

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.**