

## **Answers to Some Basic Questions about the 2014 Annual Capital Expenditures Survey (ACES)**

### **(1) Why am I being asked to complete this survey?**

Our records show that you had some kind of business activity during 2014. The activity might have been as a self-employed individual, a sole proprietorship, a start-up company, an independent contractor, or a member of a partnership. If you did not have any business activity during 2014, please complete the "Ownership Information Section" only.

### **(2) What information does the Census Bureau need?**

We need you to report all 2014 business spending for new and/or used structures and new and/or used equipment. If purchases were for both business and personal use, estimate and report the share of the purchases for business use.

### **(3) Do I need to complete the survey if I had NO expenditures in 2014?**

You do, if you operated a business at any time during the year. If you spent nothing on structures and equipment during the year, enter "0" under total capital expenditures.

### **(4) What does the Census Bureau mean by "structures"?**

Examples of structures include new and/or used offices, buildings, and residential real estate purchased or built for business use. Count major additions and improvements to such business structures as new structures.

### **(5) What does the Census Bureau mean by "equipment"?**

Examples of equipment include new and/or used computer software, furniture, fixtures, computers, desks, chairs, automobiles, machinery and specialized equipment for business use.

### **(6) Should I round the dollar values I report?**

Yes. Round dollar values to the nearest thousand. You may use reasonable estimates if book figures are not readily available.

#### **Examples:**

If in 2014 you purchased a new computer for \$800 and a new office chair for \$150 for business use, sum those purchases, round the sum to the nearest thousand (\$1,000), and enter "1" under new equipment .

If in 2014 you purchased a used automobile for \$10,000 and renovated your office space for \$15,000, count the automobile as used equipment and the office renovation as new structures. Enter "10" under used equipment and "15" under new structures.

**For more information or help completing your survey, call our staff at  
1-800-528-3049, Monday through Friday, 8 a.m. to 6 p.m.,  
(Eastern Time)**

**Please complete all sections of the survey. This will help to ensure  
that we will not have to contact you.  
Thank you for completing the survey.**