



2015 ANNUAL SERVICES REPORT

Worksheet

SA-54186E

(DRAFT)

Due Date

WORKSHEET

DO NOT use this worksheet to respond to the survey, it is intended to assist you with gathering and preparing your data prior to reporting online.

Need help or have questions?

Call 1-877-787-9860, option "1"
 (8:00 a.m. - 5:00 p.m. ET, M-F)
 or **Visit**

<https://econhelp.census.gov/sas>

Please view the online report for specific instructions that may apply to your EIN or firm.

Return to <https://econhelp.census.gov/sas> when you are ready to report online.

YOUR RESPONSE IS REQUIRED BY LAW.

Title 13, United States Code, Sections 131 and 182 authorizes this collection. Sections 224 and 225 requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the U.S. Census Bureau. By Section 9 of the same law, **YOUR CENSUS REPORT IS 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 from legal process.

Report Online - Do Not Return

GENERAL INSTRUCTIONS

Throughout this survey, any reference to "**this firm**" is referring to the EIN that is printed in the mailing address area or the new EIN that was provided as a response in ②. Any responses related to "this firm" should only include data for the EIN referenced.

- Any significant change in this firm's operations should be noted in ⑰.
- For establishments sold or acquired in 2015, report data only for the period the establishments were operated by this firm.
- Estimates are acceptable if book figures are not available.
- Enter "0" where applicable.
- Do not combine data for two or more detailed lines.
- Report data on an accrual basis, except for payroll.
- Dollars should be rounded to the nearest dollar.
- If a figure is \$1,030,280,456 it should be reported as →

\$ Bil.	Mil.	Thou.	Dol.
1	030	280	456

Include:

- Data for all Services establishments (excluding data for Retail, Wholesale, Manufacturing, Mining, and Construction operations) operating under the EIN printed in the mailing address area.
- Data for auxiliary facilities primarily engaged in supporting services to those establishment(s) such as warehouses, garages, central administrative offices, and repair services.

Report Online - Do Not Return

① A. MAILING ADDRESS

Is this firm's name and mailing address the same as shown in the mailing address above?

Yes

0035

No - Enter corrections in the mailing address above

1 B. SURVEY COVERAGE

Did this firm provide the business activities described below?

- 0001 Yes
- No - Specify this firm's business activity ↴

0002

2 FEDERAL EMPLOYER IDENTIFICATION NUMBER (EIN)

Does this firm report payroll under EIN

- 0013 Yes
- No - Enter current 9-digit EIN **AND** date payroll was first reported for this EIN 0015

EIN (9 digits)		
	-	
Month	Day	Year

0088

3 ORGANIZATIONAL CHANGE

A. Did this firm experience any acquisitions, sales, mergers, and/or divestitures in 2015?

- 0016 Yes
- No - Go to **4**

B. Which of the following organizational changes occurred in 2015?

Check all that apply. If more than one organizational change occurred during the reporting period, explain in **17**.

- 0091 Acquisition
- Sale
- Merger
- Divestiture
- Date of organizational change 0018
- AND
- Enter detailed information below ↴

Month	Day	Year

0017 Name of company	0019 EIN (9 digits)
	-
Address (Number and street, P.O. Box, etc.)	
City, town, village, etc.	State ZIP Code
	-

Report Online - Do Not Return

Report Online - Do Not Return

4 REPORTING PERIOD

NOTE: Calendar year data are preferred. If it is not available, please report for the fiscal year that includes at least six months of data for the 2015 calendar year.

What time period is covered by the data provided in this report?

- Calendar year
- Fiscal or partial year - *Report beginning and ending dates* 0007

2015		
Beginning Date		
Month	Day	Year
Ending Date		
Month	Day	Year

5 Not Applicable.

6 SALES, RECEIPTS, OR REVENUE

What were the revenues for this firm in 2015?

Include:

- Report gross billings, **except** where noted elsewhere on the form.
- Dues and assessments from members and affiliates.
- Amounts received for work subcontracted to others.
- For locations that were sold or acquired during a year, only report for the periods that this firm operated the locations.
- Revenue from services performed by domestic locations of foreign parent firms, subsidiaries, branches, etc.
- E-commerce revenue.

Exclude:

- Transfers made within the company.
- Taxes collected directly from customers or clients and paid directly to a local, state, or federal tax agency.
- Rents from and revenue of separately operated departments, concessions, etc., which are leased to others.
- Commissions from vending machine operators.
- Revenue of foreign subsidiaries (those located outside the U.S., i.e., outside the 50 states, District of Columbia, U.S. Commonwealth Territories, or U.S. Possessions).

- 1. Full direct mail services** - Providing all the services of a direct mail advertising campaign from the concept development through the actual mailout. **Include** identifying the target group, developing the strategy, designing the mailout package, printing and assembling the package, and mailing the package 3251
- 2. Concept development for a direct mail advertising campaign** - Developing the plan for a direct mail advertising campaign. **Include** identifying the target group, developing the strategy, and designing the mailout package. The plan is a separate product that may then be implemented by the same direct mail agency or by a third party . . . 3252
- 3. Mail list creation and support services** - Creating an electronic list of names, addresses, and other relevant information of a target group specified by the client, as an end product or as input to a direct mail advertising mailout. **Include** procuring lists, as necessary, from third parties and/or using lists provided by the client; and/or maintained by the direct mail advertising agency, and conducting other data processing operations necessary to create the specified final list . . . 3253
- 4. Print services for direct mail advertising materials** - Printing the mailing pieces for a direct mail advertising package, such as the letters, flyers, brochures, coupons, advertisements, envelopes, shipping labels, etc. 3254
- 5. Letter shop services** - Preparing the mailout packages and delivering them to a mail or other distribution center. **Include** folding, addressing and personalizing, inserting, and affixing postage 3255

Mark "X" if None	2015			
	\$ Bil.	Mil.	Thou.	Dol.
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Report Online - Do Not Return

Report Online - Do Not Return

CONTINUE WITH **6** ON PAGE 4

6 SALES, RECEIPTS, OR REVENUE - Continued

	Mark "X" if None	2015			
		\$ Bil.	Mil.	Thou.	Dol.
6. Fulfillment services - Picking, packaging, and mailing merchandise ordered through response to a direct mail advertising campaign . . . 3256	<input type="checkbox"/>				
7. Other direct mail advertising services - All other direct mail advertising services. Include design of the mailing package materials, proofreading the mailing package materials, selling mailing lists and databases for direct mail use, and receiving and making telephone calls related to a direct mail campaign 3257	<input type="checkbox"/>				
8. All other operating revenue - Revenue not reported in lines 1 through 7. Include sale or licensing of merchandise and rental or leasing of equipment. If this item is greater than 20% of the total operating revenue, specify the primary source of the revenue below ↴					
<input type="text" value=""/>	<input type="checkbox"/>				
9. TOTAL OPERATING REVENUE <i>Sum of lines 1 through 8</i> 1800					

7 Not Applicable.

8 E-COMMERCE

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.

A. Did this firm have any e-commerce revenue in 2015?

- 0011 Yes
 No - Go to **14**

B. What was the total e-commerce revenue in 2015? 2000

2015			
\$ Bil.	Mil.	Thou.	Dol.

9-13 Not Applicable.

14 OPERATING EXPENSES

What were the operating expenses for this firm in 2015?

Exclude:

- Transfers made within the company.
- Capitalized expenses.
- Interest.
- Bad debt.
- Impairment.
- Income tax.

Gross annual payroll

Include salaries and wages, commissions, dismissal pay, bonuses, employee contributions to Social Security, income tax withholding, union dues, group insurance premiums, savings bonds, cash equivalent in-kind, allowances, holiday pay, vacation pay, sick leave, stock purchase plans, and employee contributions to pension plans. **Exclude** the cost of leased employees, employer's cost for fringe benefits, and temporary staff obtained from temporary help services. For unincorporated businesses, **exclude** profit or other compensation of proprietors or partners.

All other operating expenses

Include travel and entertainment; postage, shipping or delivery services; warehousing and storage services; royalties; security services; janitorial and grounds maintenance services; purchased transportation with operators; and other expenses not reported elsewhere.

Report Online - Do Not Return

Report Online - Do Not Return

14 OPERATING EXPENSES - Continued

Mark "X" if None

2015

\$ Bil.	Mil.	Thou.	Dol.
---------	------	-------	------

1. Personnel Costs

a. Gross annual payroll - Total annual Medicare salaries and wages for all employees as reported on this firm's IRS Form 941, Employer's Quarterly Federal Tax Return, line 5(c) for the four quarters that correspond to the survey period or IRS Form 944 Employer's Annual Federal Tax Return, line 4(c). **Include** the spread on stock options that are taxable to employees as wages . . . 1821

--	--	--	--	--

b. Employer's cost for fringe benefits - Employer's cost for legally required programs and programs not required by law:

1. Health insurance - Insurance premiums for hospital plans, medical plans, and single service plans (e.g., dental, vision, prescription drugs). **Include** premium equivalents for self-insured plans and fees paid to third-party administrators (TPAs). **Exclude** employee contributions 1841

--	--	--	--	--

2. Pension plans:

a. Defined benefit pension plans - Costs for both qualified and unqualified defined pension plans. Pension plans that specify the benefit to be paid to employees upon retirement, generally either a specific amount or a percentage of compensation. Employer contributions are based on actuarial computations that include the employee's compensation and years of service and are not allocated to specific accounts maintained for employees . . . 1842

--	--	--	--	--

b. Defined contribution plans - Costs under defined contribution plans. Pension plans that define the employer contributions to a separate account provided for each employee. The employee "benefit" at retirement depends on the amount contributed and the results of the account's activity. Examples include profit sharing plans, money purchase (e.g., 401k, 403b) and stock bonus plans (e.g., ESOPs) 1843

--	--	--	--	--

3. Payroll taxes, employer paid insurance premiums (except health), and other employer benefits - **Include** legally-required fringe benefits (e.g., Social Security, workers' compensation insurance, unemployment tax, state disability insurance programs, Medicare). **Include** benefits for life insurance, "quality of life" benefits (e.g., childcare assistance, subsidized commuting), employer contributions to pre-tax benefit accounts (e.g., health savings accounts), education assistance, and other benefits not specified above. **Exclude** disbursements from trusts or funds to satisfy health insurance claims 1844

--	--	--	--	--

c. Temporary staff and leased employee expense - Total costs paid to Professional Employer Organizations (PEOs) and staffing agencies for personnel. **Include** all charges for payroll, benefits, and services 1823

--	--	--	--	--

2. Expensed Materials, Parts, and Supplies (not for resale)

a. Expensed equipment - Expensed computer hardware and other equipment (e.g., copiers, fax machines, telephones, shop and lab equipment, CPUs, monitors). Report packaged software in line **3a**. Report leased and rented equipment in line **3i** 1824

--	--	--	--	--

b. Expensed purchases of other materials, parts, and supplies - Materials and supplies used in providing services to others; materials and parts used in repairs; office and janitorial supplies; small tools; containers and other packaging materials; and motor fuels 1825

--	--	--	--	--

3. Expensed Purchased Services

a. Expensed purchases of software - Purchases of prepackaged, custom coded, or vendor customized software. **Include** software developed or customized by others, web-design services and purchases, licensing agreements, upgrades of software, and maintenance fees related to software upgrades and alterations . . . 1826

--	--	--	--	--

Report Online - Do Not Return

Report Online - Do Not Return

CONTINUE WITH **14** ON PAGE 6

14 OPERATING EXPENSES - Continued

Mark "X" if None

2015

\$ Bil.	Mil.	Thou.	Dol.
---------	------	-------	------

3. Expensed Purchased Services - Continued

b. Data processing and other purchased computer services - Include web hosting, computer facilities management services, computer input preparation, data storage, computer time rental, optical scanning services, and other computer-related advice and services, including training. **Exclude** expensed integrated systems, repair and maintenance of computer equipment, payroll processing and credit card transaction fees, and expenses for telecommunication services (e.g., Internet, connectivity, telephone) 1845

--	--	--	--	--	--	--	--

c. Purchased communication services - Telephone, cellular, and fax services; computer-related communications (e.g., Internet, connectivity, online), and other wired and wireless communication services 1846

--	--	--	--	--	--	--	--

d. Purchased repairs and maintenance to machinery and equipment - Expensed repair and maintenance services to machinery, vehicles, equipment, and computer hardware. Exclude materials, parts, and supplies used for repairs and maintenance performed by this firm's employees 1848

--	--	--	--	--	--	--	--

e. Purchased repairs and maintenance to buildings, structures, and offices - Include repair and maintenance to integral parts of buildings (e.g., elevators, heating systems). **Exclude** materials, parts, and supplies used for repairs and maintenance performed by this firm's employees. Report janitorial and grounds maintenance services in line **4c** 1849

--	--	--	--	--	--	--	--

f. Purchased electricity - If the cost of electricity is included in lease or rental payments, report in line **3j** 1850

--	--	--	--	--	--	--	--

g. Purchased fuels (except motor fuels) - Fuel for heating, power, or generating electricity (e.g., natural gas, propane, oil, coal). If the costs are included in lease or rental payments, report in line **3j** 1851

--	--	--	--	--	--	--	--

h. Water, sewer, refuse removal, and other utility payments - Include the cost of hazardous waste removal. If the costs of these utilities are included in lease or rental payments, report in line **3j** 1852

--	--	--	--	--	--	--	--

i. Lease and rental payments for machinery, equipment, and other tangible items - Include lease and rental of transportation equipment without operators and penalties incurred for broken leases. **Exclude** capital and financing lease agreements and licensing/leasing of software 1853

--	--	--	--	--	--	--	--

j. Lease and rental payments for land, buildings, structures, store spaces, and offices - Include penalties incurred for broken leases 1854

--	--	--	--	--	--	--	--

k. Purchased advertising and promotional services - Include marketing and public relations services 1830

--	--	--	--	--	--	--	--

l. Purchased professional and technical services - Include management consulting, accounting, auditing, bookkeeping, legal, actuarial, payroll processing, architectural, engineering, and other professional services. **Exclude** salaries paid to your own employees for these services 1855

--	--	--	--	--	--	--	--

4. Other Operating Expenses

a. Depreciation and amortization charges - Include depreciation charges taken against tangible assets owned and used by this firm, tangible assets and improvements owned by this firm within leaseholds, tangible assets obtained through capital lease agreements, and amortization charges against intangible assets (e.g., patents, copyrights). **Exclude** impairment 1831

--	--	--	--	--	--	--	--

b. Governmental taxes and license fees - Payments to government agencies for taxes and licenses. **Include** business and property taxes. **Exclude** income taxes and sales and excise taxes collected from customers 1832

--	--	--	--	--	--	--	--

Report Online - Do Not Return

Report Online - Do Not Return

CONTINUE WITH **14** ON PAGE 7

