

2012 ECONOMIC CENSUS GUAM

INFORMATION SHEET

Need help or have questions about filling out the form?

Visit census.gov/econhelp

or **Call** 1-671-475-7057, between 8:00 a.m. and 6:00 p.m.,
Eastern time, Monday through Friday.

Please reference your 11-digit Census File Number (CFN) printed
on each form with all communications.

GENERAL INSTRUCTIONS

- Please report information for each establishment owned or controlled by the company or organization. If the company or organization has multiple locations and an Ownership and Control flyer was included in your mailing package, please complete the enclosed flyer. If your mailing package does not include this flyer and separate report forms are not provided for each establishment, visit www.census.gov/econhelp or call 1-800-233-6136 between 8:00 a.m. and 6:00 p.m., Eastern time, Monday through Friday, to request additional report forms.
- This report form should cover calendar year 2012. If book figures are not available, **estimates are acceptable**. However, if the accounting fiscal year is different from the calendar year, fiscal year figures will be acceptable for all items except payroll (calendar year figures for payroll should be available from the Internal Revenue Service (IRS) Form 941-SS, Employer's Quarterly Federal Tax Return). Indicate in item **30** the exact dates covered.
- If an establishment stopped operating before January 1, 2012, indicate action and date in item **3**, mark "X" the box to indicate "none" in item **4**, and continue to item **30**.
- If an establishment was closed, sold, or leased to another company or organization during 2012, complete the report form for the portion of 2012 that the establishment was operating as part of your company or organization.
- Sales, shipments, receipts, or revenue and payroll data should be rounded to the nearest thousand dollars as illustrated on the report form.
- If there are any questions or if any communication regarding this report form is necessary, reference the 11-digit Census File Number (CFN) shown in the mailing address.
- Please photocopy each completed report form for your records and return the originals.
- Public reporting burden for this collection of information is estimated to average thirty 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 0607-0937, 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 0607-0937" as the subject.

- You are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget (OMB). The OMB eight-digit number appears in the upper right corner of the report form.

INSTRUCTIONS FOR SELECTED ITEMS

2. PHYSICAL LOCATION

Answer all sections of item **2 (A through C)** even if the mailing address shown is correct.

3. OPERATIONAL STATUS

Mark "X" the **ONE** box that best describes the operational status of the establishment at the **end of 2012**.

- **In operation** – The establishment was open and actively conducting business on December 31, 2012.
- **Temporarily or seasonally inactive** – Although not conducting business at the end of 2012, the establishment will eventually reopen and conduct business under the same Employer Identification Number (EIN). Examples include businesses or establishments that temporarily close for remodeling. Complete all items on the form for the portion of 2012 during which the establishment was active.
- **Ceased operation** – The establishment has gone out of business or closed and does not plan to reopen. Provide the **month, day, and year** that the establishment ceased operation. Complete all items on the form for the portion of 2012 during which the establishment was in operation.

- **Sold or leased to another operator** – The establishment was sold or leased to another company or organization. Provide the **month, day, and year** that the change occurred and indicate the name, address, and EIN of the new owner or operator. Complete all items on the form for the portion of 2012 prior to the change in operator.

- **Other status** – The establishment's operational status at the end of 2012 is not accurately described above. Please specify a description of the establishment's operational status in the space provided.

5. SALES, SHIPMENTS, RECEIPTS, OR REVENUE

Include:

- Gross receipts for merchandise sold, services provided, products shipped, and construction work done.
- Amounts received for work even though work may have been subcontracted to others.
- Commissions, fees, and other operating income for industries operating on a commission basis, such as travel agencies and advertising agencies.
- Actual sales value of the products sold rather than commissions received for **retailers** and **wholesalers** selling merchandise on a consignment or commission basis.
- Receipts for delivery, installation, maintenance, repair, alteration, storage, and other services.

Exclude:

- Sales taxes or other taxes collected directly from customers and paid directly to a Federal or local tax agency.
- Gross sales and receipts of departments or concessions operated by other companies at the establishment.
- Commissions from vending machines operated by others.

6. E-COMMERCE SALES, SHIPMENTS, RECEIPTS, OR REVENUE

E-commerce transactions are transactions completed over an Internet, electronic mail, Extranet, Electronic Data Interchange (EDI) network, or other online system.

Include:

- Sales, shipments, receipts, or revenue generated as a result of e-commerce transactions or agreements negotiated online, including electronic mail (e-mail), between the customer and this establishment on the price and/or terms of transfer of goods or services.
- Online sales of goods or services, regardless of whether payment is made online.
- Commissions or fees from the use of online services (e.g., computerized reservation systems, financial transaction processing systems, etc.) where the order or contact was negotiated online.

- Commissions or fees from selling or from facilitating the sale of third party products (e.g., click-throughs on advertisements or referral fees) through the establishment's website.
- Sales generated from telephone transactions using interactive voice response systems.
- Shipping and handling receipts for online orders.

Exclude:

- Online payments from customers where the order or contract was **not** negotiated online.
- Commissions or fees from the use of online services (e.g., computerized reservation systems, financial transaction processing systems, etc.) where the order or contract was not negotiated online.
- Commissions or fees from the provision of telecommunications and related infrastructure systems (e.g., data transfer, Web hosting, Internet access, etc.) where the order or contract was **not** negotiated online.
- Sales from goods or services placed over facsimile machines or switched telephone networks.

7. EMPLOYMENT AND PAYROLL

A. Number of paid employees

Report number of paid employees for pay period including March 12, 2012.

If employees worked at more than one location, report employment and payroll for employees at the ONE location where they spent most of their working time.

Include:

- All full- and part-time employees working at this establishment whose payroll was reported on Internal Revenue Service Form 941-SS, Employer's Quarterly Federal Tax Return, or Form 944-SS, Employer's Annual Federal Tax Return, and filed under the Employer Identification Number (EIN) shown in the mailing address or corrected in 1.
- Non-resident workers, whether or not FICA taxes were withheld
- Salaried officers and executives of a corporation.
- Employees on paid sick leave, paid vacations, and paid holidays.

Exclude:

- Temporary staffing obtained from a staffing service.
- Employees of departments or concessions operated by other companies at this establishment.
- 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.
- Agriculture workers from fruit or vegetable canning or freezing plants with farms associated with their operations.
- Fishing crews from fish canning, freezing, or packaging plants with fishing operations associated with the plant.
- Proprietors or partners of an unincorporated business.
- Unpaid family members.

B. Payroll

Include:

- Wages, salaries, tips, vacation allowances, bonuses, commissions, and other compensation paid to employees during 2012, whether or not subject to income or FICA tax.
- Salaries of officers and executives of a corporation.
- Employee contributions to qualified pension plans.

Exclude:

- Payments to or withdrawals by proprietors or partners of an unincorporated business.
- Annuities or supplemental unemployment compensation benefits, even if income tax was withheld.
- Payrolls of departments or concessions operated by other companies at the establishment.
- Employer's cost for fringe benefits.

C. Fringe benefits

Include:

- Legally required fringe benefits (employer payments for Social Security, Medicare, unemployment compensation, workmen's compensation, and local disability programs, if required). Also include any legally required fringe benefits under non FICA regulations
- Voluntarily provided fringe benefits (payments for life insurance, medical insurance, pensions, welfare benefits, and union-negotiated benefits).

9. INVENTORIES

B. Total inventories

Report the value of inventories the establishment owned on December 31, 2012 and on December 31, 2011. Exclude the value of inventories held at the establishment but owned by others.

Report inventories using current cost (if using LIFO method of evaluation, adjust to obtain FIFO or current cost).

C. Stage of fabrication

If the establishment had inventories by stage of fabrication on December 31, 2012 and on December 31, 2011, report inventories by stage of fabrication by completing lines 1 through 3.

The sum of lines 1 through 3 for each year should equal the total amount for that year reported in line **B**.

12. LEGAL FORM OF ORGANIZATION

Mark with an "X" the legal form of organization that best describes the establishment at the end of 2012

13. CAPITAL EXPENDITURES AND DEPRECIATION EXPENSES

A. Capital expenditures

Report expenditures made during 2012 to purchase structures and equipment that are chargeable to the fixed assets accounts and for which depreciation accounts are maintained. Also include the cost of structures and equipment acquired as the lessee under capital lease agreements entered into during 2012.

B. Depreciation expenses

Report depreciation and amortization charged during 2012 in line A, against tangible and intangible assets (such as patents or copyrights). Include the depreciation of fixed assets for which depreciation accounts are ordinarily maintained.

16. SELECTED EXPENSES

A. Operating expenses

Report total operating expenses for 2012.

Include:

- Total annual payroll reported in item 7
- Employer's cost for fringe benefits reported in item 7
- Stamps, taxes, and license fees
- Equipment which was expensed (rather than capitalized) during 2012
- Depreciation and amortization charges in 2012, including depreciation charges on equipment obtained through a capital or full payout lease, or on equipment rented to others through an operating lease
- Lease and rental payments made in 2012 for equipment leased under an operating lease
- Advertising services and expenses
- Commissions paid to others
- Office supplies, postage, and shipping and packaging materials and expenses
- Cost of legal services, data processing, and other contract work performed by others

- Telephone and other purchased communication services
- Other expenses such as insurance, storage, repairs, bad debt, theft, and damage losses

Exclude:

- Purchase of goods for resale
- Income taxes
- Sales and other taxes collected directly from customers and paid directly to a federal or local tax agency
- Interest expenses (except for Banking establishments, etc., for which interest is an operating expense)
- Capital expenditures
- Bad debt
- Payments to or withdrawals by proprietors and partners of an unincorporated firm.
- Lease payments for merchandise obtained through capital, finance or full payout leases.

B. Net purchases of merchandise for resale

Report the total cost of all merchandise purchased for resale, net of returns, allowances, and trade and cash discounts (including amounts allowed for trade-ins) to which this establishment took title in 2012 whether or not payment was made in 2012. If possible, exclude purchases of containers, wrappings, packaging and selling supplies.

Include:

- Merchandise to which this establishment took title in 2012, whether or not payment was made in 2012
- Raw and finished goods
- Cash and credit purchases
- Merchandise in transit to this establishment or to a customer to which the establishment has taken title
- Amounts allowed for trade-ins
- Freight, delivery, and other transportation costs
- Import duties (if paid separately)
- The cost of purchased services that were resold
- Merchandise sold by this establishment from the inventory of other establishments of the firm
- Parts and supplies used in repair work or other service type activities

Exclude:

- Expenditures for supplies, equipment, and parts purchased for the company's own use
- Tax and stamps.

- Merchandise to which this establishment never took title

- Sales and other taxes collected directly from customers and paid directly to a federal or local agency

C. Interest

Report short-term and long-term interest paid in 2012.

19. KIND OF BUSINESS

Choose the **ONE** kind of business that best describes the establishment in 2012. If none of the provided selections seem appropriate, mark "X" the box next to "Other business or activity," at the end of item **19** and provide a specific description of the primary business activity.

20. CLASS OF CUSTOMER

A. Percent of sales and receipts generated from exports

Estimate the percentage of sales and receipts generated from exports, **NOT THE PERCENTAGE OF TRANSACTIONS**.

Include:

- Exports to foreign countries
- Exports to the United States and US territories

B. Percent of total sales by class of customer

For each type of customer that this establishment serves, enter the percentage of the establishment's total sales reported in item %, excluding the exports reported in line **A**. The sum of the percentages entered should equal 100%.

27. OWNERSHIP

A. Citizenship

Citizenship is determined by "Majority Ownership", which is defined as ownership of more than 50% of a company's rights, claims, interest, or stock.

B. Gender

Gender of majority ownership of the establishment in 2012 as defined in line **A** above.