

## **GENERAL INFORMATION FOR THE 2014 REPORT OF ORGANIZATION, NC-99001, AND THE 2014 ANNUAL SURVEY OF MANUFACTURES, MA-10000(L)**

### **RELATIONSHIP OF THE REPORTS**

- We are requesting the MA-10000(L) from a sample of establishments (individual plant or factory) prelisted in Item 5A of the NC-99001.
- Establishments required to complete an MA-10000(L) do not need to report information for either Item 5A or Item 5B of the NC-99001. We request that establishments not selected report employment, payroll, and status information.

### **NC-99001**

- We list the establishments, as shown in our records, that are owned or controlled by your organization and its subsidiaries, that are not part of the Annual Survey or Manufactures sample, on the NC-99001.
- If your organization discontinued operations before 2014, complete the Operational Status section of the questionnaire for each location (e.g. Closed or Sold) along with the effective date of the status change. If your organization was in operation for any part of 2014, a completed questionnaire for the portion of the year 2014 in which your organization was in operation is required.

### **MA-10000(L)**

- Where available, the ASM shows an establishment's prior year data in the 2013 column. These figures may differ from those actually reported by you because of changes made by the U.S. Census Bureau as a result of correspondence or a comparison with prior data reported for the establishments. Check these figures and make necessary corrections. If prior year figures are not populated, please report these figures for Items 9, 10, 11, and 12 only.
- If any of your establishments operated for only part of 2014, the MA-10000(L) should cover that portion of the year the plant was in operation. Give the reason for the part-year report in Item 3 or in the REMARKS section.
- The data that you provide on the MA-10000(L) should cover only the individual establishment identified. DO NOT combine the data for other manufacturing plants, manufacturers' sales branches and sales offices, auxiliary establishments, or other establishments of your company, with data for the identified establishment.