



# 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)

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*(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?

EIN (9 digits)

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

No

## 2 NUMBER OF RETAIL ESTABLISHMENTS

Number

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

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

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**3 SALES, RECEIPTS, OR REVENUE**

**INCLUDE**

- Cash and credit sales of merchandise whether or not payment was received
- E-commerce sales if not submitted on a separate monthly retail report
- Wholesale sales and services revenue made by retail establishments covered by this report
- Value of trade-ins taken as part payment for other merchandise

**EXCLUDE**

- Commissions from vending machine operators and from sales of government lottery tickets
- Nonoperating receipts (such as interest income, income from investments, and receipts from the rental or sale of real estate)
- Refunds and allowances for returned goods
- The actual value of rebates and discounts granted to the purchaser, even if granted as an increase in trade-in allowance

**A. What type of reporting period do this month's sales represent?**

- Calendar month reporting period - Go to **3C**  4-week reporting period  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?**

**C. What were the total sales in**

1. Main store sales . . . . .
2. Leased department sales . . . . .
3. Total department store sales . . . . .

Dollars

**D. Do the sales reported in **3C** represent book figures or estimates?**

- Book Figure  Estimate

Dollars

**E. What were the total e-commerce sales in**

OR

If e-commerce sales not available - **What was the percent of total sales in **3C** that represents e-commerce?**

Percent

**4 VALUE OF INVENTORIES**

**INCLUDE**

- The cost value of all merchandise for the end of the month
- Merchandise owned by this firm but held by others for consignment
- Merchandise under contract for sale
- 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.

**EXCLUDE**

- Items such as fixtures, equipment, and supplies not held for resale
- Merchandise owned by others such as those held on consignment
- Merchandise of leased departments and concessions operated by other firms in this retail establishment

**A. What was the value of merchandise inventories, regardless of where held, owned as of the end of the month?**

1. Merchandise inventories in retail stores  
*Include leased departments and concessions operated by this firm in other establishments.* . . . . .
2. Merchandise inventories in warehouses, offices, or in transit for distribution to retail stores . . . . .
3. Total inventories (if applicable, before Last-in, First-out (LIFO) adjustment) . . . . .

Dollars

Month	Day

**B. Inventories were reported as of what date?**

**5 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			
Telephone	Area code	Number	Extension	Fax	Area code	Number	
		-				-	

**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 firm's establishments.
- **Leased Departments and Concessions** are separate businesses that lease space on the premises of another business.

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