and paid vacations; include salaried officers and executives of incorporated firms.

Exclude temporary staffing obtained from a staffing service, and leased employees whose payroll was filed under an employee leasing company's EIN.

Payroll—The total of wages paid, tips reported, and other compensation paid to your employees in the calendar year, whether or not subject to income or social security taxes. Include all wages, salaries, commissions, fees, bonuses, vacation allowances, sick leave pay, severance pay, the amount of reported tips, and the value of taxable fringe benefits. Also include any employee contributions to a qualified pension plan, such as the 401(k) plan. Also include the spread on stock options that are taxable to employees as wages. For incorporated businesses, include the salaries of all officers and executives.

Exclude pensions, annuities, supplemental unemployment compensation benefits, nontaxable fringe benefits, and commissions and fees paid to independent contractors. Also, exclude employer contributions for pension plan and for health insurance and qualified benefits under a cafeteria plan. For unincorporated businesses, exclude the profit or compensation paid to proprietors or partners.

The sum of payroll reported for individual establishments for an EIN should equal the taxable medicare wages and tips reported on IRS Form 941, Employer's Quarterly Federal Tax Return.

Establishment—An establishment is a single physical location where business is conducted or where services or industrial operations are performed. If distinctly separate activities are performed at the same location, and if there is significant employment in each activity, then each activity should be treated as a separate establishment.

Special Instructions For Agricultural Production

Agricultural production—Establishments having any agricultural production regardless of whether it is the major activity should be listed **separately** in items 5A and/or 5B and the employment and payroll data allocated if appropriate. Agricultural production includes the raising of/ or production of crops (including horticultural products), poultry, or livestock for sale.

When using item 5B to add establishments engaged in agricultural production, be sure to give the type of crops, livestock, etc., in column (c1).

Estimates are acceptable if book figures are not readily available.

