

2016 Annual Survey of Manufactures (ASM)

Do Not Submit - For Informational Purposes ONLY.
Mailing this to Census does not fulfill your reporting obligation.

CFN:

Note: This worksheet lists all possible questions. In contrast, questions appear in the online reporting system based on your responses.

MAILING ADDRESS:
MAILING ADDRESS

The reporting unit for this questionnaire is an **establishment** which is generally a single physical location where business is conducted or where services or industrial operations are performed. Please make updates to the physical location address in the Physical Location Information section.

Attn:

Name 1: Store/Plant:

Name 2:

Street:

City: State: Zip:

CFN:

EMPLOYER IDENTIFICATION NUMBER
EMPLOYER IDENTIFICATION NUMBER VALIDATION

Is the Employer Identification Number (EIN) used on this establishment's latest 2016 Internal Revenue Service Form 941, Employer's Quarterly Tax Return?

Yes

No

EMPLOYER IDENTIFICATION NUMBER
EMPLOYER IDENTIFICATION NUMBER

What is this establishment's 9-digit Employer Identification Number (EIN) used on the latest 2016 Internal Revenue Service Form 941, Employer's Quarterly Tax Return?

EIN:

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OWNERSHIP OR CONTROL
OWNERSHIP OR CONTROL

CFN:

Is your company owned or controlled by another domestic company?

Yes

No

OWNERSHIP OR CONTROL
OWNERSHIP OR CONTROL: MORE THAN ONE LOCATION

Does your company operate at more than one physical location?

Yes

No

OWNERSHIP OR CONTROL
OWNERSHIP OR CONTROL: VOTING STOCK VALIDATION

Does another domestic company own more than 50 percent of the voting stock of your company?

Yes

No

OWNERSHIP OR CONTROL
OWNERSHIP OR CONTROL: MANAGEMENT AND POLICY

Does another domestic company have the power to control the management and policies of your company?

Yes

No

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CFN:

OWNERSHIP OR CONTROL

OWNERSHIP OR CONTROL: PERCENT OF VOTING STOCK HELD

What percent of voting stock was held by the owning or controlling company?

(Check only ONE box)

Less than 50%

50%

More than 50%

OWNERSHIP OR CONTROL

OWNERSHIP OR CONTROL: COMPANY INFORMATION

What is the name, address, and 9-digit Employer Identification Number (EIN) of the owning or controlling company?

Name of owning or controlling company:

Home office address (Number and street):

City, town, village:

State:

ZIP:

EIN:

NUMBER OF ESTABLISHMENTS

NUMBER OF ESTABLISHMENTS

How many establishments operated under EIN at the end of 2016?

Number:

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**NUMBER OF ESTABLISHMENTS
 ADDED ESTABLISHMENT INFORMATION**

Name:

Secondary Name:

Store/Plant Number:

Physical Location (Number and street):

City, town village:

State:

ZIP:

Describe kind of business at this location:

	2016 Number		2016
Number of employees for Pay period including March 12:		First Quarter Payroll (Jan-March) \$,000.00
For employees that worked at more than one location, report the employment and payroll data for employees at the ONE location where they spent most of their working time.		Annual Payroll \$,000.00
		Sales, Shipments, Receipts, or Revenue \$,000.00

****** Additional added establishments (if any) are listed at the end of this printout.**

**NUMBER OF ESTABLISHMENTS
 ADDITIONAL ESTABLISHMENT INSTRUCTIONS**

Consolidating Data for Added Establishments:

- The sum value of Sales, Shipments, Receipts or Revenue for all locations of the EIN should also be reported as a consolidated value in the Sales, Shipments, Rcpts/Revenue section, and also in the Details Sales, Shipments, Rcpts/Revenue section that follows.
- The sum of Employment, First Quarter Payroll, and Annual Payroll for all locations of the EIN, should also be reported as consolidated values in the respective areas of the Employment and Payroll section that follows.

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PHYSICAL LOCATION

CFN:

PHYSICAL LOCATION VALIDATION

Is this establishment's physical location the same as the address shown above?

(P.O. Box and rural route addresses are not physical locations)

Yes

No

PHYSICAL LOCATION

PHYSICAL LOCATION INFORMATION

What is this establishment's physical location?

(P.O. Box and rural route addresses are not physical locations)

Number and Street:

City, town, village:

State:

ZIP:

PHYSICAL LOCATION

LEGAL BOUNDARY AND MUNICIPALITY

Is this establishment physically located inside the legal boundaries of the city, town, village, etc?

Yes

No

No legal boundaries

Do not know

In what type of municipality is this establishment physically located?

City, village, or borough

Town or township

Other

Do not know

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OPERATIONAL STATUS
OPERATIONAL STATUS

CFN:

Which of the following best describes this establishment's operational status at the end of 2016?
(Check only ONE box)

- In operation
- Under construction, development, or exploration
- Temporarily or seasonally inactive
- Ceased operation
- Sold or leased to another operator

OPERATIONAL STATUS
CEASED OPERATION DATE

When did this establishment cease operation?

MMDDYYYY:

OPERATIONAL STATUS
SOLD OPERATION DATE AND INFORMATION

When was this establishment sold or leased to another operator?

MMDDYYYY:

What is the name, address, and 9-digit Employer Identification Number (EIN) of this establishment's new owner or operator?

Name of new owner/operator:

Mailing address (Number and street, P.O. Box, etc.):

City, town, village:

State:

ZIP:

EIN:

MONTHS IN OPERATION
MONTHS IN OPERATION

How many months was this establishment in operation during 2016?

Check
if None Number:

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CFN:

ADDITIONAL REPORTING GUIDELINES
ADDITIONAL REPORTING GUIDELINES

How to Report Dollar Figures:

Dollar figures should be rounded to thousands of dollars

EXAMPLE: If a dollar figure is \$2036.355.25 Report → \$ 2036,000.00
 If a dollar figure is "0" (or less than \$500.00): Report → X \$,000.00

Prior Year Data: Where available, your establishment's Prior Year data is prelisted in the 2015 column. Check these figures and make any necessary corrections as needed. If 2015 Inventories figures are not prelisted, report these figures in the appropriate sections as instructed.

SALES, SHIPMENTS, RECEIPTS, OR REVENUE
SALES, SHIPMENTS, RECEIPTS, OR REVENUE

What was the total value of products shipped and other receipts?
(Report details in Detail Sales, Shipments, Receipts, or Revenue)

Exclude:	Check if None	2016	2015
• Freight charges			
• Excise Taxes	\$,000.00	\$,000.00

E-SHIPMENTS
E-SHIPMENTS

What percent of the \$,000.00 reported in total value of products shipped and other receipts, in the SALES, SHIPMENTS, RECEIPTS, OR REVENUE area, were for goods that were ordered or whose movement was controlled or coordinated over electronic networks? *(Report whole percents. Estimates are acceptable.)*

Electronic networks include:

- Electronic Data Interchange (EDI)
- E-mail
- Internet
- Extranet
- Other online systems

2016	2015
.00%	.00%

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**EMPLOYMENT AND PAYROLL
EMPLOYMENT**

CFN:

Include:

- Full- and part-time employees working at this establishment whose payroll was reported on Internal Revenue Service Form 941, Employer's Quarterly Federal Tax Return, and filed under the Employer Identification Number (EIN)
- Spread on stock options that are taxable to employees as wages.

Exclude:

- Full- or part-time leased employees whose payroll was filed under an employee leasing company's EIN.
- Temporary staffing obtained from a staffing service.
- Purchased professional and technical services.

What were the number of:	Check if None	2016 Number	2015 Number
A. Production workers for the pay period including March 12?			
B. All other employees for the pay period including March 12?			
TOTAL (Add lines A and B)			

**EMPLOYMENT AND PAYROLL
PAYROLL**

Exclude:

- Employer costs for fringe benefits

	Check if None	2016	2015
What was the annual payroll before deductions?	\$,000.00	\$,000.00
What was the first quarter payroll before deductions (January-March 2016)?	\$,000.00	\$,000.00

**VALUE OF INVENTORIES
VALUE OF INVENTORIES**

What were the total value of inventories, regardless of where held, before Last-in, First-out (LIFO) adjustment (if any) owned by this establishment as of December 31?

	Check if None	End of 2016	Check if None	End of 2015
Include:				
• Finished goods				
• Work-in-process	\$,000.00	\$,000.00
• Materials, supplies, fuels, etc.				

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CAPITAL EXPENDITURES

CFN:

CAPITAL EXPENDITURES

What were the total capital expenditures for new and used depreciable assets spent in 2016?

<p>Include:</p> <ul style="list-style-type: none"> • Buildings and Other Structures • Machinery and Equipment <p>Exclude:</p> <ul style="list-style-type: none"> • Land 	<p>Check if None</p> <p>\$</p>	<p>2016</p> <p>,000.00</p>	<p>2015</p> <p>\$,000.00</p>
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RENTAL PAYMENTS

RENTAL PAYMENTS

What were the total cost for rental or lease of buildings and other structures, machinery and equipment?

<p>Include:</p> <ul style="list-style-type: none"> • Land • Operating leases • Construction equipment • Tools • Office equipment • Furniture • Vehicles <p>Exclude:</p> <ul style="list-style-type: none"> • Capital leases (leases with a contract to own at the end of the lease) 	<p>Check if None</p> <p>\$</p>	<p>2016</p> <p>,000.00</p>	<p>2015</p> <p>\$,000.00</p>
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SELECTED EXPENSES

SELECTED EXPENSES

What were the total production related costs in 2016?

<p>Include:</p> <ul style="list-style-type: none"> • Materials, parts, containers, packaging, etc. used • Products bought and sold without further processing (Report sales in code 9998991 in the DETAILS SALES, SHIPMENTS, REVENUE, RECEIPTS section) • Purchased fuels consumed for heat, power, or the generation of electricity • Purchased electricity; • Work done by you or others on your materials 	<p>Check if None</p> <p>\$</p>	<p>2016</p> <p>,000.00</p>	<p>2015</p> <p>\$,000.00</p>
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REPORT ONLINE - DO NOT RETURN

CFN:

DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE
DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE

What are the Details of Sales, Shipments, Receipts, or Revenue in 2016?

(This is a breakout of the \$ _____,000.00 reported in total value of products shipped and other receipts in the SALES, SHIPMENTS, RECEIPTS, OR REVENUE area)

Value of products and services listed below:

- Reflect those generally made in your industry
(If you made products that are not listed below, please add these products via the 'Add Additional Products' button below).
- Should NOT BE COMBINED with other product lines
- Should reflect the net selling value, f.o.b. plant to customer
(i.e. after discounts, and allowances, and exclusive of freight charges and excise taxes)
- Should include value of products exports and interplant transfers
(Exports and Interplant transfers are also reported in the SALES, SHIPMENTS, RECEIPTS, OR REVENUE section)
- For Contract Work Code **9998992**:
 - Should include the amount received for 'commission or contract receipts' of products made from materials owned by others
 - Should not include the amount of products made by others for you from their own materials
(These amounts should be reported on the specific products codes listed below as if they were made in this establishment)
- For Resales Code **9998991**:
 - Should include the value of products bought and sold or transferred from other establishments of your company and sold without further manufacture.
(These values should not be reported in any other specific product code).
 - A corresponding cost should be reported in the *SELECTED EXPENSES* section

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Code	Description	2016 Value	2015 Value
		\$,000.00	\$,000.00
		\$,000.00	\$,000.00
		\$,000.00	\$,000.00
		\$,000.00	\$,000.00
		\$,000.00	\$,000.00
		\$,000.00	\$,000.00
		\$,000.00	\$,000.00
		\$,000.00	\$,000.00
		\$,000.00	\$,000.00
		\$,000.00	\$,000.00
		\$,000.00	\$,000.00
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REPORT ONLINE - DO NOT RETURN

Code	Description	2016 Value	2015 Value
		\$,000.00	\$,000.00
		\$,000.00	\$,000.00
		\$,000.00	\$,000.00
		\$,000.00	\$,000.00
		\$,000.00	\$,000.00
		\$,000.00	\$,000.00
		\$,000.00	\$,000.00
		\$,000.00	\$,000.00
		\$,000.00	\$,000.00
		\$,000.00	\$,000.00
		\$,000.00	\$,000.00
		\$,000.00	\$,000.00

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		\$,000.00	\$,000.00
		\$,000.00	\$,000.00
		\$,000.00	\$,000.00
		\$,000.00	\$,000.00
		\$,000.00	\$,000.00
		\$,000.00	\$,000.00
		\$,000.00	\$,000.00
		\$,000.00	\$,000.00
		\$,000.00	\$,000.00
		\$,000.00	\$,000.00
7700000	TOTAL	\$,000.00	\$,000.00

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CFN:

**REMARKS
REMARKS**

(Please use this space for any explanations that may be essential in understanding your reported data.)

**CERTIFICATION
CALENDAR YEAR TIME PERIOD**

Is the time period covered by this report a calendar year?

Yes

No

**CERTIFICATION
TIME PERIOD COVERED**

What time period does this report cover?

From: Month Year To: Month Year

**CERTIFICATION
CERTIFICATION**

I certify that this report is substantially accurate and was prepared in accordance with the instructions

Name of person to contact regarding this report:

Title:

Phone Number:

Fax Number:

E-mail address:

Date Completed: MMDDYYYY:

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CFN:

SUBMISSION CONFIRMATION
SUBMISSION CONFIRMATION

Thank you for completing the 2016 Annual Survey of Manufactures.
Please print or save this page for your records.

ID:

Company Contact Person:

Company Information:

Phone:

Your filing status will update in 2-3 business days. To check your filing status:

- Go to econhelp.census.gov
- Click "Self-Service Log In"
- Enter your User ID and Password
- Click "Log in"
- Click "Filing Status"

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ADDED LOCATIONS

2016 Annual Survey of Manufactures (ASM)

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CFN:

**NUMBER OF ESTABLISHMENTS
ADDED ESTABLISHMENT INFORMATION**

Name:

Secondary Name:

Store/Plant Number:

Physical Location (Number and street):

City, town village:

State:

ZIP:

Describe kind of business at this location:

**2016
Number**

2016

Number of employees for
Pay period including March 12:

First Quarter Payroll
(Jan-March)

\$

,000.00

**For employees that worked at more than one
location, report the employment and payroll data
for employees at the ONE location where they
spent most of their working time.**

Annual Payroll

\$

,000.00

Sales, Shipments,
Receipts, or Revenue

\$

,000.00

2016 Annual Survey of Manufactures (ASM)

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Annual Payroll

\$

,000.00

Sales, Shipments,
Receipts, or Revenue

\$

,000.00

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