

# 2016 ANNUAL CAPITAL EXPENDITURES SURVEY

This survey collects capital expenditures information from nonfarm businesses including but not limited to:

- Small employer companies
- Self employed persons
- Independent salespersons (e.g., cosmetic representatives)
- Independent commission workers (e.g., real estate and life insurance salespersons)
- Independent contractors (truckers, private duty nurses, construction contractors)
- Doctors, lawyers, investors, accountants

Even if this survey request was mailed to your home address and the business is not located at this address, the form is applicable and must be completed.

## 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://respond.census.gov/aces> when you are ready to report online.

Report Online - Do Not Return

**PLEASE REFER TO THE INSTRUCTIONS AND DEFINITIONS PAGE BEFORE COMPLETING THIS SURVEY.**

**ITEM 1 Report the following capital expenditures data for the entire business. Report dollar values rounded to thousands. Exclude land.**

Report capital expenditures your business made during the 2016 reporting period. **If your business did not make any capital expenditures enter "0" on the appropriate line(s).**

Example: If figure is \$2,600.00 report →	Mil.	Thou.
		3

**a.** Total Capital Expenditures  
(The sum of lines b, c, d, and e should equal the value reported in line a.)

**b.** New Structures (Include major additions, alterations, and capitalized repairs to existing structures)

**c.** Used Structures

**d.** New Equipment

**e.** Used Equipment

Capital Expenditures for 2016

Mil.	Thou.
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**ITEM 2 Report the following capital lease data for the entire business. Report in thousands of dollars.**

Report the estimated cost of assets acquired under capital lease arrangements entered into during the year. Exclude the value of structures and equipment which you rent and periodic payments made for leased structures and equipment. (For additional information see Item 2 on page 2 of the Instructions and Definitions sheet.)

Capital Lease Arrangements for 2016

Mil.	Thou.
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**REPORTING PERIOD COVERED**

**a. Do the reported data cover the calendar year 2016?**

YES

NO – *Specify period covered* →

FROM		
Month	Day	Year

TO		
Month	Day	Year

**OWNERSHIP INFORMATION**

**a. Was this business in operation on December 31, 2016?**

YES

NO – *Give date operations ceased* →

Month	Day	Year

**b. Did the ownership of this business change during the year ending December 31, 2016?**

YES – *Specify date of change AND fill in c. below* →

NO

Month	Day	Year

<b>c. Name of new operator/business</b>	Contact name at new company	Contact area code & phone number		
Number and street address	City	State	ZIP Code	

**REMARKS – BRIEFLY DESCRIBE THE CAPITAL EXPENDITURES**

Federal Employer Identification Number – <i>If applicable, please list the EIN of the business you are reporting for in the box provided</i>	EIN

**CERTIFICATION** – This report is substantially accurate and has been prepared in accordance with instructions.

Name of person to contact regarding this report	Telephone number	Area code	Number	
Printed name of person completing this report	Telephone number	Area code	Number	
E-mail address	Date	Month	Day	Year

**For more information, refer to: <https://respond.census.gov/aces> or call 1-800-528-3049**

**THANK YOU FOR YOUR ASSISTANCE IN THIS SURVEY**

Report Online - Do Not Return

# ANNUAL CAPITAL EXPENDITURES SURVEY

## 2016 INSTRUCTIONS AND DEFINITIONS

### BURDEN HOUR ESTIMATE

We estimate this survey will range from less than 1 hour to about 2 hours, averaging 1 hour 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: EWD Survey Comments 0607-0782, U.S. Census Bureau, 4600 Silver Hill Road, Room EWD-8K154, Washington, DC 20233. You may e-mail comments to [EWD.Surveys@census.gov](mailto:EWD.Surveys@census.gov). Be sure to use EWD Survey Comments 0607-0782 as the subject.

**SURVEY SCOPE** – This survey collects capital expenditures data for nonfarm businesses, organizations, and associations operating within the United States. This survey also includes self-employed individuals. Report capital expenditures for all of your operations that are located in the 50 States and the District of Columbia. Information for agricultural production operations should be excluded.

**SURVEY PERIOD** – Report data for the calendar year 2016. If your fiscal year ends between October 31 and February 28, fiscal year figures are acceptable. If calendar year book figures are not available except at considerable cost, reasonable estimates are acceptable. If the data reported are for a period other than the calendar year, indicate the exact period covered in the REPORTING PERIOD item.

**ESTIMATES ARE ACCEPTABLE** – The data requested on this report may not correspond to your accounting records. If you cannot answer a question from your records, please estimate the answer. Report in thousands of dollars. If your business did not make any capital expenditures for the 2016 reporting period, enter "0" on the appropriate line(s).

**ELECTRONIC REPORTING** – Complete this survey online by going to the following address:  
<https://respond.census.gov/aces>

Should you have any questions regarding electronic reporting, please call **1-800-528-3049** from 8:00 a.m. to 4:45 p.m. Eastern time, Monday through Friday, excluding holidays.

Use your User ID and Password to login. **Your User ID and Password are located on the letter we mailed to your company.**

**Filing Extensions** – If you cannot complete the survey by the date shown on your letter, you may request an extension of time by visiting <https://respond.census.gov/aces> and selecting "Self-Service Log in".

**Legal Authority and Confidentiality of Data - Your response is required by law.** Title 13 United States Code, Sections 131 and 182 authorizes this collection. Sections 224 and 225 require 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. Further, copies retained in respondents' files are immune from legal process.

Direct any **QUESTIONS** regarding this survey to **1-800-528-3049** from 8:00 a.m. to 4:45 p.m. Eastern time, Monday through Friday, excluding holidays.

### HOW TO REPORT

**Report capital expenditures in dollar values rounded to thousands.**

<b>Example: If figure is \$600.00, report</b>	Thou. 1
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<b>Example: If figure is \$2,600.00, report</b>	Thou. 3
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**Enter "0" in the thousands' column if expenditures are less than one thousand dollars after rounding. If you did not have capital expenditures during 2016, enter 0's in the appropriate lines of ITEM 1 and ITEM 2.**

## Item 1

**CAPITAL EXPENDITURES** – Report expenditures made during the year to purchase structures and equipment for use in your business. Records are ordinarily maintained for these expenditures since they are required to be depreciated for tax purposes. Include the estimated cost of assets acquired as the lessee under capital lease arrangements entered into during the year. See Item 2 instructions below for additional information on capital leases. Assets which your company expensed as permitted under Section 179 of the U.S. Internal Revenue Code should be reported as capital expenditures for purposes of this survey. The requested information may be available from your tax return, accountant, or tax advisor.

Exclude land and items charged as current operating expenses such as cost of maintenance (including maintenance contracts), normal and ordinary repairs, supplies, and rental payments.

If expenditures are made for both business and personal use, report only those for business use.

**NEW STRUCTURES** – Report capital expenditures for new buildings, offices, and other structures, as well as structures that have been previously owned but not used or occupied.

Include:

- Cost of buildings and all necessary expenditures to acquire, construct, and prepare the structure for its intended use.
- Cost of major additions, alterations, and capitalized repairs to existing structures whether performed by a contractor or completed in-house.
- Cost of any machinery and equipment which is an integral or built-in feature of the structure.

**NEW EQUIPMENT** – Report capital expenditures for new machinery and equipment.

Include:

- Capital expenditures for new equipment such as machinery, furniture and fixtures, cash registers, fax machines, copy machines, computers, computer software, and vehicles used in the production and distribution of goods and services and in office functions.
- Expenditures for machinery and equipment which are housed in structures and can be removed or replaced without significantly altering the structure.

**USED STRUCTURES AND USED EQUIPMENT** – Report capital expenditures for offices, buildings, and other structures previously owned and occupied by others. Also include second-hand equipment and machinery previously owned by others.

If you have any questions about what to report or how to classify specific fixed assets, please call **1-800-528-3049** from 8:00 a.m. to 4:45 p.m. Eastern time, Monday through Friday, excluding holidays.

## Item 2

**CAPITAL LEASES** – Report the estimated cost of new structures and equipment acquired as the lessee under capital lease arrangements entered into during the year. Only the person or business to whom a lease is granted (lessee) from others should report here. This value should also be included as a capital expenditure in Item 1 since the purchase of a structure and/or equipment has essentially taken place.

Exclude the value of structures and equipment which you rent (operating leases); and periodic payments made for leased structures and equipment.

**If you did not have capital expenditures during 2016, enter 0's in the appropriate lines of ITEM 1 and ITEM 2.**