

DUE DATE:

FORM **SM-45(06)BE** (11-8-2007)
U.S. DEPARTMENT OF COMMERCE
 Economics and Statistics Administration
U.S. CENSUS BUREAU

MONTHLY RETAIL TRADE REPORT

 For assistance in completing this form, you may visit www.census.gov/econhelp/mrts

NOTICE — Your report to the U.S. Census Bureau is **confidential by law (Title 13, U.S. Code, Section 9)**. Only persons sworn to uphold the confidentiality of U.S. Census Bureau information may see the questionnaires and may use them only for statistical purposes. Additionally, all reports are **immune from legal process**.

**RETURN COMPLETED FORM
IN THE ENCLOSED ENVELOPE**

or FAX: 1-800-447-4613

For help call: 1-800-772-7852

ITEM 2 CONTACT PERSON

Name

Title

Telephone (Area code, number, ext.)

FAX (Area code, number)

ITEM 1 MAILING ADDRESS

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

ITEM 3 FEDERAL EMPLOYER IDENTIFICATION NUMBER (EIN)

COVERAGE INSTRUCTIONS AND DEFINITIONS OF DEPARTMENT STORES, E-COMMERCE SALES, AUXILIARY ESTABLISHMENTS, LEASED DEPARTMENTS AND CONCESSIONS

I. Coverage Instructions

II. Department Stores are establishments primarily engaged in retailing a wide range of the following new products with no one merchandise line predominating: apparel, furniture, appliances, and home furnishings; and selected additional items, such as paint, hardware, toiletries, cosmetics, photographic equipment, jewelry, toys, sporting goods, and limited nonperishable food items. Merchandise lines are normally arranged in separate departments. "Discount stores" are included as department stores, provided they meet the criteria described.

 For more help, access our Business Help Site at www.census.gov/econhelp/mrts

 To view the results of this survey, visit www.census.gov/mrts/www/mrts.html

III. E-Commerce Sales are sales of goods and services where an order is placed by the buyer or 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.

IV. Auxiliary Establishments are facilities primarily engaged in furnishing supporting services (such as warehouses, garages and central administrative offices) to your retail establishments.

V. Leased Departments and Concessions are separate businesses that lease space on the premises of another business.

ITEM 4 SALES AND REPORT PERIOD

Estimates are acceptable if book figures are not available

a. Sales

- (1) **Main store sales**
- (2) **Leased department sales**
- (3) **TOTAL department store sales**
- (4) **E-Commerce Sales** – Report e-commerce sales or their percent of total sales in item 4a(1). %

b. Report period

Mark (X) one box to indicate the period covered by the sales entered in item 4a(1).
If other than "Calendar month" is marked, specify ending date.

- Calendar month
- 4-week period
- 5-week period

Ending date (Month and day)

c. Do the sales reported in item 4a(1) represent book figures or estimates?

Book Estimate

INCLUDE

- Cash and credit sales of merchandise whether or not payment was received. If none, enter "0"
- Leased departments and concessions operated by your firm in other establishments
- E-commerce sales if not submitted on a separate monthly retail report
- Receipts from other activities at your retail establishments such as wholesale sales, deliveries, installation, repairs, etc.
- Excise taxes (such as those on gasoline, liquor, and tobacco) which are levied on the manufacturer or wholesaler.

EXCLUDE

- Sales taxes collected from customers and paid directly to a local, State, or Federal tax agency
- Nonoperating receipts (such as interest income, income from investments, and receipts from the rental or sale of real estate)
- Commissions from sales of government lottery tickets
- Sales from auxiliary establishments

ITEM 5 MERCHANDISE INVENTORIES

Report merchandise inventories covered by this report, regardless of where held, owned as of the end of the month.

- a. Merchandise in retail stores covered by this report. **Include** leased departments and concessions operated by your firm in other establishments.
- b. Merchandise in warehouses, offices, or in transit for distribution to your retail stores.
- c. **TOTAL merchandise inventories** (before Last-in, First-out adjustment if any) – **Sum of items 5a and 5b.**
- d. Are the data reported in items 5a through 5c for a date other than the end of the month specified?

No Yes – Enter the date the data represent →

Month	Day	Year

INCLUDE

- Merchandise under contract for sale
- Merchandise owned by this firm but held by others for sale on consignment

EXCLUDE

- Fixtures, equipment, and supplies not held for resale

ITEM 6 NUMBER OF DEPARTMENT STORES

Enter the total number of department stores covered by this report.

REMARKS – Please use this space for comments or to explain any large differences in data from the prior month.

Public reporting burden for this collection of voluntary information is estimated to average minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0717, 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 0607-0717" 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 on the front of this form.