



2011 ANNUAL SERVICES REPORT

FORM

SA-51710E

(11-22-2011)

Due Date

Need help or have questions?

Call 1-800-772-7851
(8:30 a.m. - 5:00 p.m. ET, M-F)
or

Visit census.gov/econhelp/sas

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.

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

Return via Internet:

census.gov/econhelp/sas

Username:

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Return via Mail:

U.S. Census Bureau
1201 East 10th Street
Jeffersonville, IN 47134-0001

To view Survey Results:

census.gov/services

GENERAL INSTRUCTIONS

Throughout this survey, any reference to **"this firm"** is referring to the EIN that is printed in the mailing address area or the new EIN that was provided as a response in **2**. Any responses related to "this firm" should only include data for the EIN referenced.

- Any significant change in this firm's operations should be noted in **17**.
- For establishments sold or acquired in 2011 or 2010, report data only for the period the establishments were operated by this firm.
- Estimates are acceptable if book figures are not available.
- Enter "0" where applicable.
- Do not combine data for two or more detailed lines.
- Report data on an accrual basis, except for payroll.
- Dollars should be rounded to the nearest dollar.
- If a figure is \$1,030,280,456 it should be reported as →

Bil.	Mil.	Thou.	Dol.
1	030	280	456

Include:

- Data for all Services establishments (excluding data for Retail, Wholesale, Manufacturing, Mining, and Construction operations) operating under the EIN printed in the mailing address area.
- Data for auxiliary facilities primarily engaged in supporting services to those establishment(s) such as warehouses, garages, central administrative offices, and repair services.

51710010



1 SURVEY COVERAGE

Did this firm provide the business activities described below?

Yes

No - Specify this firm's business activity ↴

2 FEDERAL EMPLOYER IDENTIFICATION NUMBER (EIN)

Does this firm report payroll under EIN

Yes

No - Enter current 9-digit EIN **AND** date payroll was first reported for this EIN

EIN (9 digits)								
					-			
Month			Day			Year		

51710028



3 ORGANIZATIONAL CHANGE

A. Did this firm experience any acquisitions, sales, mergers, and/or divestitures in 2011 or 2010?

Yes

No - Go to **4**

B. Which of the following organizational changes occurred in 2011 or 2010?

Check all that apply. If more than one organizational change occurred during the reporting period, explain in **17**.

Acquisition

Sale

Merger

Divestiture

Date of organizational change

Month	Day	Year

AND

Enter detailed information below ↴

Name of company		EIN (9 digits)		
			-	
Address (Number and street, P.O. Box, etc.)				
City, town, village, etc.		State	ZIP Code	
				-

4 REPORTING PERIOD

What time period is covered by the data provided in this report?

Calendar year

Fiscal or partial year - Report beginning and ending dates

2011			2010		
Beginning Date			Beginning Date		
Month	Day	Year	Month	Day	Year
Ending Date			Ending Date		
Month	Day	Year	Month	Day	Year

5 Not Applicable.

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6 SALES, RECEIPTS, OR REVENUE

What were the revenues for this firm in 2011 and 2010?

Include:

- Report gross billings, **except** where noted elsewhere on the form.
- Dues and assessments from members and affiliates.
- Amounts received for work subcontracted to others.
- For locations that were sold or acquired during a year, only report for the periods that this firm operated the locations.
- Revenue from services performed by domestic locations of foreign parent firms, subsidiaries, branches, etc.
- E-commerce revenue.

Exclude:

- Transfers made within the company.
- Taxes collected directly from customers or clients and paid directly to a local, state, or federal tax agency.
- Rents from and revenue of separately operated departments, concessions, etc., which are leased to others.
- Commissions from vending machine operators.
- Revenue of foreign subsidiaries (those located outside the U.S., i.e., outside the 50 states, District of Columbia, U.S. Commonwealth Territories, or U.S. Possessions).

1. Fixed Services

a. Fixed local telephony - Providing access to the public switched telephone network (PSTN) for the transmission and switching of voice, data, and video within and between local calling areas, where the call is made from a fixed location. **Include** basic service connection fees; revenue from extended areas; local private lines; public telephone services provided with the basic service area; and fixed local calling features such as directory assistance, caller identification, call forwarding, and call waiting

b. Fixed long-distance telephony - Providing outbound or inbound calls made from a fixed customer location where the call is paid for by the caller or the recipient and the call transmits beyond the basic service area. **Include** international call originating in the United States, any charges for operator assistance or special billings directly related to these calls

c. Fixed all distance telephony (no distinction between local or long distance) - Transmission and switching of voice, data, and video over the public switched telephone network (PSTN), where the call is made from a fixed customer location and where the charges are not distance sensitive

2011				2010			
\$ Bil.	Mil.	Thou.	Dol.	\$ Bil.	Mil.	Thou.	Dol.

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CONTINUE WITH 6 ON PAGE 5

6 SALES, RECEIPTS, OR REVENUE - Continued

	2011				2010			
	\$ Bil.	Mil.	Thou.	Dol.	\$ Bil.	Mil.	Thou.	Dol.
2. Other Telecommunications Services - Continued								
i. Repair and maintenance services for telecommunications equipment - Repair and maintenance of telecommunications equipment, facilities, and related products on or off a customer's premises. Include initial telephones, modems, multi-plexers, earth stations, etc.								
3. Other Operating Revenue								
a. Basic programming package - Providing subscriber access to a basic range of programming services generally for a monthly fee. Include initial connection to network or reconnection to the network charges								
b. Premium programming package - Providing subscriber programming services in addition to those included in the basic package for a fee separate from, and in addition to, the basic monthly fee								
c. Pay-per-view - Providing subscribers the ability to view a specific program (movie or event) from his/her home for a fee separate from, and in addition to, the monthly fee for basic or discretionary programming packages								
d. Air time - Providing television air time to clients for broadcasting both advertising content and program content, on television stations and networks and on cable and other subscription television program systems								
e. Rental and reselling services for program distribution equipment - Renting and retailing equipment necessary to receive programming packages via a program distribution network								
f. Installation services for connections to program distribution networks - Installing cable on the customer premises and/or installing outlets to connect to the program distribution network								
g. Website hosting services - Providing the infrastructure to host a customer's website and related files								
h. All other operating revenue - Revenue not reported in lines 1a through 3g. If this item is greater than 20% of the total operating revenue, specify the primary source of the revenue below ↴								
4. TOTAL OPERATING REVENUE <i>Sum of lines 1a through 3h</i>								

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7 SALES TAX

A. Did this firm collect any sales taxes in 2011 or 2010?

Yes

No - Go to **8**

B. What were the total sales taxes collected in 2011 and 2010?

Exclude excise taxes

2011				2010			
\$ Bil.	Mil.	Thou.	Dol.	\$ Bil.	Mil.	Thou.	Dol.

8 E-COMMERCE

E-commerce is the sale of goods and services where the buyer places an order, or the price and terms of the sale are negotiated, over an Internet, mobile device (M-Commerce), extranet, EDI network, electronic mail, or other comparable online system. Payment may or may not be made online.

A. Did this firm have any e-commerce revenue in 2011 or 2010?

Yes

No - Go to **11**

B. What was the total e-commerce revenue in 2011 and 2010?

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2011				2010			
\$ Bil.	Mil.	Thou.	Dol.	\$ Bil.	Mil.	Thou.	Dol.

9 and 10 Not Applicable.

51710077



11 CLASS OF CUSTOMER

Total Revenue

A. What percentage of sales, receipts, or revenue reported in 6 was received from the following classes of customers in 2011 and 2010?

1. Household consumers and individual users

2. Business firms, not-for-profit organizations, and Government (Federal, state, and local) +

Percent 2011		Percent 2010	
	%		%
	%		%
100	%	100	%

Fixed Local Telephony

B. What percentage of fixed local telephony revenue reported in 6, line 1a, was received from the following categories?

1. Household consumers and individual users

2. Business firms, not-for-profit organizations, and Government (Federal, state, and local) +

Percent 2011		Percent 2010	
	%		%
	%		%
100	%	100	%

Fixed Long-distance Telephony

C. What percentage of fixed long-distance telephony revenue reported in 6, line 1b, was received from the following categories?

1. Household consumers and individual users

2. Business firms, not-for-profit organizations, and Government (Federal, state, and local) +

Percent 2011		Percent 2010	
	%		%
	%		%
100	%	100	%

Subscriber Line Charges

D. What percentage of subscriber line charges revenue reported in 6, line 2c, was received from the following categories?

1. Household consumers and individual users

2. Business firms, not-for-profit organizations, and Government (Federal, state, and local) +

Percent 2011		Percent 2010	
	%		%
	%		%
100	%	100	%

12 and 13 Not Applicable.

51710085



14 OPERATING EXPENSES

What were the operating expenses for this firm in 2011 and 2010?

Exclude:

- Transfers made within the company.
- Capitalized expenses.
- Interest.
- Bad debt.
- Impairment.
- Income tax.

Gross annual payroll

Include salaries and wages, commissions, dismissal pay, bonuses, employee contributions to Social Security, income tax withholding, union dues, group insurance premiums, savings bonds, cash equivalent in-kind, allowances, holiday pay, vacation pay, sick leave, stock purchase plans, and employee contributions to pension plans. **Exclude** the cost of leased employees, employer's cost for fringe benefits, and temporary staff obtained from temporary help services. For unincorporated businesses, **exclude** profit or other compensation of proprietors or partners.

All other operating expenses

Include travel and entertainment; postage, shipping or delivery services; warehousing and storage services; royalties; security services; janitorial and grounds maintenance services; purchased transportation with operators; and other expenses not reported elsewhere.

1. Personnel Costs

a. Gross annual payroll - Total annual Medicare salaries and wages for all employees as reported on this firm's IRS Form 941, Employer's Quarterly Federal Tax Return, line 5(c) for the four quarters that correspond to the survey period or IRS Form 944 Employer's Annual Federal Tax Return, line 4(c). **Include** the spread on stock options that are taxable to employees as wages

b. Employer's cost for fringe benefits - Employer's cost for legally required programs and programs not required by law. **Include** insurance premiums for hospital plans, medical plans, and single service plans (e.g., dental, vision, prescription drugs); premium equivalents for self-insured plans and fees paid to third-party administrators (TPAs); defined benefit pension plans; defined contribution plans (e.g., profit sharing, 401K, stock option plans); and other fringe benefits (e.g., Social Security, workers' compensation insurance, unemployment tax, state disability insurance programs, life insurance benefits, Medicare). **Exclude** employee contributions

c. Temporary staff and leased employee expense - Total costs paid to Professional Employer Organizations (PEOs) and staffing agencies for personnel. **Include** all charges for payroll, benefits, and services

2. Expensed Materials, Parts, and Supplies (not for resale)

a. Expensed equipment - Expensed computer hardware and other equipment (e.g., copiers, fax machines, telephones, shop and lab equipment, CPUs, monitors). Report packaged software in line **3a**. Report leased and rented equipment in line **3c**

2011				2010			
\$ Bil.	Mil.	Thou.	Dol.	\$ Bil.	Mil.	Thou.	Dol.

51710093



14 OPERATING EXPENSES - Continued

	2011				2010			
	\$ Bil.	Mil.	Thou.	Dol.	\$ Bil.	Mil.	Thou.	Dol.
2. Expensed Materials, Parts, and Supplies (not for resale) - Continued								
b. Expensed purchases of other materials, parts, and supplies - Materials and supplies used in providing services to others; materials and parts used in repairs; office and janitorial supplies; small tools; containers and other packaging materials; and motor fuels . . .								
3. Expensed Purchased Services								
a. Expensed purchases of software - Purchases of prepackaged, custom coded, or vendor customized software. Include software developed or customized by others, web-design services and purchases, licensing agreements, upgrades of software, and maintenance fees related to software upgrades and alterations								
b. Purchased electricity and fuels (except motor fuels) - If the cost of electricity and heating fuels (e.g., natural gas, propane, oil, coal) are included in lease or rental payments, report in line 3c								
c. Lease and rental payments - For land, buildings, offices, structures, machinery, equipment, and other tangible items. Include lease and rental of transportation equipment without operators and penalties incurred for broken leases. Exclude capital and financing lease agreements and licensing/leasing of software								
d. Purchased repair and maintenance - Include expensed repair and maintenance to buildings and integral building components (e.g., elevators, heating and cooling systems), structures, offices, machinery, vehicles, equipment, and computer hardware. Exclude materials, parts, and supplies used for repair and maintenance performed by this firm's employees. Report janitorial and grounds maintenance services in line 4f								
e. Purchased advertising and promotional services - Include marketing and public relations services								
4. Other Operating Expenses								
a. Access charges - Payment for access to the local loop. Firms providing cellular phone service, report interconnection fees here. Include fees for leased facilities access charges paid to foreign companies for international calls originating in the United States								
b. Universal service contributions (USC) and other similar charges - Payments to state and federal governments to support universal funds for services for local and independent providers								
c. Program and production costs - Include talent and music license fees, the value of bartered programming, and all other costs of programming and production. Exclude capitalized costs								

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CONTINUE WITH 14 ON PAGE 11

