



FORM

**SM-4412B-A**

(09-14-2012)

# MONTHLY RETAIL TRADE REPORT

## Due Date

### Need help or have questions?

**Call** 1-800-772-7852

(8:30 a.m. - 5:00 p.m. ET, M-F)

or

**Visit** [census.gov/econhelp/mrts](http://census.gov/econhelp/mrts)

**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. Under the same law, information that you report cannot be used for taxation, regulation, or investigation and are exempt from release under the Freedom of Information Act. Further, copies of your response retained in your files are immune from legal process.

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

### Return via Internet:

[econhelp.census.gov/mrts](http://econhelp.census.gov/mrts)

### Return via Fax:

1-800-447-4613

### To view Survey Results:

[census.gov/retail](http://census.gov/retail)

Username:

Password:

## GENERAL INSTRUCTIONS

- Any significant change in this firm's operations should be noted in **5**
- For establishments sold or acquired during the month, report data only for the period the establishment was operated by this firm
- Estimates are acceptable if book figures are not available
- Enter "0" where applicable

### INCLUDE

- Data for auxiliary facilities primarily engaged in supporting services to this firm's establishment(s) such as warehouses, garages, central administrative offices, and repair services
- Leased departments and concessions operated in other establishments

### EXCLUDE

- Leased departments and concessions operated by other firms in this firm's establishments
- Sales taxes and finance charges
- Data for establishments operated by other firms, such as franchises

## ANNOUNCEMENTS AND SPECIAL INSTRUCTIONS

## 1 FEDERAL EMPLOYER IDENTIFICATION (EIN)

Has this firm acquired any new EINs for its retail operation(s) since last month?

Yes - List here and continue with **2**. Report additional EIN(s) in **5** . . . . .

No

EIN (9 digits)

## 2 NUMBER OF RETAIL ESTABLISHMENTS

How many retail establishments did this firm operate? . . . . .

Number

The remainder of this report refers to the establishments reported here.

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