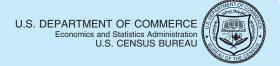
2006 Annual Services Report Service Annual Survey

Professional Employer Organizations



FORM

SA-56133

140 SAS_G

561330

REPORT DUE

Any questions call **1–800–772–7851** M–F, 8:30 a.m. to 5:00 p.m. EST.

Please correct any error in the name, address, or ZIP Code.

YOUR RESPONSE IS REQUIRED BY LAW

Title 13, U.S. Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau.

YOUR RESPONSE IS CONFIDENTIAL BY LAW

Title 13, U.S. Code, requires that your response may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. The law also provides that copies retained in your files are **immune from legal process.**

YOUR RESPONSE IS IMPORTANT

The services industries account for nearly 70 percent of all economic activity. We conduct this survey to obtain timely, comprehensive and consistent measures needed by policy-makers, businesses, and the public to accurately assess domestic economic performance.

2006

Annual Services Report

- This report should be completed and returned on or before the due date in the preaddressed envelope provided.
- If filing within the required time frame will cause an undue burden and you would like an extension, or if you have any questions, please write to:

U.S. CENSUS BUREAU 1201 East 10th Street Jeffersonville, IN 47132-0001

or call a Census Bureau Representative at 1-800-772-7851, weekdays from 8:30 a.m. to 5:00 p.m., eastern standard time.

1 Report Coverage

This report covers all domestic locations operated by your company and its subsidiaries primarily engaged in providing human resources and human resource management services to staff client businesses. This form applies to professional employer organizations, employee leasing services, and other locations providing labor or staff leasing services. Professional employer organizations typically acquire and lease back some or all of the employees of their clients and serve as the employer of the leased employees for payroll, benefits, and related purposes.

Does the a	above coverage descri	tibe this firm's business activity?	
₀₀₀₁ 1 Yes – Go	to 2		
2 No – Spe	cify the firm's busines	ss activity and complete the report where applicable beginning	with 🙎 . — 📈
	0002		

2 Report Periods

What periods of time will this data represent?

- Report data for the 2006 calendar year if possible.
- For locations that were sold or acquired during a year, only report for the periods that this firm operated the locations.

		0007	Month	Day	Year
		0007			
0006	1 ☐ 2006 calendar year – Go to 3	From			
	2 Other than calendar year – Enter the periods this report will cover				
	(e.g., fiscal years, periods with less than a full calendar	8000			
	year).	То			

3	Operating Revenue		
	Report the total operating revenue for this firm's locations defined in 1 for the following cate	egories.	
	 Enter "0" where applicable. Estimates are acceptable. 		
	Exclude: • Transfers made within the company.		
			_
		2006 Operating Bil. Mil. Ti	nou. Dol.
1	1. Gross billings/professional service fees – Report the professional service fee, or gross		
	billings, for the company		
2	2. Direct costs of worksite employees – Report salaries, wages, employment-related taxes, benefit premiums, and worker's compensation insurance costs, for PEO worksite employees		
	1800		
3	3. NET REVENUE – Difference between lines 1 and 2		
Δ	Source of Revenue		
Ť	Source of Heverlae		
	Report the source of revenue as a percentage of this firm's gross billings for the following cate	gories.	
	1. Co ampleyment with neurall, benefits, and human recourse convices. Penert revenue from ac-	omployment	2006
	 Co-employment with payroll, benefits, and human resource services – Report revenue from co- services where your firm assumes responsibility for payroll related activities, the administration of ben human resource functions. 	nefits, and	3273 %
2	2. Payroll services - Report revenue where your firm assumes responsibility for payroll related activities payment of employee wages, maintenance of pay records, filing of government payroll forms, withhole	es (i.e., ding of	3274
	taxes and depositing of funds into government accounts, garnishing wages, paying unemployment in premiums, and administering worker's compensation).	surance	%
	promisence, and assumble my worker of componentially.		
3	3. Payroll and benefit services – Report revenue where your firm assumes responsibility for payroll-reactivities (i.e., payment of employee wages, maintenance of pay records, filing of government account	elated	
	garnishing wages, paying unemployment insurance premiums, and administering worker's compensa and the administration of benefits (i.e., health, retirement, life, dental, supplementary health, and disa	tion)	3275 %
	and the administration of benefits (i.e., fleatin, fetheriefit, file, defital, supplementary fleatin, and disa	Dility)	
4	4. Payroll and human resource services - Report revenue where your firm assumes responsibility fo	r :	3276
	payroll related activities and human resource functions (i.e., counseling, personnel document prepara employee assessment, training, regulatory compliance, and risk management).		%
			3277
5	5. All other operating revenue – Revenue not reported in lines 1–4		+ %
			100%

Operating Expenses

Report operating expenses for this firm's locations as defined in 1 for the following categories.

- Enter "0" where applicable.Estimates are acceptable.

Exclude:

- Transfers made within the company
- Capitalized expenses
- Interest
- Bad debt
- Impairment
- Income tax

Personnel	Costs					
				6 Operati	•	nses
(includi firm's I	annual payroll – Total annual Medicare salaries and wages for all employees, ng worksite employees of professional employer organizations) as reported on your RS Form 941, Employer's Quarterly Federal Tax Return, line 5(c) for the four s that correspond to the survey period.	1821	Bil.	Mil.	Thou.	Dol.
2. Emplo prograr and sir insured defined benefit disabili contrib 3. Tempo	yer's cost for fringe benefits – Employer's cost for legally required programs and ns not required by law. Include insurance premiums for hospital plans, medical plans, gle service plans (e.g., dental, vision, prescription drugs); premium equivalents for self-plans and fees paid to third-party administrators (TPAs); defined benefit pension plans; contribution plans (e.g., profit sharing, 401K and stock option plans); and other fringe is (e.g., Social Security, workers' compensation insurance, unemployment tax, state try insurance programs, life insurance benefits, Medicare). Exclude employee utions.	1822	\$			
Organi	zations (PEOs) and staffing agencies for personnel. Include all charges for payroll, s, and services.		\$			
Expensed	Materials, Parts and Supplies (not for resale)					
fax ma	sed equipment – Expensed computer hardware and other equipment (e.g., copiers, chines, telephones, shop and lab equipment, CPUs and monitors). Report packaged e in line 6. Report leased and rented equipment in line 8	1824	\$			
used in	sed purchases of other materials, parts, and supplies – Materials and supplies providing services to others; materials and parts used in repairs; office and janitorial s; small tools; containers and other packaging materials; and motor fuels	1825	\$			
Expensed	Purchased Services					
custom service	sed purchases of software – Purchases of prepackaged, custom coded, or vendor ized software. Include software developed or customized by others, web-design s and purchases, licensing agreements, upgrades of software; and maintenance fees to software upgrades and alterations.	1826	\$			
fuels (e	sed electricity and fuels (except motor fuels) – If the cost of electricity and heating e.g., natural gas, propane, oil, coal) are included in lease or rental payments, report 8.	1827	\$			
and oth operate	and rental payments – For land, buildings, offices, structures, machinery, equipment, ner tangible items. Include lease and rental of transportation equipment without ors; and penalties incurred for broken leases. Exclude capital and financing lease nents and licensing/leasing of software.	1828	\$			

5	Operating	Expenses - ((Continued)
	Operating	Experience ((Continuca)

Report operating expenses for this firm's locations as defined in 1 for the following categories.

- Enter "0" where applicable.Estimates are acceptable.

Exclude:

- Transfers made within the company Capitalized expenses

- InterestBad debt
- Impairment
- Income tax

_		10	/ O 11 1)
-vnancad	Purchage	ed Services –	(Continued)
	i uitilast		i Odrilli lucu

9.	Purchased repair and maintenance – Include expensed repair and maintenance to		2006	Operati	ng Exper	nses
	buildings and integral building components (e.g., elevators, heating and cooling systems),		Bil.	Mil.	Thou.	Dol.
	structures, offices, machinery, vehicles, equipment, and computer hardware. Exclude materials,	1829				
	parts, and supplies used for repair and maintenance performed by this firm's employees. Repor	t	\$			
	janitorial and grounds maintenance services in line 13	l	Ψ			
		1830				
10.	Purchased advertising and promotional services – Include marketing and public relations		Φ			
	services	l	\$			
Oth	or Operating European					
Oth	er Operating Expenses					
11.	Depreciation and amortization charges – Include depreciation charges taken against					
	tangible assets owned and used by your firm, tangible assets and improvements owned by	1831				
	your firm within leaseholds, tangible assets obtained through capital lease agreements, and		φ			
	amortization charges against intangible assets (e.g., patents, copyrights). Exclude impairment.	l	\$		<u> </u>	
12.	Governmental taxes and license fees – Payments to government agencies for taxes and	1832				
	licenses. Include business and property taxes. Exclude income taxes, and sales and excise		¢			
	taxes collected from customers.		Ψ]	
40	All other exercises assessed above	1899				
13.	All other operating expenses – Report all other operating expenses not reported above, unless specifically excluded in the general instructions at the top of the page. Exclude	1033				
	purchases of merchandise for resale and non-operating expenses		\$			
	parameter of mercana and and mercana and m					
		1900				
1/	TOTAL ODEDATING EVDENCES Cum of lines 1 12		\$			
14.	TOTAL OPERATING EXPENSES – Sum of lines 1–13					

Not Applicable

E-Commerce Revenue E-commerce includes sales and receipts from any transaction completed over an Internet, extranet, EDI ne electronic mail or other online system. Transactions are agreements between buyers and sellers to transfer of, or rights to use, goods or services. Payment for these goods and services may or may not be made on Did the revenue reported in include any e-commerce revenue? 1	Revenue as sales and receipts from any transaction completed over an Internet, extranet, EDI network, ther online system. Transactions are agreements between buyers and sellers to transfer ownership goods or services. Payment for these goods and services may or may not be made online. Seported in [8] include any use? Bil. Mill. Thou. Dol states (i.e., outside the 50 States, District of Columbia, U.S. Commonwealth Territories, or U.S. possessioned for unaffiliated and affiliated foreign firms (i.e., foreign parent firms, subsidiaries, branches, etc.). In the control of the control			Bil.		es Taxes	
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Silver Hill Road, Stop 1500, Washington, DC 20233-1500. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0422" as the subject. Please include form name and number in all correspondence. Respondents are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget. This 8-digit number appears in the top right corner on the front of this form.

or fax to: 1-800-447-4613

To see aggregate industry results of previous Service Annual Surveys, go to the following website: www.census.gov/econ/www/servmenu.html

2006 Annual Services Report

U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU

General Instructions

- Report data on an accrual basis, except for payroll.
- Dollars should be rounded to the nearest dollar.
- If a figure is \$1,030,280,456 it should be reported as →

Bil. Mil. Thou. Dol. 1 030 280 456

Item Specific Instructions - All Firms

Item 3 - Operating Revenue

Include:

- Report gross billings, except where noted elsewhere on the form.
- Dues and assessments from members and affiliates.

Exclude from operating revenue:

Taxes collected directly from customers or clients and paid directly to a local, state, or federal tax agency.

Instructions for Taxable Firms

Item 3 - Operating Revenue

Include:

- Amounts received for work subcontracted to others.
- For locations that were sold or acquired during a year, only report for the periods that this firm operated the locations.
- Revenue from services performed by domestic locations of foreign parent firms, subsidiaries, branches, etc.

Exclude:

- Rents from and revenue of separately operated departments, concessions, etc., which are leased to others.
- Commissions from vending machine operators.
- Revenue of foreign subsidiaries (those located outside the U.S., i.e., outside the 50 states, District of Columbia, U.S. Commonwealth Territories, or U.S. Possessions).

Instructions for Tax-Exempt Firms

Item 3 - Operating Revenue

Include:

- Program service revenue for services provided in 2006, whether or not payment was received in 2006.
- Gross sales of merchandise minus returns and allowances.
- Income from interest, dividends, gross rents (including display space rentals and share of receipts from departments operated by other companies), royalties, and other investments.
- Gross contributions, gifts, and grants (whether or not restricted for use in operations).
- Commissions earned from the sale of merchandise owned by others (including commissions from vending machine operators).
- Gross receipts from fundraising activities.

Exclude:

- Gross receipts of departments or concessions operated by other companies
- Amounts transferred to operating funds from capital or reserve funds.

Item Specific Instructions – All Firms

Item 5 - Operating Expenses

Line 1 - Gross annual payroll

Include salaries and wages, commissions, dismissal pay, bonuses, employee contributions to Social Security, income tax withholding, union dues, group insurance premiums, savings bonds, cash equivalent in-kind, allowances, holiday pay, vacation pay, sick leave, stock purchase plans, and employee contributions to pension plans. **Exclude** the cost of leased employees, employer's cost for fringe benefits, temporary staff obtained from temporary help services. For unincorporated businesses, **exclude** profit or other compensation of proprietors or partners.

All other operating expenses

Include travel and entertainment; postage, shipping or delivery services, warehousing, and storage services; royalties; security services; janitorial and grounds maintenance services; purchased transportation with operators; and other expenses not reported elsewhere.