

SERVICE ANNUAL SURVEY U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU Worksheet

(DRAFT)

SA-54170E

Due Date

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

#### OMB No. 0607-0422: Approval Expires 12/31/2018

# 2015 ANNUAL SERVICES REPORT

## 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.

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

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<b>U</b>				0.10

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 10.
- 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

#### Include:

0035

- 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.

## A. MAILING ADDRESS

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

Yes

No - Enter corrections in the mailing address above



**Do Not Return** 

**Report Online** -

	FT)									Pa
B. SURVEY COVER Did this firm pro		iness activ	ities describe	d below?						
2.4 mil pro										
Yes										
0001										
No - Spe	ecify this firm's	s business a	ctivity 7							
0002										
FEDERAL EMPLOYI			MBER (EIN)							
Does this firm repo	rt payroll und	der EIN								
Ves										
No - Enter d			ate payroll was	first		EIN (9	digits)			
reporte	ed for this EIN				. 0015		-			
							Month	Day	Yea	ar
						0088				
			<u>.</u>	.,						
A. Did this firm exp	perience any a	acquisition	is, sales, merg	jers, and/or dives	titure	s in 20	15?			
O016										
	to 4									
0016 No - <i>Go</i> B. Which of the fol	lowing organ				the rer	ortina	neriod	evolai	in in <b>A</b>	
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Calendar year Fiscal or partial year - <i>Beport beginning and en</i>	Beginn Month Day	ing Date Year
	Month Day	Year
Fiscal or partial year - Report beginning and en		rour
	<i>ding dates</i>	
	Endin	ig Date
	Month Day	Year
	0008	
STATUS		
this establishment operated on a not-for-profi	t basis?	
☐ Yes		
No - Go to G		
		ne
tes under section 501 of the internal Revenue	Coder	
Yes		
	<ul> <li>this establishment operated on a not-for-profi</li> <li>Yes</li> <li>No - Go to G</li> <li>all or part of the income of this establishmeters under section 501 of the Internal Revenue</li> </ul>	Month Day 0008

0030	Yes
0030	No

## 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.
- 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.

## INSTRUCTIONS FOR TAXABLE FIRMS

#### Include:

- 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.

#### Exclude:

- 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).

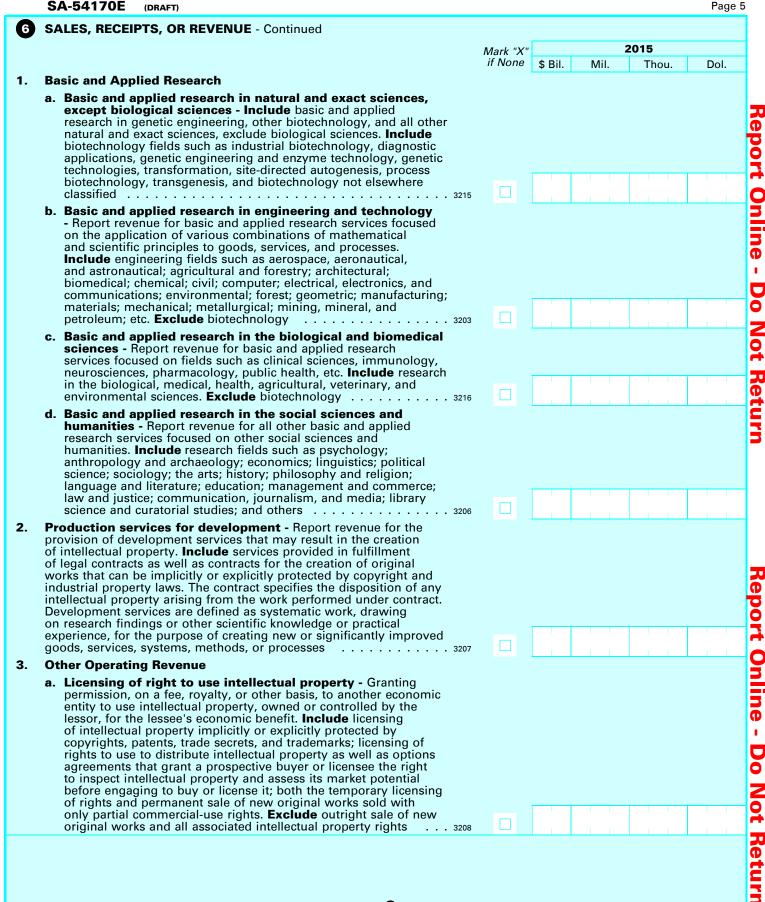
### **INSTRUCTIONS FOR TAX-EXEMPT FIRMS**

#### Include:

- Program service revenue for services provided in the applicable period, whether or not payment was received in the applicable period.
- Gross sales of merchandise minus returns and allowances.
- Income from interest, dividends, gross rents (including display space rentals and share of receipts from departments operated by other companies), royalties, and other investments.
- Gross contributions, gifts, and grants (whether or not restricted for use in operations).
- Commissions earned from the sale of merchandise owned by others (including commissions from vending machine operators).
- Gross receipts from fundraising activities.

#### Exclude:

- Gross receipts of departments or concessions operated by other companies.
- Amounts transferred to operating funds from capital or reserve funds.



CONTINUE WITH 6 ON PAGE 6

	SA-54170E (DRAFT)							Pag	e 6
6	SALES, RECEIPTS, OR REVENUE - Continued								
		Mark "X"			2	2015			_
		if None	\$ Bil.	Mi	I.	Thou	ı.	Dol.	
	Other Operating Revenue - Continued								
	b. Original works of intellectual property - New original								
	intellectual property works produced without contract for sale.								
	Sale of such works requires relinquishing all attendant intellectual								
	property rights to the purchaser permanently or as long as allowed by law. <b>Include</b> new original works for sale that are								
	implicitly or explicitly protected by copyrights, patents, trade								
	secrets, and trademarks. <b>Exclude</b> works produced for own								
	account or under contract for others, products (computers, cars, phones, books, films, software, etc.) derived from the original								
	protected entities and sold with conventional end-use licenses,								
	and new original works sold with only partial commercial-use rights								
	<b>c. All other operating revenue -</b> Operating revenue not reported	209							
	in lines <b>1a through 3b</b> . <b>Include</b> sale or licensing of merchandise								
	and rental or leasing of equipment. If this item is greater than								
	20% of total operating revenue, specify the primary source of the revenue here $\overline{a}$								
	of the revenue here $\overline{\gamma}$								
									-
	1	799							
	Non-Operating Revenue (Lines 4a through 4c to be completed by								
	tax-exempt firms only)								
	a Contributions gifts and grants reasized	741					' I		
	a. Contributions, gifts, and grants received	/41							
	<b>b.</b> Investment and property income - Include interest and dividends. Exclude gains (losses) from assets sold	742							
	c. All other non-operating revenue - Include philanthropy,								
	cafeteria sales, parking lot receipts, etc Specify the primary								
	source of revenue below 7								
		809					`		
	TOTAL REVENUE								_
	Sum of lines 1a through 4c	800							
	Not Applicable.								
	E-COMMERCE								
	E-commerce is the sale of goods and services where the buyer places a	n order, or t	he pric	e and t	term	s of the	e sal	е	
	are negotiated, over an Internet, mobile device (M-Commerce), extranet,								
	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 🚯								
						2015			
			\$ Bil.	Mi	Ι.	Thou	1.	Dol.	
	B. What was the total e-commerce revenue in 2015?	2000							
		2000							
)-	12 Not Applicable.								

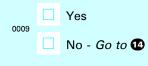
## **13** EXPORT REVENUE

An exported service is a service performed for a customer or client (individual, government, business establishment, etc.) located outside the United States (i.e., outside the 50 States, District of Columbia, U.S. Commonwealth Territories, or U.S. Possessions).

#### Include:

- Services performed for unaffiliated and affiliated foreign firms (i.e., foreign parent firms, subsidiaries, branches, etc.). **Exclude:**
- Services provided to domestic subsidiaries of foreign firms.

#### A. Did the revenue reported in **()** include any revenue from exports?



	2	2015	
\$ Bil.	Mil.	Thou.	Dol.
1			

## **OPERATING EXPENSES**

#### What were the operating expenses for this firm in 2015?

#### Exclude:

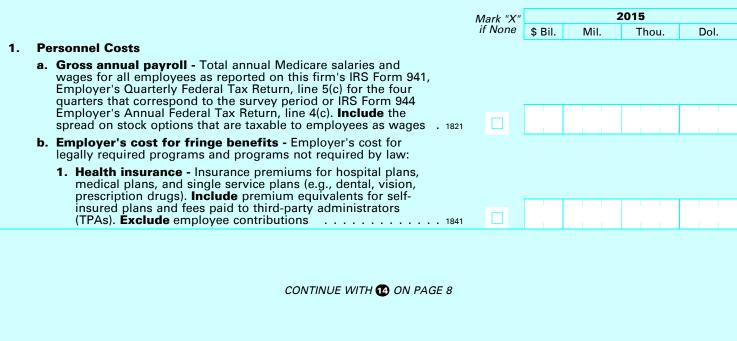
- Transfers made within the company.
- Capitalized expenses.
- Interest.
- Bad debt.
- Impairment.
- Income tax.

#### **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.



Dol.
Dol.
Dol.
1 1

	SA-54170E (DRAFT)					Page 9	}
14	OPERATING EXPENSES - Continued						
		Mark "X"			2015		
		if None	\$ Bil.	Mil.	Thou.	Dol.	
3.	Expensed Purchased Services - Continued						
	<ul> <li>d. Purchased repairs and maintenance to machinery and equipment - Expensed repair and maintenance services to machinery, vehicles, equipment, and computer hardware.</li> <li>Exclude materials, parts, and supplies used for repairs and maintenance performed by this firm's employees</li></ul>						Report
	<ul> <li>Purchased repairs and maintenance to buildings, structures, and offices - Include repair and maintenance to integral parts of buildings (e.g., elevators, heating systems).</li> <li>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</li> </ul>						ort Onlin
	<ul> <li><b>f. Purchased electricity</b> - If the cost of electricity is included in lease or rental payments, report in line <b>3j</b></li></ul>						ne
	<b>g.</b> 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 <b>3j</b>						- Do
	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 <b>3j</b> 1852						Not
	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						Retur
	j. Lease and rental payments for land, buildings, structures, store spaces, and offices - Include penalties incurred for broken leases						3
	k. Purchased advertising and promotional services - Include marketing and public relations services						1
	I. Purchased professional and technical services - Include management consulting, accounting, auditing, bookkeeping, legal, actuarial, payroll processing, architectural, engineering, and other professional services. <b>Exclude</b> salaries paid to your own employees for these services						
4.	Other Operating Expenses						3
	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). <b>Exclude</b> impairment						leport (
	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						Online
	<ul> <li>c. All other operating expenses - All other operating expenses not reported above, unless specifically excluded in the general instructions. Include office postage paid and package delivery. Exclude purchases of merchandise for resale and non-operating expenses. If this item is greater than 20% of the total operating expenses, specify the primary source of the expenses below 7</li> </ul>		<u> </u>				e - Do Not
	1859						
5.	TOTAL OPERATING EXPENSES         Sum of lines 1a through 4c       1900						Return
							3

W bi E: • • • • • • • • • • • • • • • • • •	TEREST EXPENSE hat was the interest expense for this firm's establishments isis? aclude: Transfers made within the company. Capitalized expenses. mpairment. Bad debt. ncome tax. terest expense - Interest expenses incurred in the financing of terations and long lived assets used in continuing operations . ot Applicable. EMARKS - Please use this space to explain any significant year-t ta were estimated.	1856	Mark "X" if None	\$ Bil.	Mil.	201	<b>15</b> Thou.		Dol.
6 N 7 R	Asis? Aclude: Transfers made within the company. Capitalized expenses. mpairment. Bad debt. Income tax. As terest expense - Interest expenses incurred in the financing of the reations and long lived assets used in continuing operations . A Applicable. EMARKS - Please use this space to explain any significant year-t	1856	Mark "X" if None	\$ Bil.	Mil.	201	<b>15</b> Thou.		Dol.
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0 0 0 0 7 8	erations and long lived assets used in continuing operations . ot Applicable. EMARKS - Please use this space to explain any significant year-t			o clarify	v respons	ses,	or indi	cate	where
R	<b>MARKS</b> - Please use this space to explain any significant year-t	o-year cl	hanges, to	o clarify	respons	ses,	or indi	cate	where
R	<b>EMARKS</b> - Please use this space to explain any significant year-t ta were estimated.	o-year cl	hanges, to	o clarify	respon	ses,	or indi	cate	where

-	
	Name of person to contact regarding this report (Please print)

Telephone Area code

**18** CONTACT INFORMATION

E-mail	address

## THANK YOU for completing your 2015 ANNUAL SERVICES REPORT.

We suggest you keep a copy for your records.

Extension

Number

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Title

Area code

Fax

Website address

Public reporting burden for this collection of information is estimated to average 3-6 hours per response, 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 0607-0422, 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 0607-0422 as the subject. You are not required to respond to this collection of information if it does not display a valid approval number from the Office of Management and Budget (OMB). The eight-digit OMB number is 0607-0422 and appears in the upper right corner of the electronic instrument screen.

Number