

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



FORM
SA-42(MSBO)
(10-1-2007)

DUE DATE ➔

2007 ANNUAL WHOLESALE TRADE REPORT MANUFACTURERS' SALES BRANCHES AND OFFICES

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the U.S. Census Bureau.

Have questions?

Call 1-800-327-4389 (option 3)
Weekdays
8:30 a.m. to 4:30 p.m. EST

How can I report?

Via Fax:
1-800-447-4613

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

Via Internet:

<http://www.census.gov/econhelp/awts>

Use your firm's unique username and original password. If you change your password, please keep a record for reference.

Username:

Password:

(Please correct any error(s) in name, address, and ZIP Code)

GENERAL INSTRUCTIONS

- This report should cover ALL manufacturers' sales branches and offices in the the United States whose payroll was reported on the Employer's Quarterly Federal Tax Return, Treasury form 941, **under the Employer Identification Number (EIN)** shown in the address label (or as corrected in item 1).
- For establishments sold or acquired during 2007, report data only for the period the establishments were operated by your firm.
- Estimates are acceptable if books figures are not available.

SPECIAL INSTRUCTIONS

1 FEDERAL EMPLOYER IDENTIFICATION NUMBER

Is the Employer Identification Number (EIN) printed in the upper left corner of the address box the SAME as that used for this firm on its latest Employer's Quarterly Federal Tax Return, Treasury Form 941?

- 020 1 YES → GO to 2
2 NO - Continue with 1A

A. What is the current EIN for this firm? →

| | | | | | | | | | |
|-----|---|--|--|--|--|--|--|--|--|
| 021 | - | | | | | | | | |
|-----|---|--|--|--|--|--|--|--|--|

B. When did you start reporting payroll under this EIN? →

| Month | Year |
|-------|------|
| 022 | |

2 MANUFACTURING OR MINING IN THE UNITED STATES

A. In 2007, did this EIN have any manufacturing or mining operations in the United States?

- YES - Continue with 2B
 NO → Go to page 4. Describe your type of business in item 10 Remarks section, then complete item 11 Contact person and return this form in the enclosed envelope.

B. In 2007, did this firm or its subsidiaries have any sales locations that sold (or distributed) products manufactured or mined in the United States either by this firm, or by a parent, subsidiary, or affiliated company?

- YES - Continue with 3
 NO → Go to page 4. Describe your type of business in item 10 Remarks section, then complete item 11 Contact person and return this form in the enclosed envelope.

3 NUMBER OF MANUFACTURERS' SALES BRANCHES AND OFFICES

What was the total number of sales branches and offices that met the criteria below on December 31, 2007?

Number in 2007
110

Include:

- Sales locations where more than half of the goods sold consist of goods manufactured, assembled or mined in the United States by this firm or by a parent, subsidiary, or affiliated manufacturer or mine
- Sales locations that are co-located with manufacturing plants, but for which separate records are kept
- Sales locations located separately from a warehouse, manufacturing, or other operating location
- Sales locations regardless of whether they held inventory
- Centers where orders are taken or solicited, and offices of marketing or sales managers, for which records are kept separately from those of manufacturing plants

Exclude:

- Agents or brokers primarily selling goods on consignment
- Locations where more than half of the goods sold consist of goods manufactured outside the United States and/or goods purchased from other companies
- Manufacturing locations without separate sales personnel
- Locations selling directly to the general public

NOTE:

If you reported "0," please describe the sales at locations owned by your firm and its subsidiaries in item 10 Remarks section. Complete item 11 Contact person and return this form in the enclosed envelope.

4 DOLLAR VOLUME OF BUSINESS



Instructions: Sales should cover 12 months of data. If sales are for a fiscal year, sales should represent 12 months of data and include at least 6 months of data from the referenced year.

A. In 2007, what were the total sales and other operating receipts EXCLUDING sales (or other) taxes collected but INCLUDING the value of liquor and tobacco tax stamps for only the sales branches and offices reported in 3? (Include e-commerce sales reported in 5B)

| 2007 | | | |
|---------|------|-------|------|
| \$ Bil. | Mil. | Thou. | Dol. |
| 100 | | | |

INCLUDE

- **All sales** of your sales branches and offices reported in 3 whether they are your own products or products you purchased
- Gross value of sales made on a commission basis for non-affiliated firms
- Receipts from freight, installations, rentals, maintenance, repairs, alterations, storage, and other such services
- Excise taxes (such as those on gasoline, liquor, and tobacco) which are levied on the manufacturer and included in the cost of products

EXCLUDE

- Direct sales made by manufacturing plant personnel
- Foreign sales of products that never enter the United States
- Commissions earned for the sale of products in the United States
- Nonoperating receipts (such as interest income, income from investments, and receipts from the rental or sale of real estate)
- Receipts from customers for carrying or other credit charges

DEDUCT

- Refunds and allowances for returned products
- The actual value of rebates and discounts granted to the purchaser, even if granted as an increase in trade-in allowance

B. Did you report sales figures in 4 A for the period that began on January 1 and ended on December 31?

106 YES – Continue with 5 on the next page

2 NO → Please report your beginning and ending dates for 2007

Beginning date
Ending date

| 2007 | | |
|-------|-----|------|
| Month | Day | Year |
| 104 | | |
| 105 | | |

5 E-COMMERCE

A. Did the sales branches and offices reported in 3 have any e-commerce and/or Electronic Data Interchange (EDI) network sales during 2007?

E-commerce sales and/or receipts are sales of goods and services, where an order is placed by the buyer, or the price and terms of the sale are negotiated over an Internet, extranet, EDI network, electronic mail, or other online system. Payment may or may not be made online.

- 120 1 YES – Continue with 5B
2 NO → Go to 6

2007

| \$ Bil. | Mil. | Thou. | Dol. |
|---------|------|-------|------|
| 113 | | | |

B. What was the total e-commerce and EDI network sales and/or receipts in 2007 for the sales branches and offices reported in 3?

• This amount should equal the sum of 5B1 and 5B2 shown below

• Also include this amount in item 4A

1. Did the sales branches and offices reported in 3 have EDI network sales during 2007?

(This includes EDI over the Internet)

| | | | |
|-----|--|--|--|
| 115 | | | |
|-----|--|--|--|

- 131 1 YES → What was the amount of these sales? →

2 NO – Continue with 5B2

2. Did the sales branches and offices have Internet, extranet, electronic mail or other online system sales during 2007? (Exclude EDI)

| | | | |
|-----|--|--|--|
| 114 | | | |
|-----|--|--|--|

- 130 1 YES → What was the amount of these sales? →

2 NO – Continue with 6

6 VALUE OF INVENTORIES

A. Did establishments covered by this report own inventories (regardless of where held) at the end of 2007?

320 1 YES – Continue with 6B

2 NO – Go to item 9

B. Were any of the inventories subject to the Last-in, First-out (LIFO) valuation method?

385 1 YES – Continue with 6C

2 NO – Complete 6C1 then Go to item 8

C. Report inventories of products covered by this report, owned as of December 31:

1. Total inventories before LIFO adjustment (if any)

| \$ Bil. | Mil. | Thou. | Dol. |
|---------|------|-------|------|
| 200 | | | |

2. LIFO reserve (if any)

| | | | |
|-----|--|--|--|
| 301 | | | |
|-----|--|--|--|

3. Total inventories after LIFO adjustment (Line 6C1 minus line 6C2)

| | | | |
|-----|--|--|--|
| 305 | | | |
|-----|--|--|--|

7 INVENTORY BY VALUATION METHOD

Report how much of the inventory reported in 6C1 was subject to each valuation method:

A. LIFO valuation method before adjustment

| \$ Bil. | Mil. | Thou. | Dol. |
|---------|------|-------|------|
| 302 | | | |

B. Any other valuation method

| | | | |
|-----|--|--|--|
| 303 | | | |
|-----|--|--|--|

C. Total (Line 7A plus line 7B) This total should equal 6C1

| | | | |
|-----|--|--|--|
| 306 | | | |
|-----|--|--|--|

8 INVENTORY OUTSIDE OF THE UNITED STATES

A. Of the inventories reported in 6C1, were any stored or en route outside the 50 states and the District of Columbia?

221 1 YES – What is the value of those inventories. (**Do not report** inventory held in Foreign Trade Zones or in bond warehouses in the U.S.)

2 NO – Continue with item 8B

| \$ Bil. | Mil. | Thou. | Dol. |
|---------|------|-------|------|
| 204 | | | |

| Month | Day | Year |
|-------|-----|------|
| 203 | | |

B. What is the date for the inventory reported in 6C1 above, IF OTHER than December 31?

9 TOTAL OPERATING EXPENSES OF SALES BRANCHES AND OFFICES

2007

| \$ Bil. | Mil. | Thou. | Dol. |
|---------|------|-------|------|
| 500 | | | |

What were the total operating expenses during 2007 for only the sales branches and offices reported in 8? →

INCLUDE

Expenses arising from the normal course of business

EXCLUDE

- Bad debt
- Purchases of goods for resale or cost of goods sold
- Income taxes
- Taxes (sales, excise, and other) collected **directly** from customers and paid **directly** to a local, State, or Federal tax agency
- Interest expenses
- Impairment (reduction in value of long-lived assets due to reappraisal)
- Capitalized expenses (except payroll and fringe benefits)
- Transfers made within the company

10 Remarks – Please use this space to explain any significant year-to-year data changes, to clarify your responses, etc.

962

CENSUS USE

961

11 CONTACT PERSON – Certifies data are accurate and can assist with any questions

950

Name of person completing this report – *Please print*

952

Title

954 Telephone

| Area code | Number | Extension |
|-----------|--------|-----------|
| | | |

955 Fax

| Area code | Number |
|-----------|--------|
| | |

957 E-mail address

THANK YOU

for completing your Annual Wholesale Trade Report

We suggest you keep a copy for your records

Public reporting burden for this collection of information is estimated to average 27 minutes per response, including the time for assembling data from existing records and completing the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0195, U.S. Census Bureau, 4600 Silver Hill Road, AMSD-3K138, Washington, DC 20233. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0195" as the subject. 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 of this form.