

2013 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SURVEY INSTRUCTIONS AND INDUSTRY CATEGORY CODES

INTRODUCTION

This manual provides instructions, definitions, and codes to assist you in completing your Information and Communication Technology (ICT) Survey report form. Data from this survey will be used to assess future productivity and economic growth prospects. In addition, the data will provide improved source data significant to the investment component of Gross Domestic Product, capital stock estimates, and capital flow tables.

This form collects capitalized and noncapitalized expenditures for information and communication technology equipment and software only.

BURDEN HOUR ESTIMATE

Public reporting burden for this collection of information is estimated to range from 1 to 21 hours, averaging 1.7 hours per response, including 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 to:

Paperwork Project 0607-0909, U.S. Census Bureau, 4600 Silver Hill Road, AMSD-3K138, Washington, DC 20233. You may email comments to Paperwork@census.gov; use "Paperwork Project 0607-0909" as the subject.

GENERAL INSTRUCTIONS

Survey Scope – This survey collects expenditure data for nonfarm companies, organizations, and associations operating within the United States. Information for agricultural production operations should be excluded. However, companies performing agricultural services are included. **Information for churches, nonprofit organizations, and organizations that are government owned but privately operated should be included.**

Reporting Entity – Report for all **domestic** operations of your enterprise, including subsidiaries, divisions and discontinued operations that are being held for sale. For this report, the terms enterprise and company are used interchangeably. An enterprise is a business, service, or membership organization consisting of one or more establishments under common ownership or control. It includes all establishments of subsidiary companies, where there is more than 50 percent ownership, as well as establishments of firms which the enterprise has the power to direct or cause the direction of management and policies. **If another domestic company owns more than 50 percent of the voting stock of your company or has the power to direct or cause the direction of your management and policies, then please note this in "Remarks" section on the last page of the form. Holding companies should report for the entire corporation, including all subsidiaries under their ownership.** If you are

unable to consolidated records for the entire company or have any reporting questions, please call **1-800-528-3049**. This report form will be used by companies having activity in one or more industries; therefore, not all items will apply to all companies. For purposes of this survey, exclude data for Puerto Rico, the Virgin Islands, and U.S. Territories.

Survey Period – Report data for the calendar year 2013. If calendar year book figures are not available except at considerable cost, reasonable estimates are acceptable. If you cannot provide reasonable estimates on a calendar basis, fiscal year data will be accepted. Indicate on page 10 of the ICT-1(Long), page 8 of the ICT-1(M) form, or page 6 of the ICT-1(S) form the exact dates the data represent if they are not for the calendar year. If fiscal data are used and your fiscal period ends in January, February, or March, report for the fiscal year ending in 2014. Otherwise, report for the fiscal year ending in 2013.

Estimates Are Acceptable – The data requested on this report form may not correspond to your company's accounting records. If you cannot answer a question from your company records, please provide carefully prepared estimates. If your company did not have any ICT expenditures for the 2013 reporting period, enter "0" in the appropriate cell(s).

Report dollar values rounded to thousands.

	Bil.	Mil.	Thou.
Example: If figure is \$1,179,125,628.00 report	1	1 7 9	1 2 6

Mergers/Acquisitions and Discontinued Operations – Such events occurring during the period covered by this report require special attention.

(a) If your enterprise merged with or acquired another domestic enterprise during the reporting period, include the domestic ICT expenditures made by the merged or acquired enterprise since the date of acquisition. Please furnish the date of the acquisition or merger and the name of the acquired enterprise in the "Remarks" section on the last page of the form.

(b) If your enterprise was acquired by another enterprise during the period covered by this report, please furnish the acquisition date and the name and address of the acquiring enterprise in the ownership information section on the last page, and complete the form for the period of time the enterprise was in operation prior to the acquisition.

(c) Discontinued operations should be treated in the same manner as continued operations. If during the survey year, your enterprise had discontinued operations that were held for sale, report data for the discontinued operations for the period of time the reporting enterprise owned them.

Additional Forms – Photocopies of this form are acceptable. If you require additional forms, call **1-800-528-3049** or write to the **U.S. Census Bureau, ICT Processing, 1201 East 10th Street, Jeffersonville, IN 47132-0001**. Please include your 11-digit Census ID Number located on the first line of the mailing address.

Filing the Report Form – Return your completed report form in the pre-addressed envelope. If you are not using the pre-addressed envelope, return your report form to the **U.S. Census Bureau, 1201 East 10th Street, Jeffersonville, IN 47132-0001** or fax to **1-800-438-8040**. Make a copy of the completed report form for your company records.

Electronic Reporting – To complete this survey online go to the following address: econhelp.census.gov/icts. Use your User ID and Password to login. **Your User ID and Password are located on the front page of the survey form.** Should you have any questions regarding electronic reporting, please call **1-800-528-3049**.

Filing Extensions – If you cannot complete the survey by the due date shown on the cover page of the report form, you may request an extension of time by writing to the address below (include your 11 digit ID):

U.S. Census Bureau
1201 East 10th Street
Jeffersonville, IN 47132-0001 or call: **1-800-528-3049**

Legal Authority and Confidentiality of Data – 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 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.

Direct any **QUESTIONS** regarding this report form to the **U.S. Census Bureau, ATTN: Business Investment Branch, Company Statistics Division, Washington, DC 20233-6400** or call **1-800-528-3049**.

INSTRUCTIONS BY ITEM

ITEM 1

INDUSTRY CATEGORY CODES

Review the list of industries printed to the left of the company name and address on the cover page of the report form. Our records show your company operated in these industries during 2013. If there are discrepancies, please add, modify, or delete these industry codes. A complete list of valid industry codes is available beginning on page 5 of this booklet. For each of your company's industries, report the ICT expenditures on a separate page.

Expenditures for equipment and software that serve multiple industries (such as those serving headquarters, regional and divisional offices, and research and development) should be allocated to each industry as deemed appropriate. If expenditures for these assets cannot be allocated to specific industry categories, report the amount of these expenditures as industry code 9900.

ITEM 2

EQUIPMENT EXPENDITURES

(Report Computer Software in Item 3)

COLUMNS

Capitalized Expenditures

Include:

- All capital expenditures during the year for information and communication technology equipment chargeable to asset accounts for which depreciation or amortization accounts are ordinarily maintained;
- Gross additions of information and communication technology equipment during the year to construction-in-progress accounts for projects lasting more than one year, even if the asset was not in use and not yet depreciated;
- Cost of assets acquired under capital leases entered into during the survey year;
- Capitalized interest charges on loans with which capital projects are financed, if consistent with the Statement of Financial Accounting Standards (FAS) Number 34;
- Information and communication technology equipment used in the production and distribution of goods and services or in office functions.

Exclude:

- The cost of maintenance, repairs and supplies charged as current operating expenses;
- Expenditures for information and communication technology equipment by subsidiaries and branches located outside the United States;
- Reductions for retirements, write-downs, sales, subsidies, or other dispositions of existing assets;
- Expenditures for goodwill, patents, or copyrights;
- Payments to others for equipment acquired under operating leases or rented;
- Expenditures for property which is leased to others as part of a capital (full-payout or equity) lease arrangement.

Non-capitalized Purchases

(Excluding purchased computer and communication services and maintenance and repairs)

Note:

- If equipment purchases are included in the cost of a service/maintenance agreement, report only the equipment value in the Non-capitalized Purchases column;
- If you are unable to separately report the equipment value, and the majority of the service/maintenance agreements cost is the equipment purchase, report the entire cost in the Non-capitalized Purchases column.

Include:

- Non-capitalized purchases and upgrades falling below the company's capitalization threshold (dollar and/or useful life);
- Purchases made from grants and government funds.

ITEM 2 Continued**Exclude:**

- Capitalized expenditures charged to asset accounts for which depreciation or amortization accounts are maintained;
- Purchased services such as purchased computer services, purchased data processing services, and purchased communication services;
- Ordinary maintenance and repairs;
- Office supplies and materials;
- Inventory.

Non-capitalized Operating Leases and Rental Payments

(Excluding maintenance and repairs)

Note:

- In multi-year rental agreements, report only the cost for the 2013 reporting period.

Include:

- Payments made in exchange for use of equipment with no transfer of ownership.

Exclude:

- Leases involving transfer of ownership (capital leases);
- Ordinary maintenance and repairs.

EQUIPMENT EXPENDITURES

(Report Computer Software in Item 3)

ROWS

The examples provided are not intended to be an exhaustive list.

311**Computer and Peripheral Equipment**

Mainframes, personal computers, laptops, workstations, terminals, computer servers, printers, plotters, monitors, storage devices, personal digital assistants (PDAs), automatic teller machines (ATMs), point of sale terminals, etc.

Note:

- If networking equipment is included in the cost of computer and peripheral equipment, report only the networking equipment value in row 313 (ICT Equipment, Excluding Computer and Peripheral Equipment); and report computer and peripheral equipment in row 311 (Computer and Peripheral Equipment);
- If you are unable to separately report networking equipment and the majority of the equipment value is computers and peripherals, report the entire cost in row 311 (Computer and Peripheral Equipment).

Exclude:

- Purchased services such as purchased computer services, purchased data processing services, and purchased communication services;
- Ordinary maintenance and repairs;
- Office supplies and materials;
- Inventory;
- Software (report in Item 3).

313**Information and Communication Technology, Equipment, Excluding Computer and Peripheral Equipment**

Central office switching equipment, telephones (wired and wireless) and telephone apparatus, facsimile equipment, bridges, routers, gateways, portable transmitting and receiving antennas, communications satellites, cable television equipment, global positioning system (GPS) equipment, radio and television studio broadcasting equipment, fire detection and alarm systems, intercom systems, etc.

Note:

- If networking equipment is included in the cost of computer and peripheral equipment, report only the networking equipment value in row 313 (ICT Equipment, Excluding Computer and Peripheral Equipment);
- If you are unable to separately report networking equipment and the majority of the equipment value is computers and peripherals, report the entire cost in row 311 (Computer and Peripheral Equipment).

Exclude:

- Purchased services such as purchased computer services, purchased data processing services, and purchased communication services;
- Ordinary maintenance and repairs;
- Office supplies and materials;
- Inventory;
- Software (report in Item 3).

316**Electromedical and Electrotherapeutic Apparatus**

Medical ultrasound equipment, defibrillators, magnetic resonance imaging equipment, electrocardiographs, electromedical endoscopic equipment, etc.

Note:

If this category does not apply to your company, place a "0" in the cells.

Exclude:

- Ordinary maintenance and repairs;
- Inventory;
- Software (report in Item 3).

ITEM 3

COMPUTER SOFTWARE EXPENDITURES (Including Payroll for Developing Software) COLUMNS

Capitalized Purchases and Payroll for Developing Software

Note:

- Capitalized computer software is defined by the criteria in **Statement of Position 98-1. Accounting for the Costs of Computer Software Developed or Obtained for Internal Use.**

Include:

- Capital expenditures for computer software developed or obtained for internal use during the year;
- Costs of materials and services directly related to the development or acquisition of software; payroll and payroll-related costs for employees directly associated with software development and interest costs incurred while developing the software;
- Costs of licensing fees and service/maintenance agreements.

Non-capitalized Purchases and Payroll for Developing Software (Excluding maintenance and repairs)

Note:

- Costs of software developed under contract should only be reported by the purchaser;
- If purchases and/or upgrades are included in the cost of a license or service agreement, report only the purchase and/or upgrade value in the Non-capitalized Purchases and Payroll for Developing Software column and report licenses in the Non-capitalized Software Licensing and Service/Maintenance Agreements column;
- If you are unable to separately report individual purchases and/or upgrades from license or service agreements, report the entire cost in the Non-capitalized Purchases and Payroll for Developing Software column.

Include:

- Purchases and/or upgrades of software (one-time and/or periodic);
- Purchased computer services **only** if they relate to vendor-customized software or adaptation to existing software.

Exclude:

- Payroll related to IT functions other than software development (e.g., help desk);
- Software purchased for duplication and resale without additional alteration or value added;
- Site and seat licenses;
- Ordinary maintenance and repairs to software;
- Inventory.

Non-capitalized Software Licensing and Service/Maintenance Agreements (Including leased software)

Note:

- If purchases and upgrades are included in the cost of a license or service agreement, report only the license and service agreement value in the Non-capitalized Software Licensing and Service/Maintenance Agreements column;

- If you are unable to separately report purchases and/or upgrades from service/maintenance agreements, report the entire cost in the Non-capitalized Purchases and Payroll for Developing Software column;
- For multi-year contracts report only the cost for the 2013 reporting period.

Include:

- Software under operating leases;
- Site and seat licenses;
- Software service/maintenance agreements (purchased annually or otherwise).

Exclude:

- Purchases and/or upgrades of software;
- Inventory;
- Costs already reported in the Non-capitalized Purchases and Payroll for Developing Software column.

SOFTWARE EXPENDITURES (Including Payroll for Developing Software) ROWS

318

Computer Software

(Including Payroll for Developing Software)

- Prepackaged (off-the-shelf), vendor customized, and internally developed software.
- Costs related to software development (for internal use and/or resale) including loaded payroll (salaries, wages, benefits, and bonuses).
- **Exclude** other IT payroll.

Include:

- Prepackaged – software purchased off-the-shelf through retailers or other mass-market outlets;
 - Include payroll for adaptation to existing software;
 - If pre-packaged software was purchased and then altered internally or by a vendor, report both the purchase price and the cost of alteration;
- Vendor customized – software **externally** developed by vendors, customized for your company's use or resale;
- Internally developed software developed by your company's employees for internal use or resale. Include loaded payroll (defined below);
- Loaded Payroll – salaries, wages, benefits, and bonuses related to **all** software development activities. Report these figures in the Capitalized or Non-capitalized Purchases and Payroll for Developing Software column;
 - Exclude stock options.

Exclude:

- Payroll related to IT functions other than software development (e.g., help desk);
- Inventory.

ICT INDUSTRY CATEGORY CODES LIST

INSTRUCTIONS

Use the following industry codes to complete Item 1 as requested on the report form. The North American Industrial Classification System (NAICS) codes are listed for reference only.

INDUSTRY CODE	DESCRIPTION	NAICS CODE(S)	INDUSTRY CODE	DESCRIPTION	NAICS CODE(S)
	Agriculture, Forestry, Fishing and Hunting			Manufacturing – Continued	
1110	Crop and Animal Production	111, 112	3160	Leather and Allied Product Manufacturing	316
1130	Forestry, Logging, Fishing, Hunting, Trapping, and Agricultural Support Activities	113, 114, 115	3210	Wood Product Manufacturing	321
	Mining		3220	Paper Manufacturing	322
2110	Oil and Gas Extraction	2111	3230	Printing and Related Support Activities	323
2121	Coal Mining	2121	3240	Petroleum and Coal Products Manufacturing	324
2122	Metal Ore Mining	2122	3251	Basic Chemical, Resin, Synthetic Rubber, and Fiber Manufacturing	3251, 3252
2123	Nonmetallic Mineral Mining and Quarrying	2123	3253	Pesticide, Fertilizer, and Other Agricultural Chemical Manufacturing	3253
2130	Support Activities for Oil and Gas Operations	213111, 213112	3254	Pharmaceutical and Medicine Manufacturing	3254
2131	Support Activities for Solid Mineral Operations	213113, 213114, 213115	3259	Paint, Adhesive, Soap, and Other Chemical Manufacturing	3255, 3256, 3259
	Utilities		3260	Plastics and Rubber Products Manufacturing (except inflatable boats)	326
2211	Electric Power Generation, Transmission and Distribution	2211	3271	Clay and Glass Products Manufacturing	3271, 3272
2212	Natural Gas Distribution	2212	3279	Cement, Concrete, Lime, Gypsum, and Other Nonmetallic Mineral Product Manufacturing	3273, 3274, 3279
2213	Water, Sewage, and Other Systems	2213	3311	Iron and Steel Mills, Ferroalloy Manufacturing, and Steel Product Manufacturing from Purchased Steel	3311, 3312
	Construction		3313	Nonferrous Metals Production and Processing	3313, 3314
2360	Construction of Buildings	236	3315	Ferrous and Nonferrous Foundries	3315
2370	Heavy and Civil Engineering Construction	237	3320	Fabricated Metal Product Manufacturing	332
2380	Specialty Trade Contractors	238	3331	Agriculture, Construction, and Mining Machinery Manufacturing	3331
	Manufacturing		3332	Industrial, Metalworking, and General Purpose Machinery Manufacturing (Including Laboratory Apparatus)	3332, 3335, 3339
3110	Food Manufacturing	311	3333	Commercial, Service Industry, Temperature Control, and Air- Flow Control Machinery Manufacturing (Including Laboratory Freezers)	3333, 3334,
3121	Beverage Manufacturing	3121			
3122	Tobacco Manufacturing	3122			
3130	Textile Mills and Textile Product Mills	313, 314			
3150	Apparel Manufacturing	315			

ICT INDUSTRY CATEGORY CODES LIST – Continued

INDUSTRY CODE	DESCRIPTION	NAICS CODE(S)	INDUSTRY CODE	DESCRIPTION	NAICS CODE(S)
	Manufacturing – Continued			Transportation and Warehousing	
3336	Engine, Turbine, and Power Transmission Equipment Manufacturing	3336	4810	Air Transportation	481
3341	Computer and Peripheral Equipment Manufacturing	3341	4820	Rail Transportation	482
3342	Communications, Audio, and Video Equipment Manufacturing	3342, 3343	4830	Water Transportation	483
3344	Semiconductor and Other Electronic Component Manufacturing	3344	4840	Truck Transportation	484
3345	Navigational, Measuring, Electromedical, and Control Instruments Manufacturing, Radio/Television Broadcasting and Wireless Communications Equipment Manufacturing, Communications Signal Testing and Evaluation Equipment	3345	4850	Transit and Ground Passenger Transportation	485
3346	Manufacturing and Reproducing Magnetic and Optical Media	3346	4861	Pipeline Transportation of Crude Oil, Refined Petroleum, and Miscellaneous Products, except Natural Gas	4861, 4869
3350	Electrical Equipment, Appliance and Component Manufacturing	335	4862	Pipeline Transportation of Natural Gas	4862
3361	Motor Vehicle, Body, Trailer, and Parts Manufacturing	3361, 3362, 3363	4870	Scenic and Sightseeing Transportation	487
3364	Aerospace Product and Parts Manufacturing	3364	4880	Support Activities for Transportation	488
3369	Other Transportation Equipment Manufacturing (Including inflatable boats)	3365, 3366, 3369	4920	Couriers and Messengers	492
3370	Furniture and Related Product Manufacturing (Including Laboratory Furniture)	337	4930	Warehousing and Storage	493
3391	Medical Equipment and Supplies Manufacturing	3391		Information	
3399	Other Miscellaneous Manufacturing	3399	5111	Newspaper, Periodical, Book, and Directory Publishers (except Internet)	5111
	Wholesale Trade		5112	Software Publishers (except Internet)	5112
4230	Merchant Wholesalers, Durable Goods	423	5120	Motion Picture and Sound Recording Industries (except Internet)	512
4240	Merchant Wholesalers, Nondurable Goods	424	5151	Radio and Television Broadcasting (except Internet)	5151
4250	Wholesale Electronic Markets and Agents and Brokers	425	5152	Cable and Other Subscription Programming (except Internet)	5152
	Retail Trade		5171	Wired Telecommunications Carriers, Cable and Other Program Distribution, Broadband Internet Services Providers (e.g., cable, DSL)	5171
4410	Motor Vehicle and Parts Dealers	441	5172	Wireless Telecommunications Carriers (except Satellite)	5172
4430	Electronics and Appliance Stores	443	5179	Telecommunications Resellers, Satellite, and Other Telecommunications (Including Internet Service Providers providing services via client supplied telecommunication connection)	5174, 5179
4450	Food and Beverage Stores	445	5182	Data Processing, Hosting, and Related Services	5182
4480	Clothing and Clothing Accessories Stores	448	5190	Other Information Services (Including Internet Publishing and Broadcasting, Web Search Portals)	519
4520	General Merchandise Stores	452		Finance and Insurance	
4540	Nonstore Retailers	454	5210	Monetary Authorities-Central Bank	521
4599	Other Retail Trade Stores, including Gasoline Stations	442, 444, 446, 447, 451, 453	5221	Depository Credit Intermediation	5221

ICT INDUSTRY CATEGORY CODES LIST – Continued

INDUSTRY CODE	DESCRIPTION	NAICS CODE(S)	INDUSTRY CODE	DESCRIPTION	NAICS CODE(S)
	Finance and Insurance – Continued			Administrative and Support and Waste Management	
5222	Nondepository Credit Intermediation	5222	5614	Business Support Services	5614
5223	Activities Related to Credit Intermediation	5223	5615	Travel Arrangement and Reservation Services	5615
5230	Securities, Commodity Contracts, and Other Financial Investments and Related Activities	523	5616	Investigation, Security, and Services to Buildings and Dwellings	5616, 5617
5241	Insurance Carriers	5241	5619	Office Administrative, Facilities, Employment, and Other Support Services	5611, 5612, 5613, 5619
5242	Agencies, Brokerages, and Other Insurance Related Activities	5242	5621	Waste Collection, Treatment, and Disposal	5621, 5622
5251	Funds, Trusts, and Other Financial Vehicles (including Mortgage REITS)	525	5629	Remediation and Other Waste Management Services	5629
	Real Estate and Rental and Leasing			Educational Services	
5310	Real Estate (including Equity REITS)	531	6110	Educational Services	611
5321	Automotive Equipment Rental and Leasing	5321		Health Care and Social Assistance	
5322	Consumer Goods and General Rental Centers	5322, 5323	6211	Offices of Physicians	6211
5324	Commercial and Industrial Machinery and Equipment Rental and Leasing	5324	6212	Offices of Dentists and Other Health Practitioners	6212, 6213
5330	Lessors of Nonfinancial Intangible Assets	533	6215	Medical and Diagnostic Laboratories	6215
	Professional, Scientific, and Technical Services		6216	Home Health Care Services	6216
5411	Legal Services	5411	6219	Outpatient Care Centers and Other Ambulatory Health Care Services	6214, 6219
5412	Accounting, Tax Preparation, Bookkeeping, and Payroll Services	5412	6221	General Medical and Surgical Hospitals	6221
5413	Architectural, Engineering, and Related Services	5413	6222	Psychiatric, Substance Abuse, and Specialty Hospitals	6222, 6223
5414	Specialized Design Services	5414	6230	Nursing and Residential Care Facilities	623
5415	Computer Systems Design and Related Services	5415	6240	Social Assistance (except Child Day Care Services)	624 (except 6244)
5416	Management, Scientific, and Technical Consulting Services	5416	6244	Child Day Care Services	6244
5417	Scientific Research and Development Services	5417		Arts, Entertainment, and Recreation	
5418	Advertising and Related Services	5418	7110	Performing Arts, Spectator Sports, and Related Industries	711
5419	Other Professional, Scientific, and Technical Services	5419	7120	Museums, Historical Sites, and Similar Institutions	712
	Management of Companies and Enterprises				
5510	Management of Companies and Enterprises	551			

ICT INDUSTRY CATEGORY CODES LIST – Continued

INDUSTRY CODE	DESCRIPTION	NAICS CODE(S)	INDUSTRY CODE	DESCRIPTION	NAICS CODE(S)
	Arts, Entertainment, and Recreation – Continued				
7130	Amusement, Gambling, and Recreation Industries	713			
	Accommodation and Food Services				
7210	Traveler Accommodation Services	721			
7220	Food Services and Drinking Places	722			
	Other Services (except Public Administration)				
8111	Automotive Repair and Maintenance	8111			
8119	Other Repair and Maintenance	8112, 8113, 8114			
8120	Personal Care, Death Care, Laundry, and Other Personal Services	812			
8131	Religious, Grantmaking, Social Advocacy, Civic, and Social Organizations	8131, 8132, 8133, 8134			
8139	Business, Professional, Labor, Political, and Similar Organizations	8139			
	Central Administrative Office Activity				
9900	Central Administrative Office Activity Unallocated to Other Industry Categories	N/A			