



FORM

QUARTERLY SERVICES SURVEY

DUE DATE ▸

NOTICE — Your report to the Census Bureau is **confidential by law (Title 13, U.S. Code)**. It 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**.

RETURN COMPLETED FORM TO:
U.S. CENSUS BUREAU
1201 East 10th Street
Jeffersonville, IN 47132-0001
OR
Fax: 1-800-447-4613

NEED HELP?

Visit our web site:
<http://www.census.gov/econhelp/qss>
or

Call 1-800-772-7851 between 8:30 a.m. and 5:00 p.m. EST, Monday through Friday.

(Please correct any errors in name, address, or ZIP Code)

INTERNET REPORTING

You may complete this survey online at:

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

Username:

Password:

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

1 SURVEY COVERAGE

Does this firm have domestic locations providing the business activities described in the above survey coverage statement?

1 Yes – Continue with 2

2 No – Specify your business activity and continue with 2 ↘

2 NOT APPLICABLE TO THIS FORM

3 REVENUE

A. GROSS BILLINGS/PROFESSIONAL SERVICE FEES – Report the professional service fee, or gross billings for the company

B. Direct costs of worksite employees – Report salaries, wages, employment-related taxes, benefit premiums, and worker’s compensation insurance costs, for PEO worksite employees

C. Net Revenue – Difference between lines **A** and **B**.

D. Are the revenues reported in A above book figures or estimates?

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1 Book figures
2 Estimates

4 REPORT PERIODS

- 1 Yes – Continue with **5**
- 2 No – Provide beginning and ending dates for the most recent and prior quarters.

Beginning date

Ending date

Most recent quarter		
Month	Day	Year

5 SOURCE OF GROSS BILLINGS

What percentage of gross billings (reported in 3A) is received from each of the following types of customers?

Estimates are acceptable if actual data is not available.

- 1. Government (local, State, and Federal)
- 2. Business firms and not-for-profit organizations
- 3. Household consumers and individual users
- Total**

	%
	%
	%
100%	

