

2013 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SURVEY

Industry Category Codes:

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

Printed above are the industries in which we believe your company operates. If necessary, correct the above industry category code(s) to reflect your company's operations.

Refer to the list of industry codes and descriptions beginning on page 5 of the Instructions and Industry Category Codes List Manual.

Electronic Reporting

To complete this survey online go to: econhelp.census.gov/icts.
Use the following User ID and Password:

User ID:

Password:

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. Public reporting burden for this collection of information is estimated to be 2 hours.

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 at the top of this page.

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FROM THE DIRECTOR
U.S. CENSUS BUREAU

The U.S. Census Bureau is conducting its Information and Communication Technology Survey (ICTS) and needs your assistance in completing the enclosed survey form.

The ICTS supplements the Annual Capital Expenditures Survey and is a key source of information about U.S. economic performance. These data are very important for calculating the investment component of the Gross Domestic Product and estimates of capital stock. The ICTS data also help U.S. businesses identify market opportunities, develop new products, and conduct strategic planning.

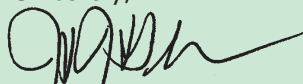
Your participation in the survey is mandatory under Title 13, United States Code. Title 13 also requires the Census Bureau to keep your response confidential and use the information you provide for statistical purposes only. Moreover, your responses are immune from disclosure as part of any legal process.

We recognize that completing this survey imposes a burden on respondents. However, your response is very important to us and will help to ensure the completeness and accuracy of our survey results. To reduce overall reporting burdens, we have limited the survey to the smallest number of representative firms required for data accuracy. We also encourage respondents to use estimates if book figures are not available.

Please review the instructions, complete the form, and return it within 30 days. The instructions describe how to report for each item. Returning your form promptly helps us keep follow-up costs down. If you have any questions or comments, please call us toll-free at **1-800-528-3049**.

Thank you for your cooperation and attention to this important initiative.

Sincerely,



John H. Thompson
Director

Enclosure

DEFINITIONS AND GENERAL INSTRUCTIONS

PLEASE REFER TO THE ENCLOSED INSTRUCTIONS AND INDUSTRY CATEGORY CODES LIST MANUAL.

- SURVEY SCOPE – This survey collects expenditure data for nonfarm companies, organizations, and associations operating within the United States. **This includes churches and other non-profit organizations, government owned but privately operated organizations, tribal business operations, and agricultural services. Agricultural production should be excluded.**
- SURVEY PERIOD – Report data for calendar year 2013. **Refer to page 1 of the instruction manual if your records are on a fiscal year basis.**
- **If your company ceased operations during the survey year, complete the form for the period of time the company was in operation.**

- Reasonable estimates are acceptable.

- Report dollar values rounded to thousands.

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

- Please complete and return the form in the envelope provided by the due date shown on the top of the page with your mailing address. **To request another survey form or an extension of time for filing, call 1-800-528-3049.**
- To return the form by FAX, fax to **1-800-438-8040**.
- **If you have any questions regarding this survey or need help completing it, call 1-800-528-3049.**



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SAMPLE COPY DO NOT SUBMIT.

This is a guide for completing the form. It is intended to supplement the enclosed instruction booklet.

For more information, refer to: census.gov/econ/ict

Complete one form for each industry in which the company operates.

Report **capitalized** ICT equipment expenditures. **Exclude** maintenance and repairs and items charged as current operation expenses.

Report **capitalized** computer software expenditures developed or obtained for internal use during the year. Also include capitalized loaded payroll directly related to software development.

Report non-capitalized purchases and upgrades of equipment. If there are service agreements, refer to the instructions booklet. **Exclude** maintenance and repairs and items for which a depreciation account has been established.

In this cell, report **one-time or periodic** purchases or upgrades for software. Include site and seat licenses if purchased on a one-time or periodic basis; include operating systems, applications, back-office software, etc. Also include the portion of **loaded payroll** directly related to *software development* (whether the developed software is for internal use or resale). Such payroll figures include salaries, wages, benefits, and bonuses. **Exclude** payroll related to other IT functions.

In this cell, report expenses for software under operating leases. Include site and seat licenses for software if they are part of an *agreement to renew* on a regular basis, e.g. operating systems, tax-preparation applications, etc. Also include service agreements for software. **Exclude** one-time purchases or upgrades of software.

For each type of equipment, report payments made in exchange for use of equipment with no transfer of ownership, e.g. rent and operating lease payments. In multi-year rental agreements, report only the figure for the current year. **Exclude** capital leases.

2013 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SURVEY													
Report for all domestic operations only. Reasonable estimates are acceptable. Exclude depreciation. Report data for discontinued operations that are being held for sale.													
ITEM 1	Enter Industry Category Code from cover page				<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <input style="width: 20px; height: 20px; margin-right: 5px;" type="text"/> <input style="width: 20px; height: 20px; margin-right: 5px;" type="text"/> <input style="width: 20px; height: 20px; margin-right: 5px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> </div>								
<ul style="list-style-type: none"> Complete a separate page for each industry in which this company operated and had capitalized or non-capitalized ICT expenditures in 2013. The list of Industry Category Codes on the cover page are the industries in which we expected this company to have operations in 2013. If you had expenditures in more than 3 industries, photocopy this page for additional space. If your company did not have any capitalized or non-capitalized ICT expenditures for the 2013 reporting period, enter "0" in the appropriate cell(s). 													
ITEM 2	EQUIPMENT EXPENDITURES <small>(Report Computer Software in Item 3)</small>				Capitalized Expenditures <small>(810)</small>			Non-capitalized Purchases <small>(Excluding purchased computer and communication services and maintenance and repairs) (901)</small>			Non-capitalized Operating Leases and Rental Payments <small>(Excluding maintenance and repairs) (902)</small>		
					SBil.	Mil.	Thou.	SBil.	Mil.	Thou.	SBil.	Mil.	Thou.
311 Computer and Peripheral Equipment <small>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.</small>													
313 Information and Communication Technology Equipment, Excluding Computer and Peripheral Equipment <small>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.</small>													
316 Electromedical and Electrotherapeutic Apparatus <small>Medical ultrasound equipment, defibrillators, electrocardiographs, magnetic resonance imaging equipment, electromedical endoscopic equipment, etc.</small>													
ITEM 3	COMPUTER SOFTWARE EXPENDITURES <small>(Including Payroll for Developing Software)</small>				Capitalized Purchases and Payroll for Developing Software <small>(810)</small>			Non-capitalized Purchases and Payroll for Developing Software <small>(Excluding maintenance and repairs) (901)</small>			Non-capitalized Software Licensing and Service/Maintenance Agreements <small>(Including leased software) (902)</small>		
					SBil.	Mil.	Thou.	SBil.	Mil.	Thou.	SBil.	Mil.	Thou.
318 Computer Software (Including Payroll for Developing Software) <ul style="list-style-type: none"> 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. 													

2013 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SURVEY

Report for all **domestic** operations only. Reasonable estimates are acceptable. Exclude depreciation.
Report data for discontinued operations that are being held for sale.

ITEM 1 Enter Industry Category Code from cover page →

- Complete a separate page for each industry in which this company operated and had capitalized or non-capitalized ICT expenditures in 2013.
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ITEM 2 **EQUIPMENT EXPENDITURES**
(Report Computer Software in Item 3)

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.

Capitalized Expenditures

(810)

Non-capitalized Purchases

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

(901)

Non-capitalized Operating Leases and Rental Payments

(Excluding maintenance and repairs)

(902)

Bil.	Mil.	Thou.	Bil.	Mil.	Thou.	Bil.	Mil.	Thou.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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316 Electromedical and Electrotherapeutic Apparatus

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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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ITEM 3 **COMPUTER SOFTWARE EXPENDITURES**
(Including Payroll for Developing Software)

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- **Exclude** other IT payroll.

Capitalized Purchases and Payroll for Developing Software

(810)

Non-capitalized Purchases and Payroll for Developing Software

(Excluding maintenance and repairs)

(901)

Non-capitalized Software Licensing and Service/Maintenance Agreements

(Including leased software)

(902)

Bil.	Mil.	Thou.	Bil.	Mil.	Thou.	Bil.	Mil.	Thou.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



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Capitalized Expenditures

(810)

Non-capitalized Purchases

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

(901)

Non-capitalized Operating Leases and Rental Payments

(Excluding maintenance and repairs)

(902)

Bil.	Mil.	Thou.	Bil.	Mil.	Thou.	Bil.	Mil.	Thou.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Capitalized Purchases and Payroll for Developing Software

(810)

Non-capitalized Purchases and Payroll for Developing Software

(Excluding maintenance and repairs)

(901)

Non-capitalized Software Licensing and Service/Maintenance Agreements

(Including leased software)

(902)

Bil.	Mil.	Thou.	Bil.	Mil.	Thou.	Bil.	Mil.	Thou.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



REPORTING PERIOD COVERED

a. Do the reported data cover the calendar year 2013?

95 1 YES 2 NO – Specify period covered → 3

FROM			TO		
Month	Day	Year	Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4

OWNERSHIP INFORMATION

a. Was this company in operation on December 31, 2013?

96 1 YES 2 NO – Give date operations ceased → 3

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

b. Did the ownership of this company change during the year ending December 31, 2013?

97 1 YES – Specify date of change AND fill in c. below → 3 2 NO

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

c. Name of new operator/company _____ **Contact name at new company** _____

Number and street address	City	State	ZIP Code	Contact area code & phone number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

REMARKS *Please explain any large or unusual changes to your company's reported domestic ICT expenditures.*

CERTIFICATION – This report is substantially accurate and has been prepared in accordance with instructions.

Name of person to contact regarding this report <i>(Please print or type)</i>	Telephone number	Area code	Number	Ext.	Fax	Area code	Number
		<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
Signature of authorized official	E-mail address	Date	Month	Day	Year		
			<input type="text"/>	<input type="text"/>	<input type="text"/>		

Please be sure to correct any name, address, and ZIP Code errors on the imprinted address on page 1 of this form booklet.

PLEASE RETURN YOUR COMPLETED FORM TO

**U.S. Census Bureau
1201 East 10th Street
Jeffersonville, IN 47132-0001**

OR FAX the form to 1-800-438-8040

THANK YOU FOR YOUR COOPERATION AND ASSISTANCE IN THIS SURVEY.

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