



Business and Professional Classification Report

SQ-CLASS



Help Telephone: 1-800-253-1882
(8:30 a.m.- 5:00 p.m. ET, M-F)

Welcome to the Business and Professional Classification Report.

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, Sections 131, 182, and 193 authorizes this collection. Sections 224 and 225 require your response. 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. Further, copies retained in respondents' files are immune from legal process.

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0189 and appears at the upper right of this screen. Without this approval we could not conduct this survey.

Login

- Login by entering the appropriate information and press the "Login" button
- User ID and Password are case sensitive

User ID:

Password:

Login

Note: Your session will expire if you remain on one screen for 45 minutes without navigating to another screen. To ensure data is saved, navigate to the next screen.

**** WARNING ****

You have accessed a UNITED STATES GOVERNMENT computer. Use of this compute without authorization or for purposes for which authorization has not been extended is a violation of Federal law and can be punished with fines or imprisonment (PUBLIC LAW 99-474). System usage may be monitored, recorded, and subject to audit. Any information you enter into this system may be used by Census Bureau for statistical purposes, including but not limited to improving the efficiency of our data collection programs. For information regarding the use of this system, and how your privacy is protected, visit our online privacy webpage at <http://www.census.gov/privacy/>. Use of this system indicates consent to the collection, monitoring, recording, and use of information provided inside this system.

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**Business and Professional
Classification Report
SQ-CLASS**



Form: SQ-CLASS(00) OMB No.: 0607-0189 Approval Expires: 09/30/2016

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Burden Statement

We estimate this survey to take an average of 13 minutes to complete, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.


Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to:

Econ Survey Comments 0607-0189
U.S. Census Bureau
4600 Silver Hill Road
Room EMD-8K122
Washington, DC 20233


You may e-mail comments to ECON.Survey.Comments@census.gov Be sure to use ECON Survey Comments 0607-0189 as the subject.

Response to this collection of information is not required unless it displays a valid approval number from the Office of Management and Budget (OMB). The OMB eight digit number appears in the upper right corner of the form.

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Survey Tasks

Action	Status	Company Name & Address	EIN Number	View/Print Form as PDF
Resume	In Progress			


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Company Information

Please make any applicable changes below.

Company Name:

Street:

City:


State:

Zip Code: -


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Firm's Primary Business

Which of the following best describes this firm's primary business? 


[Refer to Instruction Sheet](#)

- Retail Trade
- Wholesale Distributor (i.e., distributor, jobber, importer, exporter)
- Manufacturers' sales branch or sales office (selling goods manufactured, refined, or mined in the United States by this firm, this firm's parent company, or subsidiary)
- Agent, broker, or electronic market (buying and selling on a commission basis)
- Transportation and Warehousing Services
- Real Estate and Rental and Leasing Services
- Professional, Scientific, and Technical Services
- Arts, Entertainment, and Recreation Services
- Administrative and Support and Waste Management and Remediation Services
- Accommodation and Food Services
- Finance and Insurance Services
- Information and Data Processing Services
- Health Care and Social Assistance Services
- Other Services (except Public Administration)
- Manufacturing
- Utilities
- Other Area of Business (such as Agriculture, Fishing, Mining, Construction, Forestry, etc) — Specify

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- Agent, broker, or electronic market (buying and selling on a commission basis)
- Transportation and Warehousing Services
- Real Estate and Rental and Leasing Services
- Professional, Scientific, and Technical Services
- Arts, Entertainment, and Recreation Services
- Administrative and Support and Waste Management and Remediation Services
- Accommodation and Food Services
- Finance and Insurance Services
- Information and Data Processing Services
- Health Care and Social Assistance Services
- Other Services (except Public Administration)
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- Utilities
- Other Area of Business (such as Agriculture, Fishing, Mining, Construction, Forestry, etc) – Specify


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Principal Business or Activity - Continued

Select ONE for Part 1 and ONE for Part 2 that best describes your PRINCIPAL business activity and type of operation in the past 12 months. If none apply for either part, select 'Other' and describe your PRINCIPAL business activity and/or type of operation.

Economic Sector: Wholesale Trade (13)

1. Kind of Business

- 42310001 Automobiles and Motorcycles
- 42320001 Motor Vehicle Parts, New
- 42330001 Household and Outdoor Furniture
- 423910001 Sporting and Recreational Goods and Supplies
- 423940001 Jewelry, Watches, and Gemstones
- 423450001 Dental Equipment and Supplies
- 423450001 Surgical, Medical, and Hospital Equipment and Supplies
- 423430121 Computers and Peripheral Equipment, Sold for End Use
- 423430111 Computers and Peripheral Equipment, Sold for Resale
- 423620901 Electrical and Electronic Appliances, TV, and Radio
- 424330001 Women's, Children's, and Infants' Clothing and Accessories
- 424320001 Men's and Boys' Clothing and Accessories
- 771000001 Other Wholesale Trade - Specify


2. Type of Operation

- 11 Merchant Wholesaler
- 46 Manufacturers' Agent
- 42 Broker, Representing Buyers and Sellers
- 49 Electronic Marketer
- 77 Other Type of Operation - Specify

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Firm's Principal Lines

What are this firm's principal lines of merchandise sold, services provided, or products manufactured, and on average, what percent of total monthly revenues are from each of these lines?

For example, restaurants that sell only food and alcoholic beverages should report in the following manner -
Food69%
Alcoholic beverages consumed on the premises.....31%

Principal product and service line	Percentage of total revenues
<input style="width: 95%;" type="text"/>	<input style="width: 50%;" type="text"/> %
<input style="width: 95%;" type="text"/>	<input style="width: 50%;" type="text"/> %
<input style="width: 95%;" type="text"/>	<input style="width: 50%;" type="text"/> %
<input style="width: 95%;" type="text"/>	<input style="width: 50%;" type="text"/> %
	100%

* Continue Additional Principal Product and Service Lines in Remarks Section at the end of the survey.

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E-Commerce Sales

Does this firm have revenues from 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 Electronic Data Interchange (EDI), the Internet, mobile device (M-Commerce), electronic mail, or any other online system. Payment may or may not be made online.

Yes — On average, what percent of total monthly revenues are e-commerce revenues? %

No

Operating Revenue

What was this firm's total operating revenue for the months specified?  [Refer to Instruction Sheet](#)


- Estimates are acceptable.
- Include revenues from e-commerce.

Months	Dollars
July 2015	\$ <input type="text" value=""/> ,00
June 2015	\$ <input type="text" value=""/> ,00

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Tax Status

Is this firm operated on a not-for-profit basis?

Yes

No

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Method of Selling

What is this firm's primary method of selling?

- Store or display showroom (selling from a fixed or permanent location with physical displays of priced merchandise and/or from a counter)
- Warehouse or office (including telephone/fax/Internet orders or direct business-to-business selling by a sales representative)
- Mail-order
- E-commerce
- Home shopping via television
- Direct selling to the general public (selling in a face-to-face manner away from a fixed location, such as house-to-house, party plan, or temporary kiosk sales)
- Vending machines
- Other Area of Business (such as Agriculture, Fishing, Mining, Construction, Forestry, etc) — Specify:

Household Consumers and Individual Users

As a general business practice, does this firm sell to household consumers and individual users?

- Yes — On average, what percent of total monthly sales are to household consumers and individual users? %
- No

Retailers/Wholesalers for Resale

Does this firm sell to retailers/wholesalers for resale?

- Yes — On average, what percent of total monthly sales were for resale? %
- No

Nonconsumer Durable Goods

Does this firm primarily sell nonconsumer durable goods (such as: industrial machinery, farm equipment, construction machinery, heavy trucks, and tractors)?


- Yes
- No

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NOTE ONLY ESTABLISHMENTS THAT SELECT RETAIL TRADE, WHOLESALE, MANUFACTURING WILL BE DIRECTED TO THIS SCREEN

Form SQ-CLASS(02) OMB No. 907-018 Approval Expires 08/22/16




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Owned or Controlled by

Is this firm owned or controlled by another company?  **Refer to Instruction Sheet**

Yes – Enter the name, mailing address, and EIN of the owning or controlling company.

Company Name:

Mailing Address:

City:

State:

Zip Code:


Employer Identification Number (EIN): -

No


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Ownership or Control

Does this firm own or control any other company that operates under a different EIN?  **Refer to Instruction Sheet**

Yes – Enter the name, mailing address, and EIN of the owned or controlled company.

Company Name:

Mailing Address:

City:

State:

Zip Code:

Employer Identification Number (EIN): -


[Add Additional Company](#)

No


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How Many Locations

How many locations report payroll under the EIN:


One location
 More than one location

What is the number of locations?


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Physical location/Mailing Address

Is the physical location the same as the mailing address printed on the materials that you received?

Yes
 No – Enter the street address, city, state and ZIP code

Street Address:

City:


State:

Zip Code:


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Remarks

Are there any remarks that help clarify your responses?


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Contact Person

Whom should we contact if we have questions regarding this report?

Name:

Title:

Telephone: - -

Extension:

Fax Number: - -

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Review Your Responses

The following pages have indicated the number of errors. You may click on a page name to return to that page and correct any issues, or continue on to the confirmation screen by clicking the "Submit Data" button on the bottom of the screen.

- [Company Information](#)
- [Firm's Primary Business](#)
- [Firm's Principle Lines](#)
- [E-commerce Sales](#)
- [Tax Status](#)
- [Inventories](#)
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Submission Confirmation

Thank you for completing the Business and Professional Classification Report. The U.S. Census Bureau has received your data. Please keep a copy of the Business and Professional Classification Report (SQ-CLASS) using the "View/Print Report as PDF" button below.

Submission Date & Time:

Company Information:

Print Confirmation ScreenView/Print Report as PDFReturn to Main Menu

The letters PDF or the  icon indicate a document is in the [Portable Document Format \(PDF\)](#). To view the file you will need the [Adobe® Reader](#), which is available for **free** from the Adobe web site.

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Business and Professional Classification Survey (SQ-CLASS)

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DUE DATE:
September 11, 2015

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About the Survey

Purpose

The purpose of the Business and Professional Classification Report (SQ-CLASS) is to update the sampling frame for the Census Bureau's current business surveys. Additionally, establishments sampled during the five-year Economic Census will receive a data collection instrument specifically tailored to their industry based on the classification information obtained by the SQ-CLASS report. Therefore, assigning proper industry classification to these establishments is crucial.

This survey allows the Census Bureau to keep current with rapid changes in the marketplace caused by business births, deaths, and changes in company organization. The Census Bureau samples newly assigned Employer Identification Numbers (EINs) obtained from the Internal Revenue Service (IRS). Each EIN can only be selected once for the SQ-CLASS report.

The Census Bureau conducts this survey under the authority of an Act of Congress, Title 13, U.S.C., sections 131, 182, and 193. Section 131 defines the Secretary of Commerce's (secretary) authority to take, compile, and publish the Economic Census. Section 182 provides authority for the Secretary to make surveys deemed necessary to furnish annual and other interim current data on the subjects covered by the Census. Section 193 provides the specific authority to collect supplementary statistics related to the Economic Census. This collection is made mandatory under the provisions of Title 13 U.S.C., Sections 224 and 225. Section 9 of Title 13 guarantees that your response is confidential and will only be used for statistical purposes.

Coverage

Firms or establishments with Employer Identification Numbers (EINs) that are newly assigned or recently reactivated by the Internal Revenue Service (IRS).

Content

Data collected includes two months of sales or receipts, principle lines of merchandise, company organization, North American Industry Classification (NAICS) code, wholesale inventories, and other industry related data.

Frequency

This survey began as a monthly data collections in 1968. Data has been collected quarterly since 1976. A new sample is selected each quarter. Selected EIN's can only be selected once for inclusion in the SQ-CLASS report.

Methods

Letters with instructions for completing the SQ-CLASS Report online will be mailed to a random sample of businesses selected from a list of new or reactivated EINs updated with data from the IRS.

Uses

The information collected allows us to update our industry codes for these establishments. This allows our current surveys to be updated with a sample of new businesses entering the business sector. Additionally, business will be mailed five-year Economic Census forms specifically tailored to their industry based on the classification information collected using this survey.

Related Programs:
[Economic Census](#)
[Advance Monthly Retail Trade Survey](#)

RELATED SITES

- [North American Industry Classification System \(NAICS\)](#)
- [Census Bureau Economic Programs](#)