

Attachment D-11

**Department of Commerce
United States Census Bureau
OMB Information Collection Request
2017 Economic Census
OMB Control Number 0607-XXXX**

**Draft Previews of Standard, Consolidated, and Classification Questionnaires
Sector 54**

Attachment	Sector	Instrument Path	Instrument Path Title
D-11	54	5403X	Architectural and Landscape Architectural Services (Enterprise Support)
		54140	Specialized Design Services
		5415C	Computer Systems Design and Related Services & Management, Scientific, and Technical Consulting Services (Classification)
		54162	Environmental Consulting and Other Scientific and Technical Consulting Services

DEFINITION OF ESTABLISHMENT

An **establishment** is generally a single physical location where business is conducted or where services or industrial operations are performed. This includes all locations of a company or organization, including administrative offices, warehouses, etc., that were in operation at any time during 2017. Report activity for each establishment on a separate form.

DEFINITION OF AN ENTERPRISE

An **enterprise** or company is a business, service, or membership organization consisting of one or more establishments within the United States under common ownership or control. It includes all establishments of subsidiary companies, where there is more than 50 percent ownership, as well as establishments of firms which the enterprise has the power to direct or cause the direction of management and policies.

DEFINITION OF AN ENTERPRISE SUPPORT ESTABLISHMENT

An **enterprise support establishment** is an establishment that is primarily engaged in performing management, supervision, general administrative functions, and supporting services for other establishments of the same enterprise, rather than for the general public or other business firms.

MAILING ADDRESS

Please update the mailing address if needed.

ATTN
RECORD_ATTN_TXT

Name 1
RECORD_NAME1

Store/Plant
RECORD_STOR

Name 2
RECORD_NAME2

Number and Street
ADDR_STREET

City, town, village, etc.
ADDR_CITY

State
Select State or Territory

ZIP Code
ADDR_ZIP

PHYSICAL LOCATION

Please update the physical location if needed.
(P.O. Box and rural route addresses are not physical locations.)

Number and Street
PHYSLOC_ADDR_STREET

City, town, village, etc.
PHYSLOC_ADDR_CITY

State
Select State or Territory

ZIP Code
PHYSLOC_A

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CFN
RECORD_CFN

ELECTRONIC_B

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

Item 1: Employer Identification Number

ITEM 1: EMPLOYER IDENTIFICATION NUMBER

Is the Employer Identification Number (EIN) used on this establishment's latest 2017 Internal Revenue Service Form 941, Employer's Federal Quarterly Tax Return?

- Yes
- No

ITEM 1: EMPLOYER IDENTIFICATION NUMBER

What is this establishment's 9-digit Employer Identification Number (EIN) used on its latest 2017 Internal Revenue Service Form 941, Employer's Federal Quarterly Tax Return?

EIN
<input type="text"/>

ADDITIONAL REPORTING GUIDELINES

GENERAL INSTRUCTIONS

- Please report information for each establishment owned or controlled by the company or organization.
- Each report form should cover calendar year 2017. If book figures are not available, **estimates are acceptable**. If your fiscal year covers at least 10 months of calendar year 2017, you may report all items except payroll on a fiscal year basis. Calendar year figures for payroll should be available from your Internal Revenue Service (IRS) Form 941, Employer's Quarterly Federal Tax Return, or Form 944, Employer's Annual Federal Tax Return. Indicate the exact dates covered when the report form(s) is submitted.

How to Report Dollar Figures:

Dollar figures should be rounded to thousands of dollars

EXAMPLE: If a dollar figure is \$2,036,355.25

Report	Check if None	2017
	<input type="checkbox"/>	\$ 2036 ,000.00

EXAMPLE: If a dollar figure is "0" (or less than \$500.00):

Report	Check if None	2017
	<input checked="" type="checkbox"/>	\$,000.00

How to Report Percents:

Percents should be **rounded to whole** percents

EXAMPLE: If figure is 38.76% of total sales

Report	2017
	39 %

ITEM 3: OPERATIONAL STATUS

Which of the following best describes this establishment's operational status at the end of 2017?

- In operation
- Temporarily or seasonally inactive
- Ceased operation
- Sold or leased to another operator
- Other


Describe

Item 3: Operational Status - Ceased Operation Date

ITEM 3: OPERATIONAL STATUS - CEASED OPERATION DATE


When did this establishment cease operation?

MMDDYYYY



ITEM 3: 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, etc.

State
Select States and Territories

ZIP Code

EIN

Item 4: Months in Operation

ITEM 4: MONTHS IN OPERATION

What was the number of months in operation during 2017?

Check
if
None

2017
Number

ITEM 5: SALES, SHIPMENTS, RECEIPTS, OR REVENUE

A. Sales, Receipts, or Revenue

Include:

- Sales, receipts, or revenue from customers **outside** your enterprise originating from this location.

Exclude:

- Sales, receipts, or revenue from other establishments within your own enterprise.

What were the sales, receipts, or revenue (exclude billings) from customers **outside** your enterprise originating from this location?

Check
if
None

2017
\$,000.00

B. Exported Services

NOTE: An exported service is a product (e.g., service performed, license agreement) that is sold or transferred to, or 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:

- Products provided to unaffiliated and affiliated foreign firms (e.g., foreign parent firms, subsidiaries, branches)

Exclude:

- Products provided to domestic subsidiaries of foreign firms

What were the receipts or revenue for exported services?

Check
if
None

2017
\$,000.00

ITEM 7: EMPLOYMENT AND PAYROLL

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) in **Item 1**

Exclude:

- Temporary staffing obtained from a staffing service
- Contractors, subcontractors, or independent contractors
- Full- or part-time leased employees whose payroll was filed under an employee leasing company's EIN
- Purchased or managed services, such as janitorial, guard, or landscape services
- Professional or technical services purchased from another firm, such as software consulting, computer programming, engineering, or accounting services

For further clarification, click the "Additional Information" link above.

A. Employment

What was the number of employees for pay period including March 12?

Check if None	2017
	<input type="text"/>

B. Payroll before deductions

(Exclude employer's cost for fringe benefits.)

1. What was the annual payroll?

Check if None	2017
	\$ <input type="text"/> ,000.00

2. What was the first quarter payroll (January-March 2017)?

Check if None	\$ <input type="text"/> ,000.00
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Item 8: Support Services

ITEM 8: SUPPORT SERVICES

Was this establishment primarily engaged in providing management, administrative, or support services to other establishments of your enterprise (rather than for the general public or other business firms) in 2017?

- Yes
- No

ITEM 8: SUPPORT SERVICES

PRINCIPAL BUSINESS OR ACTIVITY OF THE OPERATING ESTABLISHMENTS SERVICED

What principal kind of business or activity is performed by the establishments of your enterprise that are managed or serviced by this establishment?

Example: If this establishment is a corporate, subsidiary, or regional managing office, data processing service center, or administrative/support office to a chain of clothing stores, please describe "clothing stores" below.

ITEM 16: SELECTED EXPENSES

Report the payment of selected expenses allocated by category

- Report payments for expenses directly incurred by this establishment in column 1.
- Report payments made by this establishment for expenses incurred by other establishments of your enterprise in column 2 (where applicable).

Exclude:

- Transfers made within the company
- Capitalized expenses
- Impairment
- Interest
- Bad debt
- Income tax
- Taxes collected from customers (e.g., sales and excise)
- Cost of merchandise for resale

Personnel costs, except payroll

1. Employer's cost for employer paid insurance premiums, pension plans, payroll taxes, and other employee benefits More	<input type="checkbox"/> Check if None	2017 Expenses of this establishment ONLY \$ <input type="text"/> ,000.00
2. Temporary staff and leased employee expense More	<input type="checkbox"/>	\$ <input type="text"/> ,000.00

Expensed equipment and materials

3. Expensed computer hardware and other equipment More	<input type="checkbox"/>	\$ <input type="text"/> ,000.00
4. Expensed purchases of other materials, parts, and supplies More	<input type="checkbox"/>	\$ <input type="text"/> ,000.00

Expensed purchased services

5. Expensed purchases of software More	<input type="checkbox"/>	\$ <input type="text"/> ,000.00
6. Purchased electricity More	<input type="checkbox"/>	\$ <input type="text"/> ,000.00
7. Purchased fuels (Exclude motor fuels.) More	<input type="checkbox"/>	\$ <input type="text"/> ,000.00

8. Data processing and other purchased computer services More	<input type="checkbox"/>	\$ <input type="text"/> ,000.00	<input type="checkbox"/> Check if None	2017 Payments made by this establishment on behalf of other establishments of your enterprise \$ <input type="text"/> ,000.00
9. Purchased communication services More	<input type="checkbox"/>	\$ <input type="text"/> ,000.00	<input type="checkbox"/>	\$ <input type="text"/> ,000.00
10. Purchased repairs and maintenance to machinery, vehicles, and equipment More	<input type="checkbox"/>	\$ <input type="text"/> ,000.00	<input type="checkbox"/>	\$ <input type="text"/> ,000.00
11. Purchased repairs and maintenance to buildings, structures, and offices More	<input type="checkbox"/>	\$ <input type="text"/> ,000.00	<input type="checkbox"/>	\$ <input type="text"/> ,000.00
12. Water, sewer, refuse removal, and other utility payments More	<input type="checkbox"/>	\$ <input type="text"/> ,000.00	<input type="checkbox"/>	\$ <input type="text"/> ,000.00

13. Purchased advertising and promotional services More	<input type="checkbox"/>	\$ <input type="text" value=""/> ,000.00	<input type="checkbox"/>	\$ <input type="text" value=""/> ,000.00
14. Purchased professional and technical services More	<input type="checkbox"/>	\$ <input type="text" value=""/> ,000.00	<input type="checkbox"/>	\$ <input type="text" value=""/> ,000.00
Other selected expenses				
15. Lease and rental payments for machinery, equipment, and other tangible items More	<input type="checkbox"/>	\$ <input type="text" value=""/> ,000.00	<input type="checkbox"/>	\$ <input type="text" value=""/> ,000.00
16. Lease and rental payments for land, buildings, structures, store spaces, and offices More	<input type="checkbox"/>	\$ <input type="text" value=""/> ,000.00	<input type="checkbox"/>	\$ <input type="text" value=""/> ,000.00
17. Governmental taxes and license fees (<i>Exclude sales, excise, and income taxes.</i>) More	<input type="checkbox"/>	\$ <input type="text" value=""/> ,000.00	<input type="checkbox"/>	\$ <input type="text" value=""/> ,000.00
18. Depreciation and amortization charges More	<input type="checkbox"/>	\$ <input type="text" value=""/> ,000.00		
19. All other selected expenses (Describe - If more than 50% of TOTAL reported on line 20.) More	<input type="checkbox"/>	\$ <input type="text" value=""/> ,000.00		
Describe				
20. TOTAL SELECTED EXPENSES of this establishment ONLY, excluding payroll (Add lines 1 through 19.)	<input type="checkbox"/>	\$ <input type="text" value=""/> ,000.00		

ITEM 17: PRINCIPAL BUSINESS OR ACTIVITY

Which ONE of the following best describes this establishment's principal kind of business or activity in 2017?
If none of the provided selections seem appropriate, provide a specific description of the primary business activity.
Select only ONE.

Architectural and engineering services

- 541310 003 Architectural services, excluding landscape architectural services
- 541320 00A Landscape architectural services, excluding landscaping and landscape construction
- 541330 00B Engineering services, including construction engineering services

Design services

- 541410 001 Interior design services
- 541430 001 Graphic design services
- 777541 491 Other specialized design services - Describe

Administrative services

- 551114 001 Corporate, subsidiary, or regional managing office engaged in management of, or providing more than one centralized administrative support functions to, other establishments of the company (Offices engaged in only one type of specific activity should select another kind of business or activity.)

Other principal business or activity

- 541320 00A Urban/city/regional planning and design services
- 561730 005 Landscape maintenance and installation services
- 541340 007 Drafting services, including CAD (Computer Aided Design) drafting and steel detailing
- 773000 001 Other principal business or activity - Describe

ITEM 20: CLASS OF CUSTOMER

What was the estimated percentage of receipts (reported in **Item 5**) from services provided to clients outside your enterprise by class of customer?

	2017
1. Federal government	<input type="text"/> %
2. State and local governments, including public authorities	<input type="text"/> %
3. Construction firms	<input type="text"/> %
4. Architectural firms	<input type="text"/> %
5. Engineering firms	<input type="text"/> %
6. All other business firms and organizations (Manufacturing, utilities, mining, shopping centers, office buildings, etc.)	<input type="text"/> %
7. Not-for-profit organizations (Include religious organizations.)	<input type="text"/> %
8. Household consumers and individuals (Report fees from individually owned businesses on lines 3, 4, 5, or 6 as appropriate.)	<input type="text"/> %
9. TOTAL (Sum of lines 1 through 8 should equal 100%.)	<input type="text"/> %

Item 22: Detail of Sales, Shipments, Receipts, or Revenue - Continued

Of the \$,000.00 of Sales, Shipments, Receipts, or Revenue reported in **Item 5**, what was the value for each product or service?

Description	Value	Product Code
1. Architectural services for apartment building and other nonresidential building projects More	\$ <input type="text"/> ,000.00	7006775000
2. Architectural services for residential building projects, excluding apartment building projects More	\$ <input type="text"/> ,000.00	7000625000
3. Architectural services for historical restoration projects More	\$ <input type="text"/> ,000.00	7006800000
4. Architectural consulting services More	\$ <input type="text"/> ,000.00	7007525000
5. Landscape architectural services for residential building projects, excluding apartment building projects More	\$ <input type="text"/> ,000.00	7000650000
6. Landscape architectural services for nonresidential building projects, including apartment building projects More	\$ <input type="text"/> ,000.00	7006825000
7. Landscape architectural services for recreational and open space projects More	\$ <input type="text"/> ,000.00	7006850000
8. Landscape architectural services, specific elements More	\$ <input type="text"/> ,000.00	7007550000
9. Landscape architectural consulting services More	\$ <input type="text"/> ,000.00	7007575000
10. Development of comprehensive urban plans More	\$ <input type="text"/> ,000.00	7006925000
11. Development of community urban plans More	\$ <input type="text"/> ,000.00	7006950000
12. Development of urban plan elements	\$ <input type="text"/> ,000.00	7006975000
13. Urban planning consulting services More	\$ <input type="text"/> ,000.00	7007000000
14. Project site master planning services More	\$ <input type="text"/> ,000.00	7007600000
15. Construction project management services, except at-risk More	\$ <input type="text"/> ,000.00	3004800000
16. Project management services, except construction More	\$ <input type="text"/> ,000.00	7014925000
17. Residential landscaping services More	\$ <input type="text"/> ,000.00	7000645000
18. Exterior commercial landscaping services More	\$ <input type="text"/> ,000.00	7006750000
19. Full-service interior design services More	\$ <input type="text"/> ,000.00	7008000000
20. Interior design services, excluding full-service More	\$ <input type="text"/> ,000.00	7008025000
21. Engineering services for residential building projects, excluding apartment building projects More	\$ <input type="text"/> ,000.00	7000640000
22. Engineering services for commercial, public and institutional building projects, including apartment building projects More	\$ <input type="text"/> ,000.00	7007025000
23. Licensing of rights to use intellectual property protected by copyright, excluding audiovisual works and musical compositions and recordings More	\$ <input type="text"/> ,000.00	7009581000

24. All other products and services, not elsewhere classified

a. All other products and services, not elsewhere classified - write-in #1

<input type="text" value="Pick one"/>	<input type="text" value="Describe"/>	\$ <input type="text"/>	,000.00	9000000003
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b. All other products and services, not elsewhere classified - write-in #2

<input type="text" value="Pick one"/>	<input type="text" value="Describe"/>	\$ <input type="text"/>	,000.00	9000000006
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c. All other products and services, not elsewhere classified - write-in #3

<input type="text" value="Pick one"/>	<input type="text" value="Describe"/>	\$ <input type="text"/>	,000.00	9000000009
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TOTAL - Sum of lines should equal total Sales, Shipments, Receipts, or Revenue reported in Item 5	\$ <input type="text"/>	,000.00	9900000000
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Item 27: Manufacturing Activities - Manufacturing at This Location

ITEM 27: MANUFACTURING ACTIVITIES - MANUFACTURING AT THIS LOCATION

In 2017, did this establishment manufacture any products or produce any goods at this location?

- Yes
- No

Item 27: Manufacturing Activities - Manufacturing by Other Company Locations Inside the U.S.

ITEM 27: MANUFACTURING ACTIVITIES - MANUFACTURING BY OTHER COMPANY LOCATIONS INSIDE THE U.S.

In 2017, did this establishment have any manufacturing done on its behalf by any other locations of your company **inside the U.S.**?

- Yes
- No

ITEM 27: MANUFACTURING ACTIVITIES - MANUFACTURING BY AFFILIATED COMPANIES INSIDE THE U.S.

In 2017, did this establishment have any manufacturing done on its behalf by any **affiliated** companies **inside the U.S.**?

- Yes
- No

ITEM 27: MANUFACTURING ACTIVITIES - MANUFACTURING BY UNAFFILIATED COMPANIES INSIDE THE U.S.

In 2017, did this establishment have any manufacturing done on its behalf by any **unaffiliated** companies **inside the U.S.**?

- Yes
- No

ITEM 27: MANUFACTURING ACTIVITIES - MANUFACTURING DONE OUTSIDE THE U.S.

In 2017, did this establishment have any manufacturing done on its behalf **outside the U.S.**?

Include manufacturing done outside the U.S. by both affiliated and unaffiliated companies.

- Yes
- No

ITEM 27: MANUFACTURING ACTIVITIES - DESIGN OR SPECIFICATION FOR PRODUCTS MANUFACTURED ON ITS BEHALF

In 2017, did this establishment determine the design or specifications for any of the products that were manufactured on its behalf?

"Design or specifications" refers to the function of the product, not just the appearance or its packaging.

- Yes
- No

ITEM 27: MANUFACTURING ACTIVITIES - PERCENTAGE OF REVENUE FOR PRODUCTS MANUFACTURED ON ITS BEHALF

What percentage of this establishment's total revenue in 2017 was from the sale of products that were manufactured on its behalf, per this establishment's design or specifications?

Estimates are acceptable.

- 0%
- 1-25%
- 26-50%
- 51-75%
- 76-99%
- 100%

ITEM 27: MANUFACTURING ACTIVITIES - U.S. COMPANY AS A WHOLE - MANUFACTURING DONE OUTSIDE THE U.S.

In 2017, was your **U.S. company as a whole** responsible for the design of any products that were manufactured outside the U.S.?

- Yes
- No

ITEM 28: SPECIAL INQUIRIES - PERSONNEL BY OCCUPATION

Enter employment reported on IRS Form 941. Employer's Quarterly Federal Tax Return, by occupation. The total should equal the number reported in **Item 7**, line A.

Enter personnel who perform a variety of functions (e.g., those with multiple job duties, licenses, or registrations) on the **one** line which best describes the **primary** nature of their work. Scientific research and development establishments should report as scientists, engineers, and technicians/technologists on lines 4a and 4b.

1. Accounting personnel

Number of employees for pay period including March 12, 2017

a. Certified public accountants (employees of the firm)

b. Accountants and professionals not certified (employees of the firm)

2. Legal personnel, including lawyers and legal paraprofessionals (law clerks, legal assistants, etc.)

3. Computer personnel

a. Computer programmers

b. Systems engineers

c. Other computer-related personnel

4. Research and development personnel

a. Scientists or engineers

b. Technicians or technologists

5. Licensed, registered, or professionally trained engineers; or certified engineering technicians or technologists not engaged in R&D activities

6. Other technically-trained personnel

7. Sales personnel

8. Managers, management consultants, and all other professionals

9. Manufacturing/production workers

10. All other personnel (Include personnel, such as secretarial, maintenance, security, and other support staff.)

11. **TOTAL** (Sum of lines 1 through 10 should equal **Item 7**, line A.)

ITEM 28: SPECIAL INQUIRIES - SOURCE OF RESEARCH AND DEVELOPMENT FUNDS

Did this establishment receive funds for research and development during 2017?

- Yes
- No

ITEM 28: SPECIAL INQUIRIES - SOURCE OF RESEARCH AND DEVELOPMENT FUNDS

Source of funds for research and development

	2017
1. Federal government contracts and subcontracts	\$ <input type="text"/> ,000.00
2. Non-federal sources outside your enterprise (Include receipts from other enterprises, state and local governments, and other organizations.)	\$ <input type="text"/> ,000.00
3. Transfers or other payments from other establishments of your enterprise	\$ <input type="text"/> ,000.00
4. Total (Add lines 1 through 3.)	\$ <input type="text"/> ,000.00

ITEM 28: SPECIAL INQUIRIES - RESEARCH AND DEVELOPMENT ACQUISITION

(To be completed by establishments engaged in research and development.)

The United States includes all 50 states, District of Columbia, U.S. Commonwealth Territories, and U.S. possessions.
During 2017 did this establishment:

	Yes	No	Do Not Know
1. Acquire research and development performed by another establishment of your enterprise in the United States?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Acquire research and development performed by another establishment of your enterprise outside of the United States?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Acquire research and development performed by another company in the United States?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Acquire research and development performed by another company outside of the United States?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Acquire rights to use patents, inventions, licenses, trademarks, software, or other types of intellectual property from others for use in this establishment's products or processes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ITEM 28: SPECIAL INQUIRIES - MERCHANDISE SALES

NOTE - "Manufacturing" is transforming or otherwise processing materials or components into new products, including assembling of component parts, prototype development, blending, and jobbing. Excludes packaging and minor assembly of manufactured goods incidental to distribution or sale. Estimate the percent of merchandise sales, shipments, receipts, or revenues reported in **Item 22** from:

	2017
1. Products manufactured or assembled at this establishment	<input type="text"/> %
2. Products manufactured or assembled for this establishment by other domestic establishments of your company (i.e., within the 50 States and District of Columbia)	<input type="text"/> %
3. Products manufactured for this establishment by other companies on a contract basis OR manufactured by your company's foreign plants	<input type="text"/> %
4. Product resales (products purchased by this establishment from others and sold without further processing or transformation; or sold on a commission basis)	<input type="text"/> %
5. TOTAL (Sum of lines 1 through 4 should equal 100%.)	<input type="text"/> %

Remarks

REMARKS

(Please use this space for any explanations that may be essential in understanding your reported data.) Maximum length is 1,000 characters.

You have

1000

characters left.

DEFINITION OF ESTABLISHMENT

The reporting unit for this questionnaire is an **establishment**. An establishment is generally a single physical location where business is conducted or where services or industrial operations are performed.

MAILING ADDRESS

Please update the mailing address if needed.

ATTN
RECORD_ATTN_TXT

Name 1
RECORD_NAME1

Name 2
RECORD_NAME2

Number and Street
ADDR_STREET

City, town, village, etc.
ADDR_CITY

State
Select State or Territory

ZIP Code
ADDR_ZIP

PHYSICAL LOCATION

Please update the physical location if needed.
(P.O. Box and rural route addresses are not physical locations.)

Number and Street
PHYSLOC_ADDR_STREET

City, town, village, etc.
PHYSLOC_ADDR_CITY

State
Select State or Territory

ZIP Code
PHYSLOC_A

For Census Bureau Use Only

CFN
RECORD_CFN

ELECTRONIC_B

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

ITEM 3: OPERATIONAL STATUS

Which of the following best describes this establishment's operational status at the end of 2017?

- In operation
- Temporarily or seasonally inactive
- Ceased operation
- Sold or leased to another operator
- Other


Describe

Item 3: Operational Status - Ceased Operation Date

ITEM 3: OPERATIONAL STATUS - CEASED OPERATION DATE


When did this establishment cease operation?

MMDDYYYY



ITEM 3: 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, etc.

State
Select States and Territories

ZIP Code

EIN

ITEM 17: PRINCIPAL BUSINESS OR ACTIVITY

Which ONE of the following best describes this establishment's principal kind of business or activity in 2017?
If none of the provided selections seem appropriate, provide a specific description of the primary business activity.

Select only ONE.

Management and consulting services

- 541611 002 Administrative and general management consulting services, including strategic planning and organizational change
- 541613 001 Marketing consulting services, including sales management, customer service, and marketing planning/strategy
- 561110 001 Management and administrative services - providing day-to-day administrative services such as personnel management, bookkeeping, billing, etc., for a client's business or operation (exclude administrative activities provided for own company)
- 541620 002 Environmental consulting services
- 541612 301 Human resources and personnel management consulting services
- 541611 003 Financial management consulting services, excluding investment advice
- 541614 004 Manufacturing operations management consulting services
- 541614 001 Physical distribution and logistics consulting services
- 541612 101 Actuarial consulting services
- 541612 302 Employee benefit consulting services
- 541614 006 Transportation management consulting services
- 561312 002 Outplacement consulting services
- 541690 902 Agricultural consulting services
- 541614 003 Tariff consulting or freight rate auditor services
- 777541 911 Other management or consulting services - Describe

Computer services

- 518210 00C Data processing service center - providing data entry, image processing, database management, record conversion, and other computer processing services from central processing centers and cloud services
- 518210 00E Data storage services, including remote backup and storage of computer data, and CLOUD services
- 518210 00F Cloud computing and cloud storage
- 541511 001 Custom computer programming services - writing, modifying, testing, and supporting software to meet the needs of a particular customer, including web design and network software
- 541511 002 Custom software development services
- 541512 101 Computer systems integrator services - analyzing a client's computer needs and bundling software and hardware to deliver an integrated system to meet those specialized needs
- 541512 203 Computer systems design services, excluding software development
- 541513 003 Computer systems facilities support services - on-site management and operation of a client's computer systems
- 541519 001 Computer-related consulting, including domain registration and software/hardware installation services (exclude computer systems consulting or design services) - Describe
- 511210 001 Software publishers, including developing and publishing or publishing only, packaged software
- 541512 206 Computer software/hardware consulting services
- 777541 071 Other computer-related services - Describe

Other principal business or activity

561312 001 Executive search services

541330 00B Engineering services, including construction engineering services

541211 001 Certified public accountant (CPA)

541219 001 Accountant, excluding CPA

773000 001 Other principal business or activity - Describe

Describe

Remarks

REMARKS

(Please use this space for any explanations that may be essential in understanding your reported data.) Maximum length is 1,000 characters.

You have

1000

characters left.

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The reporting unit for this questionnaire is an **establishment**. An establishment is generally a single physical location where business is conducted or where services or industrial operations are performed.

MAILING ADDRESS

Please update the mailing address if needed.

ATTN
RECORD_ATTN_TXT

Name 1
RECORD_NAME1

Store/Plant
RECORD_STOR

Name 2
RECORD_NAME2

Number and Street
ADDR_STREET

City, town, village, etc.
ADDR_CITY

State
Select State or Territory

ZIP Code
ADDR_ZIP

PHYSICAL LOCATION

Please update the physical location if needed.
(P.O. Box and rural route addresses are not physical locations.)

Number and Street
PHYSLOC_ADDR_STREET

City, town, village, etc.
PHYSLOC_ADDR_CITY

State
Select State or Territory

ZIP Code
PHYSLOC_A

For Census Bureau Use Only

CFN
RECORD_CFN

ELECTRONIC_B

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

Item 1: Employer Identification Number

ITEM 1: EMPLOYER IDENTIFICATION NUMBER

Is the Employer Identification Number (EIN) used on this establishment's latest 2017 Internal Revenue Service Form 941, Employer's Federal Quarterly Tax Return?

- Yes
- No

ITEM 1: EMPLOYER IDENTIFICATION NUMBER

What is this establishment's 9-digit Employer Identification Number (EIN) used on its latest 2017 Internal Revenue Service Form 941, Employer's Federal Quarterly Tax Return?

EIN
<input type="text"/>

ADDITIONAL REPORTING GUIDELINES

GENERAL INSTRUCTIONS

- Please report information for each establishment owned or controlled by the company or organization.
- Each report form should cover calendar year 2017. If book figures are not available, **estimates are acceptable**. If your fiscal year covers at least 10 months of calendar year 2017, you may report all items except payroll on a fiscal year basis. Calendar year figures for payroll should be available from your Internal Revenue Service (IRS) Form 941, Employer's Quarterly Federal Tax Return, or Form 944, Employer's Annual Federal Tax Return. Indicate the exact dates covered when the report form(s) is submitted.

How to Report Dollar Figures:

Dollar figures should be rounded to thousands of dollars

EXAMPLE: If a dollar figure is \$2,036,355.25

Report	Check if None	2017
	<input type="checkbox"/>	\$ 2036 ,000.00

EXAMPLE: If a dollar figure is "0" (or less than \$500.00):

Report	Check if None	2017
	<input checked="" type="checkbox"/>	\$,000.00

How to Report Percents:

Percents should be **rounded to whole** percents

EXAMPLE: If figure is 38.76% of total sales

Report	2017
	39 %

ITEM 2A: OWNERSHIP OR CONTROL

Is your company owned or controlled by another domestic company?

- Yes
- No

ITEM 2A: OWNERSHIP OR CONTROL - VOTING STOCK VALIDATION

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

- Yes
- No

ITEM 2A: OWNERSHIP OR CONTROL - MANAGEMENT AND POLICY

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

- Yes
- No

ITEM 2A: OWNERSHIP OR CONTROL - PERCENT OF VOTING STOCK HELD

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

- Less than 50%
- 50%

ITEM 2A: 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, etc.

State
Select States and Territories

ZIP Code

EIN

ITEM 2B: NUMBER OF ESTABLISHMENTS - MORE THAN ONE LOCATION

Does your company operate in more than one location?

- Yes
- No

ITEM 2B: NUMBER OF ESTABLISHMENTS

How many establishments operated under EIN at the end of 2017?

2017

ITEM 2B: NUMBER OF ESTABLISHMENTS - ESTABLISHMENTS OF THIS COMPANY

This company owns and operates establishments under EIN at the end of 2017.

- Use the 'Add Establishment' button to add ALL establishments in the company and their respective data.
- Provide the headquarters location first, then all the other locations.
- Data for establishments operated during 2017, but not in operation at the end of the year, should be included with the headquarters location.
- Please ensure all establishments of this company are listed below with one establishment per row.
- Use the 'Edit' button on each row to update the location's physical address or other information.

ITEM 2B: NUMBER OF ESTABLISHMENTS - ESTABLISHMENT INFORMATION

Name

Secondary Name

Store/Plant Number

Number and Street

City, town, village, etc.

State

ZIP Code

Describe kind of business at this location

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.

Number of Employees for Pay Period including March 12

2017 Number

First Quarter Payroll
 (Jan - March 2017)

2017
 \$,000.00

Annual Payroll

2017
 \$,000.00

Sales, Shipments, Receipts, or Revenue

2017
 \$,000.00

ITEM 2B: NUMBER OF ESTABLISHMENTS - CONSOLIDATING DATA INSTRUCTIONS

Consolidating Data for EIN :

- Add the values reported in Sales, Shipments, Receipts, or Revenue for all establishments of the EIN and report the combined total in the questions for **Item 5**, Sales, Shipments, Receipts, or Revenue and **Item 22**, Detail of Sales, Shipments, Receipts, or Revenue that follow.
- Add the values reported in Employment, First Quarter Payroll, and Annual Payroll for all establishments of the EIN and report the combined totals in the question for **Item 7**, Employment and Payroll that follows.
- Report combined data for all other questions that follow.

ITEM 3: OPERATIONAL STATUS

Which of the following best describes this establishment's operational status at the end of 2017?

- In operation
- Temporarily or seasonally inactive
- Ceased operation
- Sold or leased to another operator
- Other


Describe

Item 3: Operational Status - Ceased Operation Date

ITEM 3: OPERATIONAL STATUS - CEASED OPERATION DATE


When did this establishment cease operation?

MMDDYYYY



ITEM 3: 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, etc.

State
Select States and Territories

ZIP Code

EIN

Item 4: Months in Operation

ITEM 4: MONTHS IN OPERATION

What was the number of months in operation during 2017?

Check
if
None

2017
Number

ITEM 5: SALES, SHIPMENTS, RECEIPTS, OR REVENUE

A. Receipts

For further clarification, click the "Additional Information" link above.

What were the total operating receipts?

Check
if
None

2017	
\$	<input type="text"/>
	,000.00

B. Exported Services

NOTE: An exported service is a product (e.g., service performed, license agreement) that is sold or transferred to, or 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:

- Products provided to unaffiliated and affiliated foreign firms (e.g., foreign parent firms, subsidiaries, branches)

Exclude:

- Products provided to domestic subsidiaries of foreign firms

What were the receipts or revenue for exported services?

Check
if
None

2017	
\$	<input type="text"/>
	,000.00

ITEM 7: EMPLOYMENT AND PAYROLL

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) in **Item 1**

Exclude:

- Temporary staffing obtained from a staffing service
- Contractors, subcontractors, or independent contractors
- Full- or part-time leased employees whose payroll was filed under an employee leasing company's EIN
- Purchased or managed services, such as janitorial, guard, or landscape services
- Professional or technical services purchased from another firm, such as software consulting, computer programming, engineering, or accounting services

For further clarification, click the "Additional Information" link above.

A. Employment

What was the number of employees for pay period including March 12?

Check if None	2017
	<input type="text"/>

B. Payroll before deductions

(Exclude employer's cost for fringe benefits.)

1. What was the annual payroll?

Check if None	2017
	\$ <input style="width: 100px;" type="text"/> ,000.00

2. What was the first quarter payroll (January-March 2017)?

Check if None	2017
	\$ <input style="width: 100px;" type="text"/> ,000.00

Item 8: Support Services

ITEM 8: SUPPORT SERVICES

Was this establishment primarily engaged in providing management, administrative, or support services to other establishments of your enterprise (rather than for the general public or other business firms) in 2017?

- Yes
- No

ITEM 17: PRINCIPAL BUSINESS OR ACTIVITY

Which ONE of the following best describes this establishment's principal kind of business or activity in 2017?
 If none of the provided selections seem appropriate, provide a specific description of the primary business activity.
Select only ONE.

Design services

- 541430 001 Graphic design services
- 541430 007 Communication design services
- 541410 002 Interior design services - planning, designing, and administering projects in interior spaces to meet the physical and aesthetic needs of people using the spaces
- 541410 003 Interior decorating consultant - advising on interior decorating
- 541810 001 Advertising agency - creating advertising campaigns and placing advertising with media
- 541420 001 Industrial design services - developing designs that optimize the use, value, and appearance of products
- 541330 00C Engineering design services - applying principles of engineering in the design and development of machines and products
- 541490 001 Fashion design services
- 541430 002 Commercial art services
- 541850 004 Display advertising
- 541310 001 Architectural services, excluding landscape
- 442110 101 Furniture store, except custom
- 777541 491 Other specialized design services - Describe

Other principal business or activity

- 541922 001 Commercial photography services
- 773000 001 Other principal business or activity - Describe

ITEM 20: CLASS OF CUSTOMER

What was the percentage of this establishment's total operating receipts (reported in **Item 5**) by class of customer?

	2017
1. Business firms and farms	<input type="text"/> %
2. Not-for-profit organizations (Include religious organizations.)	<input type="text"/> %
3. Federal government	<input type="text"/> %
4. State and local governments	<input type="text"/> %
5. Household consumers and individuals (Report receipts from individually owned businesses on line 1.)	<input type="text"/> %
6. TOTAL (Sum of lines 1 through 5 should equal 100%.)	<input type="text"/> %

ITEM 22: DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUEOf the \$,000.00 of Sales, Shipments, Receipts, or Revenue reported in **Item 5**, what products and services were included?**Select ALL that apply.**

1. Full-service interior design services More	<input type="checkbox"/>	7008000000
a. Full-service interior design services for residential buildings, except historical restoration	<input type="checkbox"/>	7008000003
b. Full-service interior design services for nonresidential buildings, except historical restoration	<input type="checkbox"/>	7008000006
c. Full-service interior design services for restoration of historic buildings	<input type="checkbox"/>	7008000009
2. Interior design services, except full-service More	<input type="checkbox"/>	7008025000
3. Interior decorating services More	<input type="checkbox"/>	7000630000
4. Industrial design services More	<input type="checkbox"/>	7012050000
a. Industrial design services for products	<input type="checkbox"/>	7012050003
b. Model design and fabrication services More	<input type="checkbox"/>	7012050006
c. Consulting services for industrial design and other industrial design services	<input type="checkbox"/>	7012050009
5. Developing and making prototypes of other goods	<input type="checkbox"/>	2019365000
6. Graphic design services, except advertising graphic design	<input type="checkbox"/>	7012075000
a. Graphic design services for corporate identity More	<input type="checkbox"/>	7012075003
b. Graphic design services for publications	<input type="checkbox"/>	7012075009
c. Graphic design services for commercial illustrations	<input type="checkbox"/>	7012075012
d. Graphic interface and interaction design services	<input type="checkbox"/>	7012075015
e. Graphic design services, not elsewhere classified	<input type="checkbox"/>	7012075018
7. Integrated website design and development services	<input type="checkbox"/>	7012028000
8. Advertising creative services, including advertising and promotional graphic design services	<input type="checkbox"/>	7012475000
9. Information and document transformation services	<input type="checkbox"/>	7014500000
a. Imaging and other data capture services	<input type="checkbox"/>	7014500003
b. Data plotting, printing, conversion, and migration services	<input type="checkbox"/>	7014500006

10. Other printing and related contract manufacturing services



2053415000

11. Clothing and other specialized design services, not elsewhere classified



7012100000

a. Clothing design services



7012100003

b. Other specialized design services, not elsewhere classified



7012100006

Item 22: Detail of Sales, Shipments, Receipts, or Revenue - Continued

Of the \$,000.00 of Sales, Shipments, Receipts, or Revenue reported in **Item 5**, what was the value for each product or service?

Description	Value	Product Code
1. Full-service interior design services More		
a. Full-service interior design services for residential buildings, except historical restoration	\$ <input type="text"/> ,000.00	7008000003
b. Full-service interior design services for nonresidential buildings, except historical restoration	\$ <input type="text"/> ,000.00	7008000006
c. Full-service interior design services for restoration of historic buildings	\$ <input type="text"/> ,000.00	7008000009
Subtotal	\$ <input type="text"/> ,000.00	7008000000
2. Interior design services, except full-service More	\$ <input type="text"/> ,000.00	7008025000
3. Interior decorating services More	\$ <input type="text"/> ,000.00	7000630000
4. Industrial design services More		
a. Industrial design services for products	\$ <input type="text"/> ,000.00	7012050003
b. Model design and fabrication services More	\$ <input type="text"/> ,000.00	7012050006
c. Consulting services for industrial design and other industrial design services	\$ <input type="text"/> ,000.00	7012050009
Subtotal	\$ <input type="text"/> ,000.00	7012050000
5. Developing and making prototypes of other goods	\$ <input type="text"/> ,000.00	2019365000
6. Graphic design services, except advertising graphic design		
a. Graphic design services for corporate identity More	\$ <input type="text"/> ,000.00	7012075003
b. Graphic design services for publications	\$ <input type="text"/> ,000.00	7012075009
c. Graphic design services for commercial illustrations	\$ <input type="text"/> ,000.00	7012075012
d. Graphic interface and interaction design services	\$ <input type="text"/> ,000.00	7012075015
e. Graphic design services, not elsewhere classified	\$ <input type="text"/> ,000.00	7012075018
Subtotal	\$ <input type="text"/> ,000.00	7012075000
7. Integrated website design and development services	\$ <input type="text"/> ,000.00	7012028000
8. Advertising creative services, including advertising and promotional graphic design services	\$ <input type="text"/> ,000.00	7012475000
9. Information and document transformation services		
a. Imaging and other data capture services	\$ <input type="text"/> ,000.00	7014500003

b. Data plotting, printing, conversion, and migration services	\$,000.00	7014500006	
Subtotal	\$,000.00	7014500000	
10. Other printing and related contract manufacturing services	\$,000.00	2053415000	
11. Clothing and other specialized design services, not elsewhere classified					
a. Clothing design services	\$,000.00	7012100003	
b. Other specialized design services, not elsewhere classified	\$,000.00	7012100006	
Subtotal	\$,000.00	7012100000	
12. All other products and services, not elsewhere classified					
a. All other products and services, not elsewhere classified - write-in #1					
<input type="text" value="Pick one"/>	<input type="text" value="Describe"/>	\$,000.00	9000000003
b. All other products and services, not elsewhere classified - write-in #2					
<input type="text" value="Pick one"/>	<input type="text" value="Describe"/>	\$,000.00	9000000006
c. All other products and services, not elsewhere classified - write-in #3					
<input type="text" value="Pick one"/>	<input type="text" value="Describe"/>	\$,000.00	9000000009
<input type="button" value="Add Additional Products"/>					
TOTAL - Sum of lines should equal total Sales, Shipments, Receipts, or Revenue reported in Item 5	\$,000.00	9900000000	

ITEM 25: FRANCHISE

A. Was this establishment operating under any trademark(s) or brand name(s) authorized by a franchisor in 2017?

- Yes - franchisee-owned establishment
- Yes - franchisor-owned establishment
- No

B. If yes, what was the trademark(s) or brand name(s) operated under?

Describe

ITEM 26: BUSINESS COOPERATIVE

A cooperative is a business or organization owned by, controlled by, and operated for the benefit of members using its services. Members (also known as user-owners) benefit from use of service and product operations and/or earnings generated by the co-op. This includes purchasing co-ops, member/patron organizations, member-controlled non-profits, consumer co-ops, marketing co-ops, worker co-ops, etc.

Is this establishment a cooperative?

Yes

No

Remarks

REMARKS

(Please use this space for any explanations that may be essential in understanding your reported data.) Maximum length is 1,000 characters.

You have

1000

characters left.

DEFINITION OF ESTABLISHMENT

The reporting unit for this questionnaire is an **establishment**. An establishment is generally a single physical location where business is conducted or where services or industrial operations are performed.

MAILING ADDRESS

Please update the mailing address if needed.

ATTN
RECORD_ATTN_TXT

Name 1
RECORD_NAME1

Store/Plant
RECORD_STOR

Name 2
RECORD_NAME2

Number and Street
ADDR_STREET

City, town, village, etc.
ADDR_CITY

State
Select State or Territory

ZIP Code
ADDR_ZIP

PHYSICAL LOCATION

Please update the physical location if needed.
(P.O. Box and rural route addresses are not physical locations.)

Number and Street
PHYSLOC_ADDR_STREET

City, town, village, etc.
PHYSLOC_ADDR_CITY

State
Select State or Territory

ZIP Code
PHYSLOC_A

For Census Bureau Use Only

CFN
RECORD_CFN

ELECTRONIC_B

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

Item 1: Employer Identification Number

ITEM 1: EMPLOYER IDENTIFICATION NUMBER

Is the Employer Identification Number (EIN) used on this establishment's latest 2017 Internal Revenue Service Form 941, Employer's Federal Quarterly Tax Return?

- Yes
- No

ITEM 1: EMPLOYER IDENTIFICATION NUMBER

What is this establishment's 9-digit Employer Identification Number (EIN) used on its latest 2017 Internal Revenue Service Form 941, Employer's Federal Quarterly Tax Return?

EIN
<input type="text"/>

ADDITIONAL REPORTING GUIDELINES

GENERAL INSTRUCTIONS

- Please report information for each establishment owned or controlled by the company or organization.
- Each report form should cover calendar year 2017. If book figures are not available, **estimates are acceptable**. If your fiscal year covers at least 10 months of calendar year 2017, you may report all items except payroll on a fiscal year basis. Calendar year figures for payroll should be available from your Internal Revenue Service (IRS) Form 941, Employer's Quarterly Federal Tax Return, or Form 944, Employer's Annual Federal Tax Return. Indicate the exact dates covered when the report form(s) is submitted.

How to Report Dollar Figures:

Dollar figures should be rounded to thousands of dollars

EXAMPLE: If a dollar figure is \$2,036,355.25

Report Check if None

2017
\$ 2036 ,000.00

EXAMPLE: If a dollar figure is "0" (or less than \$500.00):

Report Check if None

2017
\$,000.00

How to Report Percents:

Percents should be **rounded to whole** percents

EXAMPLE: If figure is 38.76% of total sales

Report

2017
39 %

ITEM 2A: OWNERSHIP OR CONTROL

Is your company owned or controlled by another domestic company?

- Yes
- No

ITEM 2A: OWNERSHIP OR CONTROL - VOTING STOCK VALIDATION

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

- Yes
- No

ITEM 2A: OWNERSHIP OR CONTROL - MANAGEMENT AND POLICY

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

- Yes
- No

ITEM 2A: OWNERSHIP OR CONTROL - PERCENT OF VOTING STOCK HELD

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

- Less than 50%
- 50%

ITEM 2A: 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, etc.

State
Select States and Territories

ZIP Code

EIN

ITEM 2B: NUMBER OF ESTABLISHMENTS - MORE THAN ONE LOCATION

Does your company operate in more than one location?

- Yes
- No

Item 2B: Number of Establishments

ITEM 2B: NUMBER OF ESTABLISHMENTS

How many establishments operated under EIN at the end of 2017?

2017

ITEM 2B: NUMBER OF ESTABLISHMENTS - ESTABLISHMENTS OF THIS COMPANY

This company owns and operates establishments under EIN at the end of 2017.

- Use the 'Add Establishment' button to add ALL establishments in the company and their respective data.
- Provide the headquarters location first, then all the other locations.
- Data for establishments operated during 2017, but not in operation at the end of the year, should be included with the headquarters location.
- Please ensure all establishments of this company are listed below with one establishment per row.
- Use the 'Edit' button on each row to update the location's physical address or other information.

ITEM 2B: NUMBER OF ESTABLISHMENTS - ESTABLISHMENT INFORMATION

Name

Secondary Name

Store/Plant Number

Number and Street

City, town, village, etc.

State

ZIP Code

Describe kind of business at this location

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.

Number of Employees for Pay Period including March 12

2017 Number

First Quarter Payroll
 (Jan - March 2017)

2017
 \$,000.00

Annual Payroll

2017
 \$,000.00

Sales, Shipments, Receipts, or Revenue

2017
 \$,000.00

ITEM 2B: NUMBER OF ESTABLISHMENTS - CONSOLIDATING DATA INSTRUCTIONS

Consolidating Data for EIN :

- Add the values reported in Sales, Shipments, Receipts, or Revenue for all establishments of the EIN and report the combined total in the questions for **Item 5**, Sales, Shipments, Receipts, or Revenue and **Item 22**, Detail of Sales, Shipments, Receipts, or Revenue that follow.
- Add the values reported in Employment, First Quarter Payroll, and Annual Payroll for all establishments of the EIN and report the combined totals in the question for **Item 7**, Employment and Payroll that follows.
- Report combined data for all other questions that follow.

ITEM 3: OPERATIONAL STATUS

Which of the following best describes this establishment's operational status at the end of 2017?

- In operation
- Temporarily or seasonally inactive
- Ceased operation
- Sold or leased to another operator
- Other


Describe

Item 3: Operational Status - Ceased Operation Date

ITEM 3: OPERATIONAL STATUS - CEASED OPERATION DATE


When did this establishment cease operation?

MMDDYYYY



ITEM 3: 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, etc.

State
Select States and Territories

ZIP Code

EIN

Item 4: Months in Operation

ITEM 4: MONTHS IN OPERATION

What was the number of months in operation during 2017?

Check
if
None

2017
Number

ITEM 5: SALES, SHIPMENTS, RECEIPTS, OR REVENUE

A. Receipts

For further clarification, click the "Additional Information" link above.

What were the total operating receipts?

Check
if
None

2017	
\$	<input type="text"/>
	,000.00

B. Exported Services

NOTE: An exported service is a product (e.g., service performed, license agreement) that is sold or transferred to, or 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:

- Products provided to unaffiliated and affiliated foreign firms (e.g., foreign parent firms, subsidiaries, branches)

Exclude:

- Products provided to domestic subsidiaries of foreign firms

What were the receipts or revenue for exported services?

Check
if
None

2017	
\$	<input type="text"/>
	,000.00

ITEM 7: EMPLOYMENT AND PAYROLL

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) in **Item 1**

Exclude:

- Temporary staffing obtained from a staffing service
- Contractors, subcontractors, or independent contractors
- Full- or part-time leased employees whose payroll was filed under an employee leasing company's EIN
- Purchased or managed services, such as janitorial, guard, or landscape services
- Professional or technical services purchased from another firm, such as software consulting, computer programming, engineering, or accounting services

For further clarification, click the "Additional Information" link above.

A. Employment

What was the number of employees for pay period including March 12?

Check if None	2017
	<input type="text"/>

B. Payroll before deductions

(Exclude employer's cost for fringe benefits.)

1. What was the annual payroll?

Check if None	2017
	\$ <input type="text"/> ,000.00

2. What was the first quarter payroll (January-March 2017)?

Check if None	\$ <input type="text"/> ,000.00
---------------	---------------------------------

Item 8: Support Services

ITEM 8: SUPPORT SERVICES

Was this establishment primarily engaged in providing management, administrative, or support services to other establishments of your enterprise (rather than for the general public or other business firms) in 2017?

- Yes
- No

ITEM 17: PRINCIPAL BUSINESS OR ACTIVITY

Which ONE of the following best describes this establishment's principal kind of business or activity in 2017?
 If none of the provided selections seem appropriate, provide a specific description of the primary business activity.
Select only ONE.

Scientific and technical consulting services

- 541620 006 Environmental consulting services, excluding engineering
- 541330 00D Consulting engineering services, including environmental engineering
- 541690 901 Safety or security consulting services
- 541690 905 Scientific consulting services, excluding economic, meteorological, environmental, and engineering (Include geological, chemical, biological, etc.)
- 541512 205 Computer systems design services
- 541690 101 Economic consulting services
- 541690 906 Pharmaceutical or clinical consulting services
- 541690 904 Energy management consulting services
- 611710 103 Educational consulting services, excluding management consulting
- 541420 002 Industrial design consulting services
- 777541 082 All other scientific and technical consulting services - Describe type of consulting

Other principal business or activity

- 541611 004 Management consulting services - Describe
- 561110 007 Management services - providing day-to-day administrative services such as personnel management, bookkeeping, billing, etc., for a client's business or operation - Describe
- 773000 001 Other principal business or activity - Describe

ITEM 20: CLASS OF CUSTOMER

What was the percentage of this establishment's total operating receipts (reported in **Item 5**) by class of customer?

	2017
1. Business firms and farms	<input type="text"/> %
2. Not-for-profit organizations (Include religious organizations.)	<input type="text"/> %
3. Federal government	<input type="text"/> %
4. State and local governments	<input type="text"/> %
5. Household consumers and individuals (Report receipts from individually owned businesses on line 1.)	<input type="text"/> %
6. TOTAL (Sum of lines 1 through 5 should equal 100%.)	<input type="text"/> %

ITEM 22: DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUEOf the \$,000.00 of Sales, Shipments, Receipts, or Revenue reported in **Item 5**, what products and services were included?**Select ALL that apply.**

1. Environmental assessment services More	<input type="checkbox"/>	6000800000
a. Environmental assessment services, integrated More	<input type="checkbox"/>	6000800003
b. Environmental assessment services, air	<input type="checkbox"/>	6000800006
c. Environmental assessment services, water	<input type="checkbox"/>	6000800009
d. Environmental assessment services, soil	<input type="checkbox"/>	6000800012
e. Environmental assessment services, noise	<input type="checkbox"/>	6000800015
2. Site remediation planning services More	<input type="checkbox"/>	6000850000
a. Site remediation planning services, integrated More	<input type="checkbox"/>	6000850003
b. Site remediation planning services, air	<input type="checkbox"/>	6000850006
c. Site remediation planning services, water	<input type="checkbox"/>	6000850009
d. Site remediation planning services, soil	<input type="checkbox"/>	6000850012
e. Site remediation planning services, noise	<input type="checkbox"/>	6000850015
3. Environmental audit services More	<input type="checkbox"/>	6000825000
a. Environmental audit services, integrated More	<input type="checkbox"/>	6000825003
b. Environmental audit services, air	<input type="checkbox"/>	6000825006
c. Environmental audit services, water	<input type="checkbox"/>	6000825009
d. Environmental audit services, soil	<input type="checkbox"/>	6000825012
e. Environmental audit services, noise	<input type="checkbox"/>	6000825015
4. Evaluation of environmental studies	<input type="checkbox"/>	6000875000
5. Natural resource management consulting services More	<input type="checkbox"/>	6000900000
6. Waste management consulting services	<input type="checkbox"/>	6000925000

a. Hazardous waste management consulting services	<input type="checkbox"/>	6000925003
b. Non-hazardous waste management consulting services	<input type="checkbox"/>	6000925006
7. Environmental policy development consulting services	<input type="checkbox"/>	6000950000
8. Other environmental consulting services	<input type="checkbox"/>	6000975000
a. Environmental litigation support services	<input type="checkbox"/>	6000975003
b. Environmental consulting services, except environmental litigation support	<input type="checkbox"/>	6000975006
9. Environmental licensing and permitting services	<input type="checkbox"/>	6001000000
10. Economic consulting services	<input type="checkbox"/>	7012265000
11. Information technology (IT) technical consulting services	<input type="checkbox"/>	7014225000
12. Scientific and technical consulting services, not elsewhere classified	<input type="checkbox"/>	7012270000
a. Agricultural, fisheries, and biological consulting services	<input type="checkbox"/>	7012270003
b. Occupational health and safety consulting services	<input type="checkbox"/>	7012270006
c. Public safety and security consulting services	<input type="checkbox"/>	7012270009
d. Energy, mining, and geological consulting services	<input type="checkbox"/>	7012270012
e. Geophysical consulting services	<input type="checkbox"/>	7012270015
f. Consulting services for research and development	<input type="checkbox"/>	7012270018
g. Other scientific and technical consulting services, not elsewhere classified	<input type="checkbox"/>	7012270021
13. Strategic management consulting and implementation services	<input type="checkbox"/>	7014550000
14. Marketing management consulting and implementation services	<input type="checkbox"/>	7014600000
15. Human resources management consulting and implementation services	<input type="checkbox"/>	7014625000
16. Operations and supply chain management consulting and implementation services	<input type="checkbox"/>	7014650000
17. Construction project management services, except at-risk	<input type="checkbox"/>	3004800000
18. Other facility support services	<input type="checkbox"/>	7014675000

Item 22: Detail of Sales, Shipments, Receipts, or Revenue - Continued

Of the \$,000.00 of Sales, Shipments, Receipts, or Revenue reported in **Item 5**, what was the value for each product or service?

Description	Value	Product Code
1. Environmental assessment services More		
a. Environmental assessment services, integrated More	\$ <input type="text"/> ,000.00	6000800003
b. Environmental assessment services, air	\$ <input type="text"/> ,000.00	6000800006
c. Environmental assessment services, water	\$ <input type="text"/> ,000.00	6000800009
d. Environmental assessment services, soil	\$ <input type="text"/> ,000.00	6000800012
e. Environmental assessment services, noise	\$ <input type="text"/> ,000.00	6000800015
Subtotal	\$ <input type="text"/> ,000.00	6000800000
2. Site remediation planning services More		
a. Site remediation planning services, integrated More	\$ <input type="text"/> ,000.00	6000850003
b. Site remediation planning services, air	\$ <input type="text"/> ,000.00	6000850006
c. Site remediation planning services, water	\$ <input type="text"/> ,000.00	6000850009
d. Site remediation planning services, soil	\$ <input type="text"/> ,000.00	6000850012
e. Site remediation planning services, noise	\$ <input type="text"/> ,000.00	6000850015
Subtotal	\$ <input type="text"/> ,000.00	6000850000
3. Environmental audit services More		
a. Environmental audit services, integrated More	\$ <input type="text"/> ,000.00	6000825003
b. Environmental audit services, air	\$ <input type="text"/> ,000.00	6000825006
c. Environmental audit services, water	\$ <input type="text"/> ,000.00	6000825009
d. Environmental audit services, soil	\$ <input type="text"/> ,000.00	6000825012
e. Environmental audit services, noise	\$ <input type="text"/> ,000.00	6000825015
Subtotal	\$ <input type="text"/> ,000.00	6000825000
4. Evaluation of environmental studies	\$ <input type="text"/> ,000.00	6000875000
5. Natural resource management consulting services More	\$ <input type="text"/> ,000.00	6000900000
6. Waste management consulting services		

a. Hazardous waste management consulting services	\$,000.00	6000925003
b. Non-hazardous waste management consulting services	\$,000.00	6000925006
Subtotal	\$,000.00	6000925000
7. Environmental policy development consulting services	\$,000.00	6000950000
8. Other environmental consulting services				
a. Environmental litigation support services	\$,000.00	6000975003
b. Environmental consulting services, except environmental litigation support	\$,000.00	6000975006
Subtotal	\$,000.00	6000975000
9. Environmental licensing and permitting services	\$,000.00	6001000000
10. Economic consulting services	\$,000.00	7012265000
11. Information technology (IT) technical consulting services	\$,000.00	7014225000
12. Scientific and technical consulting services, not elsewhere classified				
a. Agricultural, fisheries, and biological consulting services	\$,000.00	7012270003
b. Occupational health and safety consulting services	\$,000.00	7012270006
c. Public safety and security consulting services	\$,000.00	7012270009
d. Energy, mining, and geological consulting services	\$,000.00	7012270012
e. Geophysical consulting services	\$,000.00	7012270015
f. Consulting services for research and development	\$,000.00	7012270018
g. Other scientific and technical consulting services, not elsewhere classified	\$,000.00	7012270021
Subtotal	\$,000.00	7012270000
13. Strategic management consulting and implementation services	\$,000.00	7014550000
14. Marketing management consulting and implementation services	\$,000.00	7014600000
15. Human resources management consulting and implementation services	\$,000.00	7014625000
16. Operations and supply chain management consulting and implementation services	\$,000.00	7014650000
17. Construction project management services, except at-risk	\$,000.00	3004800000
18. Other facility support services	\$,000.00	7014675000
19. All other products and services, not elsewhere classified				

a. All other products and services, not elsewhere classified - write-in #1

Pick one

Describe

\$,000.00

9000000003

b. All other products and services, not elsewhere classified - write-in #2

Pick one

Describe

\$,000.00

9000000006

c. All other products and services, not elsewhere classified - write-in #3

Pick one

Describe

\$,000.00

9000000009

Add Additional Products

TOTAL - Sum of lines should equal total Sales, Shipments, Receipts, or Revenue reported in Item 5

\$,000.00

9900000000

ITEM 26: BUSINESS COOPERATIVE

A cooperative is a business or organization owned by, controlled by, and operated for the benefit of members using its services. Members (also known as user-owners) benefit from use of service and product operations and/or earnings generated by the co-op. This includes purchasing co-ops, member/patron organizations, member-controlled non-profits, consumer co-ops, marketing co-ops, worker co-ops, etc.

Is this establishment a cooperative?

Yes

No

Remarks

REMARKS

(Please use this space for any explanations that may be essential in understanding your reported data.) Maximum length is 1,000 characters.

You have

1000

characters left.