

Attachment C-1
2012 Economic Census
Wholesale Trade
Prototype Form



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

2012 ECONOMIC CENSUS
Motor Vehicles

FORM
WH-42301 (DRAFT)

OMB No. : Approval Expires

DUE DATE
FEBRUARY 12, 2013

Mail your completed form to:
U.S. CENSUS BUREAU
1201 East 10th Street
Jeffersonville, IN 47134-0001

WH-42301

Please read the accompanying information sheet(s) before answering the questions.

Need help or have questions about filling out this form?

Visit www.census.gov/econhelp

Call 1-800-233-6136, between 8:00 a.m. and 6:00 p.m., Eastern time, Monday through Friday.

- OR -

Write to the address above. Include your 11-digit Census File Number (CFN) printed in the mailing address.

(Please correct any errors in this mailing address.)

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. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

- Use blue or black ballpoint pen. • Please center numbers in their respective boxes. Examples:
- Do not use pencil or felt-tip pen. • Do not put slashes through 0 or 7.
- Place an "X" inside the box.

<input checked="" type="checkbox"/>	0	1	2	3	4	5	6	7	8	9
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The reporting unit for this form is an establishment. An **establishment** is generally a single physical location where business is conducted or where services or industrial operations are performed. For further clarification, see information sheet(s).

1 EMPLOYER IDENTIFICATION NUMBER

Is the Employer Identification Number (EIN) shown in the mailing address the same as the one used for this establishment on its latest 2012 Internal Revenue Service Form 941, Employer's Quarterly Federal Tax Return?

0021 Yes - Go to **2** 0022 No - Enter current EIN (9 digits) → 0025

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 -

2 PHYSICAL LOCATION

A. Is this establishment's physical location the same as shown in the mailing address? (P.O. Box and rural route addresses are not physical locations.)

0031 Yes - Go to line B

0032 No - Enter physical location →

0035 Number and street										
0036 City, town, village, etc.						0037 State		0038 ZIP Code		
						-		-		

B. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.? (Mark "X" only ONE box.)

0041 Yes 0042 No 0043 No legal boundaries 0044 Do not know

C. In what type of municipality is this establishment physically located? (Mark "X" only ONE box.)

0046 City, village, or borough 0047 Town or township 0048 Other 0024 Do not know

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3 OPERATIONAL STATUS

Which ONE of the following best describes this establishment's operational status at the end of 2012?
(Mark "X" only ONE box.)

0011 In operation 0013 Temporarily or seasonally inactive

0014 Ceased operation - Give date at right _____ →

Month	Day	Year

0015 Sold or leased to another operator - Give date at right _____ →

Month	Day	Year

AND enter name and address of new owner or operator and Employer Identification Number (EIN) below ↴

0060 Name of new owner or operator	0061 EIN (9 digits)

0062 Mailing address (Number and street, P.O. Box, etc.)

0063 City, town, village, etc.	0064 State	0065 ZIP Code

0016 Other - Specify _____ → 0815 _____

4 MONTHS IN OPERATION

Mark "X" if None

2012
Number

Number of months in operation during 2012 (If none, mark "X" and go to 30.) 0002

HOW TO REPORT DOLLAR FIGURES		Dollar figures should be rounded to thousands of dollars.	Mark "X" if None	2012			
				\$ Bil.	Mil.	Thou.	Dol.
		If a figure is \$2,035,628.79 : Report → <input type="checkbox"/>		2	0	3	6

EXAMPLE

5 SALES, SHIPMENTS, RECEIPTS, OR REVENUE

A. Sales and operating receipts (Include the gross selling value of business conducted for others. Include shipping and handling charges. Exclude sales taxes and Hawaii's General Excise Tax.) 0100

B. Did this establishment earn commissions for the sale of merchandise?

1121 Yes - Go to line C

1122 No - Go to line E

C. Gross selling value of business conducted on a commission basis (Include on line A.) 1123

2012			
\$ Bil.	Mil.	Thou.	Dol.

D. Commissions received on transactions reported on line C 1124

2012			
\$ Bil.	Mil.	Thou.	Dol.

E. Is this the only establishment of this firm?

0907 Yes - Go to line G

0908 No - Go to line F

F. Percent of products sold by this establishment manufactured or mined in the United States by **your company** or its subsidiaries 1125

2012	
Percent	

G. Did e-commerce account for more than 50% of this establishment's sales and/or operating receipts as reported on line A?

0308 Yes

0309 No

42301028

If not shown, please enter your 11-digit Census File Number (CFN) from the mailing address.

6 Not Applicable.

7 EMPLOYMENT AND PAYROLL

Include:

- Full- and part-time employees working at this establishment whose payroll was reported on Internal Revenue Service Form 941, Employer's Quarterly Federal Tax Return, and filed under the Employer Identification Number (EIN) shown in the mailing address or corrected in **1**.

Exclude:

- Temporary staffing obtained from a staffing service.
- Contractors, subcontractors, or independent contractors.
- Full- or part-time leased employees whose payroll was filed under an employee leasing company's EIN.
- Purchased or managed services, such as janitorial, guard, or landscape services.
- Professional or technical services purchased from another firm, such as software consulting, computer programming, engineering, or accounting services.

For further clarification, see information sheet(s).

Mark "X" if None

2012			
Number			

A. Number of employees for pay period including March 12 0320

Mark "X" if None

2012			
\$ Bil.	Mil.	Thou.	Dol.

B. Payroll before deductions (Exclude employer's cost for fringe benefits.)

1. Annual payroll 0300

2. First quarter payroll (January-March, 2012) 0310

8 Not Applicable.

9 VALUE OF INVENTORIES

A. Did this establishment own inventories, regardless of where held, at the end of 2012 and/or 2011?

0486 Yes - Go to line B

0487 No - Go to **16**

B. Report inventories for products owned by this establishment as of December 31.

1. Total inventories before Last-in, First-out (LIFO) adjustment (if any) 0460

2. LIFO reserve (if any) . . . 0466

3. Total inventories after LIFO adjustment (Line B1 minus line B2) . 0468

Mark "X" if None

End of 2012			
\$ Bil.	Mil.	Thou.	Dol.

Mark "X" if None

End of 2011			
\$ Bil.	Mil.	Thou.	Dol.

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10 INVENTORIES BY VALUATION METHOD

Report how much of the inventory reported in **9**, line B1 for 2012 is subject to the following valuation methods.

Mark "X" if None

2012			
\$ Bil.	Mil.	Thou.	Dol.

A. LIFO valuation method before adjustment 0244

B. First-in, First-out (FIFO) 0491

C. Average cost 0492

D. Standard cost 0493

E. Other valuation method - *Specify method* ↴

0895 0494

F. TOTAL (Add lines A through E. Total should equal **9**, line B1.) 0490

11-15 Not Applicable.

16 SELECTED EXPENSES

Mark "X" if None

2012			
\$ Bil.	Mil.	Thou.	Dol.

A. Operating expenses (Include payroll. Exclude cost of goods sold and interest expense.) 0140

B. Purchases of merchandise for resale, net of returns, allowances, and trade and cash discounts (Include amounts allowed for trade-ins.) 1160

C. For the value reported on line B, were any of these goods ordered over an Internet, Extranet, Electronic Data Interchange (EDI) network, electronic mail, or other online system?

0441 Yes

0442 No

0443 Do not know

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If not shown, please enter your 11-digit Census File Number (CFN) from the mailing address.

17 and 18 Not Applicable.

19 A. KIND OF BUSINESS

Which ONE of the following best describes this establishment's principal kind of business in 2012?
(Mark "X" only ONE box.)

- 0700 423 110 10 1 New and used automobiles and motorcycles
- 441 110 00 3 Retail new and used motor vehicle dealer
- 425 120 31 1 Automobile auction, wholesale
- 423 110 10 2 All-terrain vehicles (ATVs), snowmobiles, motor scooters, mopeds, and other motorized recreational-use vehicles
- 423 110 20 1 Buses, recreational vehicles (RVs), motor homes, and campers
- 423 110 30 1 Light trucks, 14,000 lb. or less
- 423 110 40 1 Medium trucks and tractors, 14,001 lb. to 33,000 lb.
- 423 110 50 1 Heavy trucks, road tractors, and truck trailers, over 33,000 lb.
- 336 211 00 1 Truck equipment distributor/upfitter primarily completing trucks by installing and assembling truck bodies and/or other equipment onto truck chassis
- 777 420 00 1 Truck equipment distributor primarily reselling equipment, parts, and accessories, with or without installation onto completed vehicles
- 423 120 10 1 New motor vehicle parts, warehouse distributor, sold primarily to jobbers or other wholesalers
- 423 120 20 1 New motor vehicle parts, jobber, sold primarily to retailers and repair shops
- 423 140 10 2 Used motor vehicle parts and supplies dealer
- 441 310 50 2 Retail used automotive parts dealer
- 423 130 00 1 Tires and tubes
- 423 830 30 2 General-purpose industrial machinery
- 811 111 00 8 General motor vehicle repair shop
- 771 000 00 1 Other kind of business - Specify

0701

19 B. TYPE OF OPERATION

Which ONE of the following best describes this establishment's principal type of operation in 2012?
(Mark "X" only ONE box.)

Merchant wholesaler, buying and selling on own account

- 0600 12 Importer
- 13 Exporter
- 11 Merchant wholesale distributor or jobber
- 14 Own-brand importer and marketer
- 20 **Manufacturers' sales branch or office**

CONTINUE WITH 19 ON PAGE 6

CONTINUE ON PAGE 6

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19 B. TYPE OF OPERATION - Continued

Agent, broker, or commission merchant

- 0600 46 Manufacturers' representative or agent
- 41 Auction company
- 42 Broker, representing buyers and sellers
- 43 Commission merchant
- 44 Import agent
- 45 Export agent
- 49 **Electronic market - business-to-business marketplace that facilitates the sale of goods via the Internet or other electronic means, and operates on a commission or fee basis**
- 77 **Other broker or agent - Specify ↴**

0601

20 CLASS OF CUSTOMER

A. As a general business practice, did this establishment sell to household consumers and individual users in 2012?

- 0251 Yes
- 0252 No

B. Were 75% or more of this establishment's sales to retailers/wholesalers/distributors for resale in 2012?

- 0256 Yes
- 0257 No

C. Did this establishment require proof of business or professional license from new customers in 2012?

- 0276 Yes
- 0277 No

CONTINUE WITH **20** ON PAGE 7

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HOW TO REPORT PERCENTS		2012				
		Estimates are acceptable. Report dollars OR percents.				
		\$ Bil.	Mil.	Thou.	Dol.	Percent
If figure is 38.76% of total sales:		Report whole percents			3 9	

22 DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE
(Report sales for each product line sold by this establishment, either as a dollar figure or as a whole percent of total sales reported in 5, line A. Include the value of merchandise marketed under capital, finance, or full payout leases, and rental receipts derived from merchandise under operating leases. See HOW TO REPORT DOLLAR FIGURES on page 2 and HOW TO REPORT PERCENTS above. Do not combine data for two or more lines.)

Description of sales, shipments, receipts, or revenue	Cen- sus use	2012				
		Estimates are acceptable. Report dollars OR percents.				
		\$ Bil.	Mil.	Thou.	Dol.	Percent
0723	0720	0721				0722
1. New and used automobiles, motorcycles, and trailers						
a. New automobiles	10111					
b. Used automobiles	10112					
c. Motorcycles	10113					
d. Utility trailers	10114					
e. All-terrain vehicles (ATVs), snowmobiles, motor scooters, mopeds, and other motorized recreational-use vehicles	10115					
f. Sum lines 1a through 1e	10100					
2. Light trucks and truck bodies, 14,000 lb. or less, including vans, cargo vans, and SUVs						
a. New light trucks and SUVs	10131					
b. New light truck, van, and SUV bodies	10134					
c. Used light trucks and SUVs	10132					
d. New and used vans and cargo vans	10133					
e. Sum lines 2a through 2d	10130					
3. Medium trucks, truck bodies, and tractors, 14,001 lb. to 33,000 lb.						
a. New medium trucks and tractors	10141					
b. New medium truck bodies	10143					
c. Used medium trucks and tractors	10142					
d. Sum lines 3a through 3c	10140					
4. Heavy trucks, truck bodies, trailers, and road tractors, more than 33,000 lb.						
a. New heavy trucks	10151					
b. New heavy truck tractors	10152					
c. New truck trailers	10153					

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CONTINUE WITH 22 ON PAGE 9

CONTINUE ON PAGE 9

If not shown, please enter your 11-digit Census File Number (CFN) from the mailing address.

22 DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE - Continued

Description of sales, shipments, receipts, or revenue	Census use	2012				
		Estimates are acceptable. Report dollars OR percents.				
		\$ Bil.	Mil.	Thou.	Dol.	Percent
0723	0720	0721				0722
4. Heavy trucks, truck bodies, trailers, and road tractors, more than 33,000 lb. - Continued						
d. New heavy truck bodies	10154					
e. Used heavy trucks, tractors, and trailers	10155					
f. Sum lines 4a through 4e	10150					
5. Buses, campers, and motor homes						
a. Buses	10121					
b. Motor homes, travel trailers, and campers	10122					
c. Sum lines 5a and 5b	10120					
6. Transportation equipment, including golf carts	12630					
7. New and rebuilt automotive and trailer parts and supplies <i>(Report parts installed in repair work on line 19b.)</i>						
a. Automotive batteries	10211					
b. Complete engines	10212					
c. Electrical engine parts, including ignition parts	10213					
d. Brake parts, including fluid and all disk and drum parts	10214					
e. Exhaust system parts	10215					
f. Automotive glass	10216					
g. Hoses, belts, gaskets, and wiper blades	10217					
h. Filters, including oil, air, gas, and transmission	10218					
i. Engine parts, excluding electrical parts	10219					
j. Body parts and repair materials	10221					
k. Suspension parts, including shocks, struts, and ball joints	10222					
l. Automotive accessories, excluding car stereos and CD players	10224					
m. Other automotive parts and supplies, including wheels	10223					
n. Sum lines 7a through 7m	10200					
8. Used automotive parts, accessories, and equipment	10240					
9. Automotive chemicals, including polishes and cleaners, fuel and oil additives, and antifreeze	15347					

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CONTINUE WITH 22 ON PAGE 10

CONTINUE ON PAGE 10

22 DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE - Continued

Description of sales, shipments, receipts, or revenue	Cen- sus use	2012				
		Estimates are acceptable. Report dollars OR percents.				
		\$ Bil.	Mil.	Thou.	Dol.	Percent
0723	0720	0721				0722
10. Tires and tubes						
a. New automobile tires and tubes	10311					
b. Re-treaded and used automobile tires and repair materials	10312					
c. New truck and bus tires, including industrial, off-road, and farm tractor tires	10313					
d. Re-treaded and used truck and bus tires and repair materials, including industrial, off-road, and farm tractor tires	10314					
e. Sum lines 10a through 10d	10300					
11. Car stereos, tape players, and CD players	11519					
12. Refined petroleum products, excluding liquefied petroleum (LP)	15400					
13. Communications equipment and supplies	11650					
14. Construction, forestry, and mining machinery and equipment, including parts and attachments	12100					
15. Farm machinery, equipment, and parts	12200					
16. General-purpose industrial machinery, equipment, and parts	12320					
17. Miscellaneous commodities - <i>Specify</i> ↴						
a. _____	19811					
b. _____	19812					
c. _____	19813					
18. Rental and operating lease receipts	19940					
19. Service receipts and labor charges, including installed parts						
a. Labor charges for repair work	19701					
b. Parts installed in repair work	19702					
c. Other service receipts and labor charges - <i>Specify</i> ↴						
_____	19703					
d. Sum lines 19a through 19c	19700					
20. Receipts for machine shop job work, including receipts for custom built, rebuilt, or repaired parts	19980					
21. Receipts for service contracts	19720					
22. TOTAL (Should equal 5 , line A if reporting in dollars.)	19990					1 0 0

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If not shown, please enter your 11-digit Census File Number (CFN) from the mailing address.

23 Not Applicable.

24 SHIPPING AND HANDLING

A. Did this establishment have any receipts from customers for shipping and handling of merchandise in 2012?

0981 Yes - Go to line B

0982 No - Go to **25**

2012			
Estimates are acceptable			
\$ Bil.	Mil.	Thou.	Dol.

B. Receipts of this establishment from customers for shipping and handling of merchandise 0985

C. Are receipts for shipping and handling included in sales and receipts (reported in **5**, line A)?

0988 Yes

0989 No

25 Not Applicable.

26 SPECIAL INQUIRIES

A. EMPLOYMENT BY PRIMARY FUNCTION

*(List the number of employees reported in **7**, line A, by the employee's primary function.)*

1. Selling 1131

2. Sales support - including office, clerical, warehousing, customer service, maintenance employees, and drivers 1132

3. General support of other establishments in your company - including central administrative, accounting, research, and other support employees 1133

4. Packaging 1135

5. Production - including employees who manufacture products from raw materials or semi-finished products *(Report 'knockdown' assembly employees on line 6 below.)* 1136

6. 'Knockdown' assembly - assembling prefabricated components designed for a single application or reassembly of completed products 1134

7. Other - Specify **7**

0837 1137

8. TOTAL *(Add lines 1 through 7. Total should equal **7**, line A.)* 1138

Census use	2012			
	Paid employees			
1131				
1132				
1133				
1135				
1136				
1134				
1137				
1138				

B. PERCENT OF DROP SHIPPED SALES

Percentage of sales (reported in **5**, line A) that were drop shipped and did not enter this establishment 1111

2012	
Whole percent of sales and receipts	
	%

CONTINUE WITH **26** ON PAGE 12

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26 SPECIAL INQUIRIES - Continued

C. PURCHASE OF CONTRACT MANUFACTURING

1. Did this establishment **purchase** contract manufacturing services from other companies or foreign plants of your company in 2012?

Include:

- Products for which the manufacturing (i.e., transforming or otherwise processing materials or components based on specifications provided by your company) was outsourced to other companies.
- Products for which the manufacturing was performed by your company's foreign plants.

Exclude:

- Services for packaging and assembling.
- Purchases of merchandise for resale (sale of products bought and sold without further processing or transformation).

1011 Yes - Go to line 2

1012 No - Go to **30**

2. Report the costs incurred by this establishment for contract manufacturing purchased in 2012 1013

3. Report the value of sales, shipments, receipts, or revenue generated in 2012 from products whose purchases were reported as contract manufacturing costs in line 2 1015

2012			
\$ Bil.	Mil.	Thou.	Dol.

27-29 Not Applicable.

REMARKS (Please use this space for any explanations that may be essential in understanding your reported data.)

30 CERTIFICATION - This report is substantially accurate and was prepared in accordance with the instructions.

Is the time period covered by this report a calendar year?

Yes

No - Enter time period covered →

FROM	Month	Year	TO	Month	Year

Name of person to contact regarding this report

Title

Telephone

Area code	Number	Extension

Fax

Area code	Number

E-mail address

Date completed →

Month	Day	Year

Thank you for completing your 2012 ECONOMIC CENSUS form.
PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS AND RETURN THE ORIGINAL.

42301127

