

Attachment D-12

**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 55**

Attachment	Sector	Instrument Path	Instrument Path Title
D-12	55	5511X 55111	Corporate, Subsidiary, and Regional Managing Offices Holding Companies

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

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 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. Exports of Goods and Services

NOTE - An export is a tangible or intangible product (e.g., good, license agreement, reproduction right, service) that is sold or transferred to 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 transferred to, sold to, or services performed for 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 goods or 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 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 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.

Describe

ITEM 9: VALUE OF INVENTORIES

Did this establishment own inventories, regardless of where held, at the end of 2017 and/or 2016?

- Yes
- No

ITEM 9: VALUE OF INVENTORIES

What were the inventories and Last-in, First-out (LIFO) adjustment, if any, for products owned by this establishment as of December 31?

	Check if None	End of 2017	Check if None	End of 2016
1. Total inventories before LIFO adjustment (if any)	<input type="checkbox"/>	\$ <input type="text"/> ,000.00	<input type="checkbox"/>	\$ <input type="text"/> ,000.00
2. LIFO reserve (if any)	<input type="checkbox"/>	\$ <input type="text"/> ,000.00	<input type="checkbox"/>	\$ <input type="text"/> ,000.00
3. Total inventories after LIFO adjustment (Line 1 minus line 2.)	<input type="checkbox"/>	\$ <input type="text"/> ,000.00	<input type="checkbox"/>	\$ <input type="text"/> ,000.00

ITEM 10: INVENTORIES BY VALUATION METHOD

How much of the inventory reported in **Item 9**, line 1, for 2017 is subject to the following valuation methods?

	Check if None	End of 2017
A. LIFO valuation method before adjustment	<input type="checkbox"/>	\$ <input style="width: 100px;" type="text"/> ,000.00
B. First-in, First-out (FIFO)	<input type="checkbox"/>	\$ <input style="width: 100px;" type="text"/> ,000.00
C. Average cost	<input type="checkbox"/>	\$ <input style="width: 100px;" type="text"/> ,000.00
D. Standard cost	<input type="checkbox"/>	\$ <input style="width: 100px;" type="text"/> ,000.00
E. Other valuation method - Describe	<input type="checkbox"/>	\$ <input style="width: 100px;" type="text"/> ,000.00
Describe <input style="width: 300px;" type="text"/>		
F. TOTAL (Sum of lines A through E should equal Item 9 , line 1.)	<input type="checkbox"/>	\$ <input style="width: 100px;" type="text"/> ,000.00

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

<p>1. Employer's cost for employer paid insurance premiums, pension plans, payroll taxes, and other employee benefits More</p>	<div style="border: 1px solid gray; padding: 2px; width: fit-content; margin: 0 auto;">Check if None</div> <input type="checkbox"/>	<div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 0 auto;"> 2017 Expenses of this establishment ONLY \$ <input style="width: 80px;" type="text"/> ,000.00 </div>
<p>2. Temporary staff and leased employee expense More</p>	<input type="checkbox"/>	<div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 0 auto;"> \$ <input style="width: 80px;" type="text"/> ,000.00 </div>

Expensed equipment and materials

<p>3. Expensed computer hardware and other equipment More</p>	<input type="checkbox"/>	<div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 0 auto;"> \$ <input style="width: 80px;" type="text"/> ,000.00 </div>
<p>4. Expensed purchases of other materials, parts, and supplies More</p>	<input type="checkbox"/>	<div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 0 auto;"> \$ <input style="width: 80px;" type="text"/> ,000.00 </div>

Expensed purchased services

<p>5. Expensed purchases of software More</p>	<input type="checkbox"/>	<div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 0 auto;"> \$ <input style="width: 80px;" type="text"/> ,000.00 </div>
<p>6. Purchased electricity More</p>	<input type="checkbox"/>	<div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 0 auto;"> \$ <input style="width: 80px;" type="text"/> ,000.00 </div>
<p>7. Purchased fuels (Exclude motor fuels.) More</p>	<input type="checkbox"/>	<div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 0 auto;"> \$ <input style="width: 80px;" type="text"/> ,000.00 </div>

<p>8. Data processing and other purchased computer services More</p>	<input type="checkbox"/>	<div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 0 auto;"> \$ <input style="width: 80px;" type="text"/> ,000.00 </div>	<div style="border: 1px solid gray; padding: 2px; width: fit-content; margin: 0 auto;">Check if None</div> <input type="checkbox"/>	<div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 0 auto;"> 2017 Payments made by this establishment on behalf of other establishments of your enterprise \$ <input style="width: 80px;" type="text"/> ,000.00 </div>
<p>9. Purchased communication services More</p>	<input type="checkbox"/>	<div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 0 auto;"> \$ <input style="width: 80px;" type="text"/> ,000.00 </div>	<input type="checkbox"/>	<div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 0 auto;"> \$ <input style="width: 80px;" type="text"/> ,000.00 </div>
<p>10. Purchased repairs and maintenance to machinery, vehicles, and equipment More</p>	<input type="checkbox"/>	<div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 0 auto;"> \$ <input style="width: 80px;" type="text"/> ,000.00 </div>	<input type="checkbox"/>	<div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 0 auto;"> \$ <input style="width: 80px;" type="text"/> ,000.00 </div>
<p>11. Purchased repairs and maintenance to buildings, structures, and offices More</p>	<input type="checkbox"/>	<div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 0 auto;"> \$ <input style="width: 80px;" type="text"/> ,000.00 </div>	<input type="checkbox"/>	<div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 0 auto;"> \$ <input style="width: 80px;" type="text"/> ,000.00 </div>
<p>12. Water, sewer, refuse removal, and other utility payments More</p>	<input type="checkbox"/>	<div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 0 auto;"> \$ <input style="width: 80px;" type="text"/> ,000.00 </div>	<input type="checkbox"/>	<div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 0 auto;"> \$ <input style="width: 80px;" type="text"/> ,000.00 </div>

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

Corporate, subsidiary, or regional managing offices

- 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.)

Holding companies, excluding bank and financial holding companies

- 551112 001 Holding company NOT engaged in direct management of held company(ies)
- 551114 003 Holding company engaged in direct management of held company(ies)

Bank and financial holding companies (Registered with the Board of Governors of the Federal Reserve.)

- 551111 001 Bank holding company
- 551112 002 Financial holding company

Other kind of support service or activity

- 518210 00B Data processing center or facility
- 777551 026 Accounting, billing, tax preparation, bookkeeping, or payroll - Describe primary services
Describe
- 777551 027 Sales office that sells directly to customers from this location - Describe product(s) sold
Describe
- 777551 023 Warehouses and storage facilities - Describe type of product or commodity stored
Describe
- 777551 021 Research and development - Describe type of research or product developed
Describe
- 777551 022 Maintenance and repair - Describe
Describe
- 777551 024 Local or long distance trucking - Describe normal distance and type of freight
Describe
- 777551 025 Distribution center - Describe type of product or commodity distributed
Describe
- 777551 028 Other kind of administrative or support service - Describe primary services performed
Describe
- 773000 001 Other principal business or activity - Describe
Describe

ITEM 22: DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE

Of the **\$,000.00** of Sales, Shipments, Receipts, or Revenue reported in **Item 5**, what products and services were included?

Select ALL that apply.

- | | | | |
|--|----------------------|--------------------------|------------|
| 1. Licensing of rights to use intellectual property protected by patent | More | <input type="checkbox"/> | 7009600000 |
| 2. Licensing of rights to use intellectual property protected by trademark | More | <input type="checkbox"/> | 7009625000 |
| 3. Franchising agreements | | <input type="checkbox"/> | 7010260000 |
| 4. Basic and applied research in engineering and technology | More | <input type="checkbox"/> | 7009700000 |

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. Licensing of rights to use intellectual property protected by patent More	\$ <input type="text"/> ,000.00	7009600000
2. Licensing of rights to use intellectual property protected by trademark More	\$ <input type="text"/> ,000.00	7009625000
3. Franchising agreements	\$ <input type="text"/> ,000.00	7010260000
4. Basic and applied research in engineering and technology More	\$ <input type="text"/> ,000.00	7009700000
5. Wholesaling services for other goods, not elsewhere classified		
a. Wholesaling services for other goods, not elsewhere classified - write-in #1 <input type="text" value="Describe"/>	\$ <input type="text"/> ,000.00	4005500003
b. Wholesaling services for other goods, not elsewhere classified - write-in #2 <input type="text" value="Describe"/>	\$ <input type="text"/> ,000.00	4005500006
c. Wholesaling services for other goods, not elsewhere classified - write-in #3 <input type="text" value="Describe"/>	\$ <input type="text"/> ,000.00	4005500009
d. Wholesaling services for other goods, not elsewhere classified - write-in #4 <input type="text" value="Describe"/>	\$ <input type="text"/> ,000.00	4005500012
e. Wholesaling services for other goods, not elsewhere classified - write-in #5 <input type="text" value="Describe"/>	\$ <input type="text"/> ,000.00	4005500015
f. Wholesaling services for other goods, not elsewhere classified - write-in #6 <input type="text" value="Describe"/>	\$ <input type="text"/> ,000.00	4005500018
6. Retailing services for other goods, not elsewhere classified		
a. Retailing services for other goods, not elsewhere classified - write-in #1 <input type="text" value="Describe"/>	\$ <input type="text"/> ,000.00	5002000003
b. Retailing services for other goods, not elsewhere classified - write-in #2 <input type="text" value="Describe"/>	\$ <input type="text"/> ,000.00	5002000006
c. Retailing services for other goods, not elsewhere classified - write-in #3 <input type="text" value="Describe"/>	\$ <input type="text"/> ,000.00	5002000009
7. Other manufacturing revenue, not elsewhere classified		
a. Other manufacturing revenue, not elsewhere classified - write-in #1 <input type="text" value="Describe"/>	\$ <input type="text"/> ,000.00	2054100003
b. Other manufacturing revenue, not elsewhere classified - write-in #2 <input type="text" value="Describe"/>	\$ <input type="text"/> ,000.00	2054100006

c. Other manufacturing revenue, not elsewhere classified - write-in #3				2054100009
<input type="text" value="Describe"/>		\$	<input type="text"/>	,000.00
8. Other service revenue, not elsewhere classified				
a. Other service revenue, not elsewhere classified - write-in #1				7017500003
<input type="text" value="Describe"/>		\$	<input type="text"/>	,000.00
b. Other service revenue, not elsewhere classified - write-in #2				7017500006
<input type="text" value="Describe"/>		\$	<input type="text"/>	,000.00
c. Other service revenue, not elsewhere classified - write-in #3				7017500009
<input type="text" value="Describe"/>		\$	<input type="text"/>	,000.00
9. All other products and services, not elsewhere classified				
a. All other products and services, not elsewhere classified - write-in #1				9000000003
<input type="text" value="Pick one"/>	<input type="text" value="Describe"/>	\$	<input type="text"/>	,000.00
b. All other products and services, not elsewhere classified - write-in #2				9000000006
<input type="text" value="Pick one"/>	<input type="text" value="Describe"/>	\$	<input type="text"/>	,000.00
c. All other products and services, not elsewhere classified - write-in #3				9000000009
<input type="text" value="Pick one"/>	<input type="text" value="Describe"/>	\$	<input type="text"/>	,000.00
<input type="button" value="Add Additional Products"/>				
TOTAL - Sum of lines should equal total Sales, Shipments, Receipts, or Revenue reported in Item 5		\$	<input type="text"/>	,000.00
				9900000000

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.

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 - EMPLOYMENT BY FUNCTION

Enter employment reported on IRS Form 941. Employer's Quarterly Federal Tax Return, by function. The total should equal the number reported in **Item 7**, line A (number of employees at this location).

Enter each employee on the **one** line which best describes his/her position. Where records do not provide actual employee counts in terms of the function listed, estimates of the approximate number in each are acceptable.

1. Administrative and management:

Number of employees for pay period including March 12, 2017

a. Executive and corporate managers

b. Other management staff

c. Accounting, billing, tax preparation, and bookkeeping

d. Human resources/personnel

e. Advertising and market research/marketing (Report sales staff on line 2.)

f. Legal

g. Computer systems design, custom computer programming, and electronic data processing

h. Other

2. Sales employees (and support staff) selling directly to customers from this location

3. Procurement/purchasing staff

4. Research and development:

a. Scientists or engineers

b. Technicians or technologists

5. Trucking and warehousing

6. Manufacturing/production workers

7. All other

8. **TOTAL** (Sum of lines 1a through 7 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

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. Perform research and development?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Acquire research and development performed by another establishment of your enterprise in the United States?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. 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"/>
4. Acquire research and development performed by another company in the United States?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Acquire research and development performed by another company outside of the United States?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. 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

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 HOLDING COMPANY

A **holding company** is a company primarily engaged in holding securities of (or other equity interests in) companies and enterprises for the purpose of owning a controlling interest or influencing the management decisions of these firms. They do not administer, oversee, or manage other establishments of the company or enterprise whose securities they hold.

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

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
 Select States and Territories

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

What was the income, earnings, or revenue **of this establishment only**?

Income, earnings, or revenue

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 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.

Holding companies, excluding bank and financial holding companies551112 001 Holding company NOT engaged in direct management of held company(ies)551114 003 Holding company engaged in direct management of held company(ies)**Bank and financial holding companies (Registered with the Board of Governors of the Federal Reserve.)**551111 001 Bank holding company551112 002 Financial holding company**Corporate managing offices and other kind of business activity**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.)777551 011 Pension fund, retirement plan, profit sharing plan, or employee stock investment/ownership plan - Describe type of plan
Describe777551 012 Health and/or welfare fund or employee benefit plan - Describe type of plan
Describe777551 013 Payroll holding account - Describe where employee actually work
Describe533110 901 Franchise leasing/licensing777551 014 Other kind of administrative or support services - Describe primary services performed
Describe773000 001 Other principal business or activity - Describe
Describe

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. Trading securities and commodity contracts on own account (Include interest and dividends.) More	<input type="checkbox"/>	8000150000
2. Gains (losses) from non-financial assets sold More	<input type="checkbox"/>	8000175000
3. Loans to financial businesses More	<input type="checkbox"/>	8000075000
4. Loans to non-financial businesses	<input type="checkbox"/>	8000100000
5. Loans to governments	<input type="checkbox"/>	8000125000
6. Bundled head-office services to the enterprise More	<input type="checkbox"/>	7014900000
7. Financial management consulting and implementation services for businesses and government	<input type="checkbox"/>	7014575000
8. Leasing of rights to explore for and exploit natural resources	<input type="checkbox"/>	7010200000
9. Franchising agreements	<input type="checkbox"/>	7010260000
10. Licensing of rights to use intellectual property protected by patent More	<input type="checkbox"/>	7009600000
11. Licensing of rights to use intellectual property protected by trademark More	<input type="checkbox"/>	7009625000
12. Licensing of rights to use intellectual property protected by copyright, excluding audiovisual works and musical compositions and recordings	<input type="checkbox"/>	7009581000
13. Government contributions, gifts, and grants	<input type="checkbox"/>	8000025000
14. Private contributions, gifts, and grants	<input type="checkbox"/>	8000050000
15. Rental and leasing of nonresidential space in buildings or other facilities, except hosting of coin-operated self-service gambling machines	<input type="checkbox"/>	7006575000
16. Basic and applied research in engineering and technology	<input type="checkbox"/>	7009700000

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. Trading securities and commodity contracts on own account (Include interest and dividends.) More	\$ <input type="text"/> ,000.00	8000150000
2. Gains (losses) from non-financial assets sold More	\$ <input type="text"/> ,000.00	8000175000
3. Loans to financial businesses More	\$ <input type="text"/> ,000.00	8000075000
4. Loans to non-financial businesses	\$ <input type="text"/> ,000.00	8000100000
5. Loans to governments	\$ <input type="text"/> ,000.00	8000125000
6. Bundled head-office services to the enterprise More	\$ <input type="text"/> ,000.00	7014900000
7. Financial management consulting and implementation services for businesses and government	\$ <input type="text"/> ,000.00	7014575000
8. Leasing of rights to explore for and exploit natural resources	\$ <input type="text"/> ,000.00	7010200000
9. Franchising agreements	\$ <input type="text"/> ,000.00	7010260000
10. Licensing of rights to use intellectual property protected by patent More	\$ <input type="text"/> ,000.00	7009600000
11. Licensing of rights to use intellectual property protected by trademark More	\$ <input type="text"/> ,000.00	7009625000
12. Licensing of rights to use intellectual property protected by copyright, excluding audiovisual works and musical compositions and recordings	\$ <input type="text"/> ,000.00	7009581000
13. Government contributions, gifts, and grants	\$ <input type="text"/> ,000.00	8000025000
14. Private contributions, gifts, and grants	\$ <input type="text"/> ,000.00	8000050000
15. Rental and leasing of nonresidential space in buildings or other facilities, except hosting of coin-operated self-service gambling machines	\$ <input type="text"/> ,000.00	7006575000
16. Basic and applied research in engineering and technology	\$ <input type="text"/> ,000.00	7009700000
17. Retailing services for other goods, not elsewhere classified		
a. Retailing services for other goods, not elsewhere classified - write-in #1 <input type="text" value="Describe"/>	\$ <input type="text"/> ,000.00	5002000003
b. Retailing services for other goods, not elsewhere classified - write-in #2 <input type="text" value="Describe"/>	\$ <input type="text"/> ,000.00	5002000006
c. Retailing services for other goods, not elsewhere classified - write-in #3 <input type="text" value="Describe"/>	\$ <input type="text"/> ,000.00	5002000009
d. Retailing services for other goods, not elsewhere classified - write-in #4 <input type="text" value="Describe"/>	\$ <input type="text"/> ,000.00	5002000012

e. Retailing services for other goods, not elsewhere classified - write-in #5			
<input type="text" value="Describe"/>	\$ <input type="text"/>	,000.00	500200015
f. Retailing services for other goods, not elsewhere classified - write-in #6			
<input type="text" value="Describe"/>	\$ <input type="text"/>	,000.00	500200018
18. Wholesaling services for other goods, not elsewhere classified			
a. Wholesaling services for other goods, not elsewhere classified - write-in #1			
<input type="text" value="Describe"/>	\$ <input type="text"/>	,000.00	400550003
b. Wholesaling services for other goods, not elsewhere classified - write-in #2			
<input type="text" value="Describe"/>	\$ <input type="text"/>	,000.00	400550006
c. Wholesaling services for other goods, not elsewhere classified - write-in #3			
<input type="text" value="Describe"/>	\$ <input type="text"/>	,000.00	400550009
19. Other manufacturing revenue, not elsewhere classified			
a. Other manufacturing revenue, not elsewhere classified - write-in #1			
<input type="text" value="Describe"/>	\$ <input type="text"/>	,000.00	205410003
b. Other manufacturing revenue, not elsewhere classified - write-in #2			
<input type="text" value="Describe"/>	\$ <input type="text"/>	,000.00	205410006
c. Other manufacturing revenue, not elsewhere classified - write-in #3			
<input type="text" value="Describe"/>	\$ <input type="text"/>	,000.00	205410009
20. Other service revenue, not elsewhere classified			
a. Other service revenue, not elsewhere classified - write-in #1			
<input type="text" value="Describe"/>	\$ <input type="text"/>	,000.00	701750003
b. Other service revenue, not elsewhere classified - write-in #2			
<input type="text" value="Describe"/>	\$ <input type="text"/>	,000.00	701750006
c. Other service revenue, not elsewhere classified - write-in #3			
<input type="text" value="Describe"/>	\$ <input type="text"/>	,000.00	701750009
21. All other nonoperating or tax-exempt revenue			
a. All other nonoperating or tax-exempt revenue - write-in #1			
<input type="text" value="Describe"/>	\$ <input type="text"/>	,000.00	800025003
b. All other nonoperating or tax-exempt revenue - write-in #2			
<input type="text" value="Describe"/>	\$ <input type="text"/>	,000.00	800025006
c. All other nonoperating or tax-exempt revenue - write-in #3			
<input type="text" value="Describe"/>	\$ <input type="text"/>	,000.00	800025009
22. 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
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
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
<input type="button" value="Add Additional Products"/>				
TOTAL - Sum of lines should equal total Sales, Shipments, Receipts, or Revenue reported in Item 5		\$ <input type="text"/>	,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.