## **MONTHLY RETAIL TRADE REPORT**

| Need help or have question?  Call 1-800-772-7852  Call 3-800-772-7852  Call 3-800-772-7852  Call 3-800-772-7852  Visit census governorhalpimits  YOUR CENSUS REPORT IS CONFIDENTIAL it may be To uphold the confidentiality of Canass Bureau information and may be used only for statistical information and may be used only for statistical information and may be used only for statistical information and may be used for treation, and or exempt from reporting or exempt from reporting or exempt from reporting or exempt from reporting from legal process.  (Please correct any errors in name, address, and ZIP Code.)  Return via Internet:  Call and the report of the return via Fax:  1-800-47-417  1-800-47-4 |   |  |   |                                       |            |
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| Call 1-800-772-7852 (8:30 a.m. 5:00 p.m. ET, M-F) OVIsit census gov/econhelp/mrts VOUR CENSUS REPORT IS CONFIDENTIAL. It may be seed only for statistical information that you report annot be used forly for statistical information that you report annot be used for trazerion, egulation, or investigation and the Freedmon of Information Act. curther, copies of your response seasing in your files are immune from legal process.  (Please correct any errors in name, address, and ZIP Code.)  Return via Internet: Return via Fax:  Return via Fax:  1-800-447-4613  Census gov/mrts  1-800-447-4613  Ce |   |  |   |                                       |            |
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| Return via Internet:    Consus.gov/mts   | 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 | (D)  |   | 47/0.0                                |            |
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| SENERAL INSTRUCTIONS  Any significant change in this firm's operations should in \$\instructure{\text{OF}}\$  For establishments sold or acquired during the month, report data only for the period the establishment was operated by this firm establishment acceptable if book figures are not available estations of the period the establishment was operated by this firm establishment (s) such as warehouses, garages, central administrative offices, and repair services  Leased departments and concessions operated by other firms in this firm's establishments shall be concessions operated by other firms in this firm's establishments and concessions 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  Report additional EIN(s) in  No  2 NUMBER OF RETAIL ESTABLISHMENTS  Number  How many retail establishments did this firm operate?  |   |  |   | •                                     |            |
| Any significant change in this firm's operations should be noted in    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  NCLUDE  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 by other firms in this firm's establishments  ANNOUNCEMENTS AND SPECIAL INSTRUCTIONS   *EXCLUDE  *Leased departments and concessions operated by other firms in this firm's establishments of restablishments of restablishments of restablishments of restablishments operated by other firms, such as franchises  ANNOUNCEMENTS AND SPECIAL INSTRUCTIONS   *EIN (9 digits)  Ves - List here and continue with ②. Report additional EIN(s) in ③.  No  Number Of RETAIL ESTABLISHMENTS  Number How many retail establishments did this firm operate?   | Jsername:   |  |   |                                       |            |
| Any significant change in this firm's operations should be noted in  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 10° where applicable  NCLUDE  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 by other firms in this firm's establishments ANNOUNCEMENTS AND SPECIAL INSTRUCTIONS  PEDERAL 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 3.  No  Number Of RETAIL ESTABLISHMENTS  Number How many retail establishments did this firm operate?  | assword:  |  |   |                                       |            |
| 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  No  Number  How many retail establishments did this firm operate?  | <ul> <li>INCLUDE</li> <li>Data for auxiliary facilities prin to this firm's establishment(s) administrative offices, and rep.</li> </ul>  | air services<br>essions operated in other establishmer | Leased departments and concessi<br>firm's establishments     Sales taxes and finance charges     Data for establishments operated |                                       |            |
| 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  No  No  Number  How many retail establishments did this firm operate?  |   |  |   |                                       |            |
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| No  Number  Number  Number  Number  Number   |   |  | tion(s) since last month?   | EIN (9 digits)                        |            |
| 2 NUMBER OF RETAIL ESTABLISHMENTS Number  How many retail establishments did this firm operate?  | Yes - List here and   | continue with <b>2</b> . Report addition               | nal EIN(s) in 🚯   |                                       |            |
| How many retail establishments did this firm operate?  | No  |  |   |                                       |            |
|  | 2 NUMBER OF RETAIL ESTA   | BLISHMENTS   |   |                                       | Number     |
| ·  | How many retail establish   | ments did this firm operate?                           |   |                                       |            |
|  | <u>-</u>  | -  |   |                                       |            |

**Form SM-4512B-A** (09-14-2012)

## Page 2 SALES, RECEIPTS, OR REVENUE **EXCLUDE** • Cash and credit sales of merchandise whether or not payment was • Commissions from vending machine operators and from sales of government lottery tickets received • E-commerce sales if not submitted on a separate monthly retail report • Nonoperating receipts (such as interest income, income from investments, and receipts from the rental or sale of real estate) • Wholesale sales and services revenue made by retail establishments covered by this report Refunds and allowances for returned goods • The actual value of rebates and discounts granted to the purchaser, • Value of trade-ins taken as part payment for other merchandise even if granted as an increase in trade-in allowance A. What type of reporting period do this month's sales represent? 4-week reporting period Calendar month reporting period - Go to 3C 5-week reporting period **Ending Date** Month Day B. If not a calendar month reporting period, what is the ending date for the period you are reporting sales? Dollars C. What were the total sales in D. Do the sales reported in 3C represent book figures or estimates? **Book Figure** Estimate **VALUE OF INVENTORIES INCLUDE EXCLUDE** • The cost value of all merchandise for the end of the month • Items such as fixtures, equipment, and supplies not held for resale • Merchandise owned by others such as those held on consignment • Merchandise owned by this firm but held by others for consignment Merchandise of leased departments and concessions operated by Merchandise under contract for sale other firms in this retail establishment • Merchandise if title has passed to you, including merchandise in transit • Inventory held in Foreign Trade Zones or in bond warehouses in the U.S. A. What was the value of merchandise inventories, regardless of where held, owned as of the end of the month? **Dollars** 1. Merchandise inventories in retail stores Include leased departments and concessions operated by this firm in other 2. Merchandise inventories in warehouses, offices, or in transit for distribution to retail 3. Total inventories (if applicable, before Last-in, First-out (LIFO) adjustment) . . . . . Month Day REMARKS - Please use this space to explain any significant month-to-month changes, to clarify responses, or indicate where data were estimated. CONTACT INFORMATION

| Name of person to contact regarding this report |           |        |   |           | Title |           |   |        |  |
|---|-----------|--------|---|-----------|-------|-----------|---|--------|--|
|   |           |        |   |           |       |           |   |        |  |
|   | Area code | Number |   | Extension |       | Area code |   | Number |  |
| Telephone                                       |           |        | - |           | Fax   |           | - |        |  |

## DEFINITIONS OF E-COMMERCE SALES, AUXILIARY ESTABLISHMENTS, LEASED DEPARTMENTS AND CONCESSIONS

- 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.
- · Auxiliary Establishments are facilities primarily engaged in furnishing supporting services (such as warehouses, garages and central administrative offices) to this
- Leased Departments and Concessions are separate businesses that lease space on the premises of another business.

Public reporting burden for this collection of voluntary information is estimated to average 7 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 0607-0717, U.S. Census Bureau, 4600 Silver Hill Road, AMSD-3K138, Washington, DC 20233. You may e-mail comments to Paperwork Project 0607-0717 in the subject. Respondents 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 8-digit OMB number appears in the top right corner on the front of this form.