

**Attachment C**

**Department of Commerce  
United States Census Bureau  
OMB Information Collection Request  
2017 Economic Census of Island Areas  
OMB Control Number 0607-0937**

**Information Sheets**

**Information Sheet for Utilities and Transportation and Warehousing  
Information Sheet for Construction  
Information Sheet for Manufacturing  
Information Sheet for Wholesale Trade  
Information Sheet for Retail Trade  
Information Sheet for Other Services  
Information Sheet for Finance, Insurance, Real Estate, and Rental and Leasing  
Information Sheet for Accommodation Services**

# 2017 ECONOMIC CENSUS U.S. Territories Utilities and Transportation and Warehousing

## INFORMATION SHEET

### Need help or have questions about filling out the form?

Visit [econhelp.census.gov](http://econhelp.census.gov) or

Call 1-800-233-6136, between 8:00 a.m. and 6:00 p.m., Eastern time, Monday through Friday.

Please reference your 11-digit Census File Number (CFN) printed on each form with all communications.

The Utilities and Transportation and Warehousing sectors of the 2017 Economic Census include establishments primarily engaged in the following:

- Utilities— electric, gas, and water.
- Transportation— transit, ground passenger, air, water, pipeline, and scenic and sightseeing transportation, trucking, warehousing, and storage.

If an establishment is **NOT** engaged in one of these kinds of businesses, **DESCRIBE** its business or activity in **ITEM 19 AND COMPLETE** the report form as accurately as possible.

### 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 selling and service locations of a company and any other facilities such as warehouses, administrative offices, terminals, etc., that were in operation at any time during 2017. Permanent (or temporary) locations with no paid employees (such as unmanned warehouses) are not considered separate establishments.

### GENERAL INSTRUCTIONS

- Complete a separate report form for each establishment **owned or controlled** by your company or organization. If you did not receive a separate report form for each establishment, visit our web site at [econhelp.census.gov](http://econhelp.census.gov) or call 1-800-233-6136, between 8:00 a.m. and 6:00 p.m., Eastern time, Monday through Friday, to request additional report forms.
- Each report form should cover calendar year 2017. If book figures are not available, **estimates are acceptable**. However, if the accounting fiscal year is different from the calendar year, fiscal year figures will be acceptable for all items except payroll (calendar year figures for payroll should be available from

the Internal Revenue Service (IRS) Form 941-PR or 941-SS, Employer's Quarterly Federal Tax Return, or Form 944-PR or 944-SS, Employer's Annual Federal Tax Return). Indicate in item **30** the exact dates covered.

- If an establishment stopped operating before January 1, 2017, indicate action and date in item **3**, mark "X" the box to indicate "none" in item **4**, and continue to item **30**.
- If an establishment was closed, sold, or leased to another company or organization during 2017, complete the report form for the portion of 2017 that the establishment was operating as part of your company or organization.
- Dollar figures should be rounded to the nearest thousand as illustrated on the report form.
- If there are any questions or if any communication regarding this report form is necessary, reference the 11-digit Census File Number (CFN) shown in the mailing address.
- Please photocopy each completed report form for your records and return the original.
- Public reporting burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0937, U.S. Census Bureau, 4600 Silver Hill Road, AMSD-3K138, Washington, DC 20233. You may e-mail comments to [Paperwork@census.gov](mailto:Paperwork@census.gov); use "Paperwork Project 0607-0937" as the subject.
- Response to this collection of information is required unless it does not display a valid approval number from the Office of Management (OMB). The OMB eight-digit number appears on the welcome screen or in the upper right corner of the paper report form.

## INSTRUCTIONS FOR SELECTED ITEMS

### 2. PHYSICAL LOCATION

Answer all sections (**A and B**) of item **2** even if the mailing address shown is correct.

### 3. OPERATIONAL STATUS

Mark "X" the **ONE** box that best describes the operational status of the establishment at the **end of 2017**.

- **In operation** – The establishment was open and actively conducting business on December 31, 2017.
- **Temporarily or seasonally inactive** – Although not conducting business at the end of 2017, the establishment will eventually reopen and conduct business under the same Employer Identification Number (EIN). Examples include businesses or establishments that close during the "off-season" or that temporarily close for remodeling. Complete all items on the form for the portion of 2017 during which the establishment was active.
- **Ceased operation** – The establishment has gone out of business or closed and does not plan to reopen. Provide the **month, day, and year** that the establishment ceased operation. Complete all items on the form for the portion of 2017 during which the establishment was in operation.
- **Sold or leased to another operator** – The establishment was sold or leased to another company or organization. Provide the **month, day, and year** that the change occurred and indicate the name, address, and EIN of the new owner or operator. Complete all items on the form for the portion of 2017 prior to the change in operator.
- **Other status** – The establishment's operational status at the end of 2017 is not accurately described above. Please specify a description of the establishment's operational status in the space provided.

### 5. SALES, SHIPMENTS, RECEIPTS, OR REVENUE IN 2017

For establishments that generate no revenue, report zero and explain in the remarks section at the end of the report form.

#### **Include:**

- Gross revenue from services provided, for the use of facilities, and from merchandise sold in 2017, whether or not payment was received in 2017.
- Total value of service contracts.
- Amounts received for work subcontracted to others and from repair services provided to others.

- Consulting fees received for counseling and advising clients on aspects of the operation of businesses.
- Agency or brokerage commissions and fees for arranging transportation of freight and cargo.
- Rental revenue from leasing of vehicles, equipment, instruments, tools, etc., marketed under operating leases.
- Fair sales value of merchandise marketed in 2017 under capital, finance, or "full-payout" leases.

#### **Exclude:**

- Sales and other taxes collected directly from customers and paid directly to a municipal, commonwealth or federal tax agency.
- Rents and revenue from departments or concessions that are operated by others.
- All cash or noncash subsidies from any municipal, commonwealth or federal agency.

### 6. E-COMMERCE SALES, SHIPMENTS, RECEIPTS, OR REVENUE IN 2017

E-commerce transactions are transactions completed over an Internet, electronic mail, Extranet, Electronic Data Interchange (EDI) network, or other online system.

#### **Include:**

- Revenue generated from agreements negotiated online between buyer and seller on price and term of a transfer of ownership of, or rights to use, goods or services.
- Online sales of goods or services, regardless of whether payment is made online.
- Commissions or fees from the use of online services (e.g., computerized reservation systems, financial transaction processing systems, etc.) where the order or contact was negotiated online.
- Commissions or fees from online trading of securities or other financial products (e.g., insurance, loans, etc.).
- Commissions or fees from selling or from facilitating the sale of third party products (e.g., click-throughs on advertisements or referral fees) through the establishment's Web site.
- Revenue generated from telephone transactions using interactive voice response systems.
- Shipping and handling receipts for online orders.

**Exclude:**

- Online payments from customers where the order or contract was **not** negotiated online.
- Commissions or fees from the provision of telecommunications and related infrastructure systems (e.g., data transfer, Web hosting, Internet access, etc.) where the order or contract was **not** negotiated online.
- Orders for goods or services placed over facsimile machines or switched telephone network.

**7. EMPLOYMENT AND PAYROLL**

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

**A. Number of paid employees**

Report number of paid employees for pay period including March 12, 2017.

**Include:**

- All full- and part-time employees working at this establishment whose payroll was reported on Internal Revenue Service Form 941-PR or 941-SS, Employer's Quarterly Federal Tax Return, or Form 944-PR or 944-SS, Employer's Annual Federal Tax Return, and filed under the Employer Identification Number (EIN) shown in the mailing address or corrected in item **1**.
- Salaried officers and executives of a corporation.
- Salaried member of a professional service organization or association.
- Employees on paid sick leave, paid holidays, and paid vacation.

**Exclude:**

- Temporary staffing obtained from a staffing service.
- Employees of departments or concessions operated by other companies at this establishment.
- Proprietors or partners of an unincorporated business.
- Unpaid family members.

**B. Payroll before deductions**

**Include:**

- Wages, salaries, tips, vacation allowances, bonuses, commissions, and other compensation paid to employees during 2017, whether or not subject to income or FICA tax.
- Salaries of officers and executives of a corporation.
- Employee contributions to qualified pension plans.

- Compensation paid to sales agents as reported on Internal Revenue Service Form 941-PR or 941-SS, Employer's Quarterly Federal Tax Return, or Form 944-PR or 944-SS, Employer's Annual Federal Tax Return.
- The spread on stock options that is taxable to employees as income.

**Exclude:**

- Payments to or withdrawals by proprietors or partners of an unincorporated business.
- Annuities or supplemental unemployment compensation benefits, even if income tax was withheld.
- Payroll of departments or concessions operated by other companies at the establishment.
- Compensation paid to agents **not** considered employees of the firm on Internal Revenue Service Form 941-PR or 941-SS, Employer's Quarterly Federal Tax Return, or Form 944-PR or 944-SS, Employer's Annual Federal Tax Return (e.g., real estate agents, independent insurance agents).

**C. Employer's cost for benefits**

**Include:**

- Legally required employer's cost for benefits (employer payments for Social Security, Medicare, unemployment compensation, workmen's compensation, and local disability programs, if required). Also include any legally required employer's cost for benefits under non FICA regulations.
- Voluntarily provided benefits (payments for life insurance, medical insurance, pensions, welfare benefits, union-negotiated benefits, and other benefits).

**13. CAPITAL EXPENDITURES AND DEPRECIATION CHARGES**

**A. Capital expenditures**

Report expenditures made during 2017 to purchase buildings or structures, including improvements and repairs, and machinery and equipment that are chargeable to the fixed assets accounts and for which depreciation accounts are maintained. Also include the cost of buildings or structures and machinery and equipment acquired as the lessee under capital lease agreements entered into during 2017.

**B. Depreciation charges**

Report depreciation charges taken against tangible assets owned and used by your firm, tangible assets and improvements owned by your firm under leaseholds, tangible assets obtained, as the lessee, through capital lease agreements in 2017.

## **16. SELECTED EXPENSES**

Costs refer to the amount actually paid or payable after discounts, including freight and other direct charges incurred in acquiring the item or service.

### **A. Communication services**

Report cost of communication services, including telephone, cellular phones, Internet, fax, and the cost for the contracts.

### **B. Computer services**

Report the cost of all computer services. Include data processing and computer software.

### **C. Office supplies**

Report the cost of office supplies.

### **D. Maintenance and repair of machinery and equipment**

Report total amount paid for the maintenance and repair of the machinery and/or equipment during 2017.

### **E. Maintenance and repair of buildings, structures, offices and their integral parts**

Report total amount paid for the maintenance and repair of buildings, structures, offices, and their integral parts. Include the cost of purchased services from other companies that are paid directly by this establishment for janitorial, refuse removal, and other services.

### **F. All other operating expenses**

Include all the other operating expenses incurred by the establishment, such as payroll, benefits, utilities, depreciation. Do not include capital expenditures, interest, and/or bad debt.

### **G. Interest paid**

Include all the interest that was paid in 2017.

## **19. PRINCIPAL KIND OF BUSINESS**

Choose the **PRINCIPAL** kind of business that best describes the establishment in 2017. If none of the provided selections seem appropriate, mark "X" the box next to "Other kind of business or activity," at the end of item **19** and provide a specific description of the primary business activity.

U.S. Census Bureau

# 2017 ECONOMIC CENSUS CONSTRUCTION

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- **Ceased operation** – The establishment has gone out of business or closed and does not plan to reopen. Provide the **month, day, and year** that the

### INSTRUCTIONS FOR SELECTED ITEMS

#### 2. PHYSICAL LOCATION

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#### 3. OPERATIONAL STATUS

Mark "X" the **ONE** box that best describes the operational status of the establishment at the **end of 2017**.

establishment ceased operation. Complete all items on the form for the portion of 2017 during which the establishment was in operation.

- **Sold or leased to another operator** – The establishment was sold or leased to another company or organization. Provide the **month, day, and year** that the change occurred and indicate the name, address, and EIN of the new owner or operator. Complete all items on the form for the portion of 2017

## **ITEM 5. SALES OR RECEIPTS IN 2017**

### **5A. Receipts, billings, or sales for construction work**

Report your 2017 receipts for construction work.

#### **Include:**

- Receipts or billings for construction work under any type of contract – general, special trade, design-build, construction management, engineer-construct, turnkey, etc.
- Sales of houses and other buildings you built which were sold during 2017.
- Cost of labor, materials, overhead, and normal profit.
- Work on new construction, additions, alterations, reconstruction, maintenance, repairs and service work.

#### **Exclude**

- The cost of land other than site preparation.
- The purchase cost or estimated value of raw land from the value of construction work.

### **5B. Receipts for all other business activities**

Report the receipts for all other business activities done by this establishment in 2017. **Exclude** non-operating income such as interest, dividends, or the sale of fixed assets.

### **5C. Add lines 5A and 5B.**

### **5D. E-commerce sales**

E-commerce transactions are transactions completed over an Internet, electronic mail, Extranet, Electronic Data Interchange (EDI) network, or other online system.

#### **Include:**

- Sales or receipts generated as a result of e-commerce transactions or agreements negotiated online, including electronic mail (e-mail), between the customer and this establishment on the price or terms of construction work accepted, regardless of whether payment is made online.
- Online orders accepted by the corporate office but completed by this establishment.
- Sales generated from telephone transactions using interactive voice response systems.

prior to the change in operator.

- **Other status** – The establishment's operational status at the end of 2017 is not accurately described above. Please specify a description of the establishment's operational status in the space provided.

#### **Exclude:**

- Online payments from customers where the order or contract was **not** negotiated online.
- Sales from goods or services placed over facsimile machines or switched telephone networks.

## **ITEM 7: EMPLOYMENT AND PAYROLL**

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

#### **Include:**

- All full- and part-time employees working at this establishment whose payroll was reported on Internal Revenue Service (IRS) Form 941-PR, Employer's Quarterly Federal Tax Return or Form 944-PR, Employer's Annual Federal Tax Return, and filed under the Tax ID/ Employer Identification Number (EIN) listed in the EMPLOYER IDENTIFICATION NUMBER (TAX ID) area.
- If the legal form of organization for this business is a corporation, the reporting of other employees and other payroll at this domestic reporting unit is required. If payroll and employment for this Tax ID/EIN are zero, please indicate if the Tax ID/EIN is a joint venture in the remarks section
- All persons on paid sick leave, paid holidays, and paid vacation during the year at this domestic reporting unit
- Salaried officers and executives of a corporation.

#### **Exclude:**

- Subcontractors and their employees
- Temporary staffing obtained from a staffing service.
- 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.
- Proprietors or partners of an unincorporated business.
- Unpaid family members.

### **A1. Number of paid construction workers**

Report number of paid construction workers for the quarterly periods including the 12th of March, June, September, and December 2017.

**A4. All other paid employees**

Report all other employees (including those engaged in supervision above the line-supervisor level (working-foreman level), sales, clerical, advertising, credit collection, installation, servicing of own products, executive, purchasing, finance, legal, professional and technical personnel, office staff, and others engaged in nonconstruction activities.) for pay period including March 12, 2017.

**B.HOURS WORKED BY CONSTRUCTION WORKERS**

Report hours worked only for the construction workers reported in item **7A1**.

**Include:**

- Hours worked during four specific pay periods including the 12th of March, June, September, and December 2017
- Overtime hours as actual hours worked not as straight- time equivalent hours.

**Exclude:** Hours paid for vacations, holidays (unless actually worked), or sick leave.

**C. Payroll before deductions**

Report only for employees reported on lines **A1** and **A4**.

**Include:**

- Wages, salaries, tips, vacation allowances, bonuses, commissions, and other compensation paid to employees during 2017, whether or not subject to income or FICA tax.
- Salaries of officers and executives of a corporation.
- Employee contributions to qualified pension plans.

**Exclude:**

- Payments to or withdrawals by proprietors or partners of an unincorporated business.
- Annuities or supplemental unemployment compensation benefits, even if income tax was withheld.
- Employer's cost for payroll taxes and benefits.

**D. Employer's cost for benefits**

**Include:**

- Legally required employer's cost for benefits (employer payments for Social Security, Medicare, unemployment compensation, workmen's compensation, and local disability programs, if required). Also include any legally required employer's cost for benefits under non FICA regulations.
- Voluntarily provided benefits (payments for life insurance, medical insurance, pensions, welfare benefits, union-negotiated benefits, and other benefits).



### **13. ASSETS, CAPITAL EXPENDITURES, AND DEPRECIATION CHARGES**

#### **A. Gross value of depreciable assets**

Depreciable assets are the buildings, structures, machinery, and equipment owned by this establishment or its parent for which depreciation accounts are ordinarily maintained. If this establishment is part of a multi-establishment company, the parent company should assign to each establishment building and equipment that the establishment is responsible for as if it owned them.

This establishment should include these as part of its beginning balances, additions, and disposals as appropriate as well as the allocation of related depreciation expenses. For example, if this establishment maintained a tenant relationship with the parent company or a subsidiary, and paid "rent" for the use of either buildings or equipment, do not report the value of this "rent". Instead, in item **13** report the gross value of the assets made available to this establishment as a result of this "rental" agreement as if the establishment owned them.

#### **Include:**

- Assets acquired through capital leases. If any building or equipment has been acquired under a capital leasing arrangement that meets the criteria set down by the Financial Accounting Standards Board (FASB), please report the original cost or market value as a fixed asset and as a capital expenditure if acquired in 2017. If the lease qualifies as an operating lease, do not include the value of the building and equipment as a fixed asset or capital expenditure.
- Assets acquired or produced to be leased to others as the lessor under an operating lease.
- Capital expenditures for construction in progress incurred in prior periods. Report current capital expenditures in line **13B** even if not completed and operational.

#### **Exclude:**

- The cost of land, but INCLUDE the value of land development.
- Assets leased to others under capital lease arrangements.

#### **C. Capital expenditures for NEW buildings, structures, machinery and equipment, and job-site vehicles**

Include new construction spending, software, computers and peripherals. Exclude maintenance and repair for which depreciation accounts are ordinarily maintained. Additions to construction-in-progress for company owned projects lasting more than one year that will be added, as depreciable assets should be reported currently rather than once the project has been completed and is in use. Include the value of depreciable assets acquired through mergers and acquisitions.

#### **D. Capital expenditures for USED buildings, structures, machinery and equipment**

Include used automobiles, trucks, etc., major repairs and improvements and software, computers and peripherals, current expenditures for property, equipment, and capital improvements that were or will be chargeable to the fixed asset accounts and for which depreciation accounts are ordinarily maintained. Additions to construction-in-progress for company owned projects lasting more than one year that will be added, as depreciable assets should be reported currently rather than once the project has been completed and is in use. Include the cost of capital improvements that were made during 2017 which increased the value of property or adapted it for another use. Capital expenditures for leasehold improvements (made to property leased from others) are also included.

#### **E. Gross value of depreciable assets**

Include depreciable assets sold, retired, scrapped, destroyed, lost, or otherwise disposed of that should also include acquisition cost of transfers or depreciable assets to assets held for sale and reductions in value due to impairment.

#### **G. Depreciation charges**

Report depreciation charges for the year relating to the assets allocated to the reporting establishment by a parent or affiliate.

### **14. RENTAL PAYMENTS**

If this establishment is part of a multi-establishment company or a subsidiary rented property for the use of this establishment and paid the rent, the rent should be reported in item **14** as if the establishment paid it.

However, if this establishment rented buildings or equipment from the parent or affiliate as a tenant, then the value of assets should be reported in item **13**.

**Exclude** capital leases (leases with a contract to own at the end of the lease) as well as rentals of assets owned by parent reported in item **13**.

### **16. SELECTED EXPENSES**

This section is intended to complete a comprehensive reporting of operating costs and expenses incurred by this establishment not already identified for collection on the form. Certain costs of construction and expenses were already collected in item **7**, item **13**, and item **14** on the form.

#### **A1. Cost of materials, parts, and supplies**

Report job-site, general office, and all other material, part, and supply costs relating to the construction and other business activities of this establishment.

provided selections seem appropriate, mark "X" the box next to "Other kind of business or activity," at the end of item **19**

**Include:**

- Equipment purchased by this establishment that was installed in a building as an integral part of its structure, such as elevators, air conditioning equipment, etc.
- Costs after discounts for the materials, parts, and supplies that were purchased by this establishment or obtained from other establishments of your company.
- Freight and other direct charges for the materials, parts, and supplies used in 2017.
- Expendable tools that were charged to current accounts in 2017.

**A2. Cost of construction work subcontracted out to others**

**Include** your payments to subcontractors for construction work.

**Exclude** the cost of non-construction work subcontracted out unless it is incidental to the primary construction activities of the subcontractor. Services such as abatement, refuse removal, design work or surveying should be reported in **16B**.

**B. Selected purchased services**

**Include** costs for each of the services purchased from other companies that are paid directly or incurred by a parent or affiliate for this establishment and have not been reported elsewhere in the form which are considered as overhead or non-job related.

**Exclude:**

- Salaries paid to employees of this establishment for any professional and/or technical services.
- Materials, parts, and supplies used for repairs and maintenance performed by this establishment's employees.
- Lease and rental payments for equipment, building, other structure, or land by this establishment and reported item **14**, Rental Payments.
- Cost of construction activities subcontracted to others and reported in item **16A**, line **2**.
- Cost of any utility payments if payments are included in a lease or rental payment and reported in item **14** or gasoline, fuels, and energy reported in item **16A**.
- Income taxes, purchases of merchandise for resale, bad debts, impairment charges, interest and other non- operating expenses.

**19. PRINCIPAL KIND OF BUSINESS**

Choose the **PRINCIPAL** kind of business that best describes the establishment in 2017. If none of the

and provide a specific description of the primary business activity.

## **22. DETAIL OF SALES OR RECEIPTS IN 2017 – KIND OF BUSINESS**

The kind of business activities reported in item **22** should be consistent with item **5**, line **C**. That is, the sum of the percentages reported in **22A** for construction activities should equal the percentage obtained when the total dollar value of construction activities in **5A** is divided by the total reported in **5C**.

For example, if you reported \$75,000 in **5A** and \$100,000 in **5C**, then the sum of the percentages reported in **22A** should equal 75%. The sum of the percentages reported in **22B** for other business activities should equal the percent obtained when the dollar value of **5B** is divided by that of **5C**. The sum of the entries in **22A AND 22B** should equal 100%.

### **A. Construction work activities**

Report only the main activities for which you were contracted. Work which was incidental to the primary activities of jobs should not be reported separately. For example,

- If you were contracted to design and build, do not separate out the design part from the construction work.
- If you were contracted to shingle a roof, do not separate out incidental gutter and downspout installation.
- If you were working as a general contractor, do not separate out carpentry work, excavation work, etc.
- If this establishment engaged in construction activities that are not listed on the form, please enter a description of the construction activity in the "Other kinds of construction" write-in box, along with a percentage of the total value of business for that specified activity.

### **B. Other business activity**

Report any non-construction activities. If the activity is not listed on the form, please enter a description of the non-construction activity in the "Other business activities" write-in box, along with a percentage of the value of total business for that specified activity.

## **23. SOURCES OF SALES AND RECEIPTS**

This question requests that the amount reported in **5A** be broken down by type of construction for buildings and other types of construction. Estimate the percent of the dollar value of construction work reported in **5A** according to the specified types of construction:

**New construction** – the original construction work done on a project including all finishing work on the original building or structure. Land development work on the site and demolition of existing structures are included in new construction.

**Additions, alterations, or reconstruction** – construction work which adds to the value or useful life of an existing building or structure, or which adapts a building or structure to a new or different use. Included are "major replacements" of building systems such as the installation of a new roof or cooling system and the resurfacing of streets or highways. This contrasts to the repair of a hole in a roof or the routine patching of highways and streets, which would be classified as maintenance and repair.

ernment-owned construction.

**Maintenance and repair work** – incidental construction work which keeps a property in ordinary working condition. Excluded are trash removal, lawn maintenance and landscaping, and cleaning and janitorial services.

## **26. SPECIAL INQUIRIES**

### **A. *Ownership of construction projects***

General contractors and finance source such as lending institutions are not normally owners. Work on highways should be reported as Gov

# 2017 ECONOMIC CENSUS U.S. Territories MANUFACTURING INFORMATION SHEET

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**Manufacturing** - The manufacturing activity involves the mechanical, physical, or chemical transformation of materials, substances, or components into new products.

**Mining** - The mining activity involves establishments that extract naturally occurring mineral solids. The term mining is used in the broad sense to include quarrying.

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An **establishment** is generally a single physical location where business is conducted or where services or industrial operations are performed.

**Manufacturing** - Is generally a single physical location where manufacturing is performed. This includes all locations of a company or organization, including administrative offices that were in operation at any time during 2017.

**Mining** - Is a physical location that primarily performs exploration and other mining and quarrying support services for operators of mineral properties.

### GENERAL INSTRUCTIONS

- Complete a separate report form for each establishment **owned or controlled** by your company or organization. If you did not receive a separate report form for each establishment, visit our web site at [econhelp.census.gov](http://econhelp.census.gov) or call 1-800-233-6136, between 8:00 a.m. and 6:00 p.m., Eastern time, Monday through Friday, to request additional report forms.
- Each report form should cover calendar year 2017. If book figures are not available, **estimates are**

**acceptable.** However, if the accounting fiscal year is different from the calendar year, fiscal year figures will be acceptable for all items except payroll (calendar year figures for payroll should be available from the Internal Revenue Service (IRS) Form 941-PR or 941-SS, Employer's Quarterly Federal Tax Return, or Form 944-PR or 944-SS, Employer's Annual Federal Tax Return). Indicate in item **30** the exact dates covered.

- If an establishment stopped operating before January 1, 2017, indicate action and date in item **3**, mark "X" the box to indicate "none" in item **4**, and continue to item **30**.
- If an establishment was closed, sold, or leased to another company or organization during 2017, complete the report form for the portion of 2017 that the establishment was operating as part of your company or organization.
- Dollar figures should be rounded to the nearest thousand as illustrated on the report form.
- If there are any questions or if any communication regarding this report form is necessary, reference the 11-digit Census File Number (CFN) shown in the mailing address.
- Please photocopy each completed report form for your records and return the original.
- Public reporting burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0937, U.S. Census Bureau, 4600 Silver Hill Road, AMSD-3K138, Washington, DC 20233. You may e-mail comments to [Paperwork@census.gov](mailto:Paperwork@census.gov); use "Paperwork Project 0607-0937" as the subject.
- Response to this collection of information is required unless it does not display a valid approval number from the Office of Management (OMB). The OMB eight-digit number appears on the welcome screen or in the upper right corner of the paper report form.

## INSTRUCTIONS FOR SELECTED ITEMS

### 2. PHYSICAL LOCATION

Answer all sections (**A and B**) of item **2** even if the mailing address shown is correct.

### 3. OPERATIONAL STATUS

Mark "X" the **ONE** box that best describes the operational status of the establishment at the **end of 2017**.

- **In operation** – The establishment was open and actively conducting business on December 31, 2017.
- **Temporarily or seasonally inactive** – Although not conducting business at the end of 2017, the establishment will eventually reopen and conduct business under the same Employer Identification Number (EIN). Examples include businesses or establishments that close during the "off-season" or that temporarily close for remodeling. Complete all items on the form for the portion of 2017 during which the establishment was active.
- **Ceased operation** – The establishment has gone out of business or closed and does not plan to reopen. Provide the **month, day, and year** that the establishment ceased operation. Complete all items on the form for the portion of 2017 during which the establishment was in operation.
- **Sold or leased to another operator** – The establishment was sold or leased to another company or organization. Provide the **month, day, and year** that the change occurred and indicate the name, address, and EIN of the new owner or operator. Complete all items on the form for the portion of 2017 prior to the change in operator.
- **Other status** – The establishment's operational status at the end of 2017 is not accurately described above. Please specify a description of the establishment's operational status in the space provided.

### 5. SALES, SHIPMENTS, RECEIPTS, OR REVENUE IN 2017

#### A. Total value of shipments

Report the total value of products shipped. Value is defined as net selling value f.o.b. plant to the customer after discount and allowances.

#### **Include:**

- The value of all products shipped including interplant transfers.
- Products made elsewhere for this establishment on a contract basis from materials supplied by this establishment.

#### **Exclude:**

- Shipping and freight charges.
- Excise and other taxes collected and paid directly to the commonwealth or federal tax agency.

#### **D. Receipts for resales**

Include the sale value of products bought and resold without further processing. Cost of all products resold is to be included in item **16B**.

### 6. E-COMMERCE SALES, SHIPMENTS, RECEIPTS, OR REVENUE IN 2017

E-commerce transactions are transactions completed over an Internet, electronic mail, Extranet, Electronic Data Interchange (EDI) network, or other online system.

#### **Include:**

- Online orders accepted for work from customers.
- Online orders accepted by the corporate office but completed by this establishment.
- Any agreement negotiated online, including electronic mail (e-mail) between the customer and this establishment on the price and/or terms of a transfer of goods or services.
- Telephone transactions using interactive voice response systems.

#### **Exclude:**

- Online payments of billing where the order or contract was **not** negotiated online.
- Online orders or contracts placed over facsimile machines or switched telephone networks.

### 7. EMPLOYMENT AND PAYROLL

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

#### **Include:**

- All full- and part-time employees working at this establishment whose payroll was reported on Internal Revenue Service Form 941-PR or 941-SS, Employer's Quarterly Federal Tax Return, or Form 944-PR or 944-SS, Employer's Annual Federal Tax Return, and filed under the Employer Identification Number (EIN) shown in the mailing address or corrected in item **1**.
- Non-resident workers, whether or not FICA taxes were withheld.
- Employees on paid sick leave, paid holidays, and paid vacation.

**Exclude:**

- Subcontractors and their employees
- Temporary staffing obtained from a staffing service.
- Agriculture workers from fruit or vegetable canning or freezing plants with farms associated with their operations.
- Fishing crews from fish canning, freezing, or packaging plants with fishing operations associated with the plant.
- Proprietors or partners of an unincorporated business.
- Unpaid family members.

**A1. Number of paid production workers**

**Include:**

- Production workers on the payroll of this establishment during quarterly periods including the 12th of March, June, September, and December, 2017.
- Workers up through the line-supervisor level, engaged in fabricating, processing, assembling, inspecting, packing, warehousing, shipping (but not delivering), maintenance, repair and other closely associated services.
- Truck drivers delivering ready-mixed concrete

**A4. All other paid employees**

Nonproduction employees including those engaged in supervision above the line-supervisor level, sales, clerical, advertising, credit collection, installation, servicing of own products, executive, purchasing, finance, legal, professional and technical personnel.

**B. Payroll before deductions**

Report only for employees reported on lines **A1** and **A4**.

**Include:**

- Wages, salaries, tips, vacation allowances, bonuses, commissions, and other compensation paid to employees during 2017, whether or not subject to income or FICA tax.
- Salaries of officers and executives of a corporation.
- Employee contributions to qualified pension plans.

**Exclude:**

- Payments to or withdrawals by proprietors or partners of an unincorporated business.
- Annuities or supplemental unemployment compensation benefits, even if income tax was withheld.
- Employer's cost for payroll taxes and benefits.

**C. Employer's cost for benefits**

**Include:**

- Legally required cost for benefits (employer payments for Social Security, Medicare, unemployment compensation, workmen's compensation, and local disability programs, if required). Also include any legally required employer's cost for benefits under non FICA regulations.
- Voluntarily provided benefits (payments for life insurance, medical insurance, pensions, welfare benefits, union-negotiated benefits, and other benefits).

**8. HOURS WORKED BY PRODUCTION WORKERS**

Report hours worked only for the construction workers reported in item **7A1**.

**Include:**

- Hours worked during four specific pay periods including the 12th of March, June, September, and December 2017
- Overtime hours as actual hours worked not as straight-time equivalent hours.

**Exclude** hours paid for vacations, holidays (unless actually worked), or sick leave.

**9. INVENTORIES**

Report the value of inventories the establishment owned on December 31, 2017 and on December 31, 2016. Exclude the value of inventories held at the establishment but owned by others.

Report inventories using current cost, if using Last In - First Out (LIFO) method of valuation will need to adjust to obtain First In - First Out (FIFO) or current cost method of valuation.

**A – D.** Report total inventories and inventories by stage of fabrication.

**13. CAPITAL EXPENDITURES, AND DEPRECIATION CHARGES**

**A and B. Capital expenditures**

Report expenditures made during 2017 on **NEW** and **USED** buildings and structures and machinery and equipment that are chargeable to the fixed assets accounts and for which depreciation accounts are maintained. Also include the cost of buildings and structures and machinery and equipment acquired as the lessee under capital lease agreements entered into during 2017.

#### **D. Depreciation charges**

Report depreciation charges taken against tangible assets owned and used by your firm, tangible assets and improvements owned by your firm under leaseholds, and tangible assets obtained, as the lessee, through capital lease agreements in 2017.

#### **16. SELECTED EXPENSES**

Costs refer to the amount actually paid or payable after discounts, including freight and other direct charges incurred in acquiring the item or service.

##### **A. Materials, parts, containers, and supplies**

Report cost of physical goods used or put into production; exclude services used or overhead charges.

##### **B. Products bought and sold**

Report the cost of all products bought and resold in the same condition as when purchased and not made part of another product manufactured by this establishment. Total sales value of all products resold is to be included in item **5D**.

##### **C. Purchased fuels**

Report total amount actually paid or payable during 2017 for all fuels consumed for heat, power, or the generation of electricity. Report cost of fuels consumed as raw materials in item **16A**.

##### **D. Purchased electricity**

Report total amount paid or payable for electric energy purchased during 2017.

##### **E. Contract work and nonproduction labor**

Cost of purchased services from other companies that are paid directly by this establishment for janitorial, refuse removal, temporary staffing, accounting and bookkeeping, and other services.

##### **F. Contract labor for production**

Include the cost of contract employees, who are not on your payroll, but are supplied through a contract with another company to perform specific jobs related to production. The cost of materials worked on by these production workers should be included in item **16A**.

##### **G. All other operating expenses**

Include all the other operating expenses incurred by the establishment, such as payroll, benefits, utilities, depreciation. Do not include capital expenditures, interest, and/or bad debt.

#### **H. Interest paid**

Include all the interest that was paid in 2017.

#### **19. PRINCIPAL KIND OF BUSINESS**

Choose the **PRINCIPAL** kind of business that best describes the establishment in 2017. If none of the provided selections seem appropriate, mark "X" the box next to "Other kind of business or activity," at the end of item **19** and provide a specific description of the primary business activity.

#### **26. SPECIAL INQUIRIES**

##### **A. Value of products shipped and contract work performed by customer location**

Report the location of the customer to whom the products were shipped or sold.

##### **B. Distribution of shipments and contract work performed for customers in this U.S. territory by class of customer**

For customers located in this U.S. territory, report the value of shipments and contract work by class of customer.

##### **B1. Wholesalers**

In addition to sales to merchant wholesalers, include sales that were made through agents, brokers, and commission merchants.

##### **B2. Retailers**

Sales to all types of retailers (that is, retail chain organizations, independent stores, or department stores) that normally buy for resale to household consumers.

##### **B3. Household consumers**

Sales to household consumers buying for personal consumption.

##### **B4. Commonwealth government**

Include sales to t t his U.S. territory's Government.

##### **B5. Construction companies**

Include only sales for construction purposes.

##### **B6. Other manufacturing establishments**

Include sales to manufacturers located in this U.S. territory.

##### **B7. Other customers**

Include sales to all other customers not specified above.



# 2017 ECONOMIC CENSUS U.S. Territories Wholesale Trade

## INFORMATION SHEET

### Need help or have questions about filling out the form?

Visit [econhelp.census.gov](http://econhelp.census.gov) or

Call 1-800-233-6136, between 8:00 a.m. and 6:00 p.m., Eastern time, Monday through Friday.

Please reference your 11-digit Census File Number (CFN) printed on each form with all communications.

The 2017 Economic Census covering the Wholesale Trade sector includes establishments primarily engaged in the selling or arranging the purchase or sale of goods, selling goods for resale, selling capital or durable non-consumer goods, and selling raw and intermediate materials and supplies used in production.

Most wholesale establishments exhibit the following characteristics:

- Wholesalers usually operate from a warehouse or office. These warehouses and offices are characterized by having little or no display merchandise. In addition, neither the design nor the location of the premises is intended to solicit walk-in traffic.
- Wholesalers do not usually use advertising directed to the general public. Customers are generally reached initially via telephone, in-person marketing, or by specialized advertising.

If an establishment is **NOT** engaged in one of these kinds of businesses, **DESCRIBE** its business or activity in **ITEM 19A AND COMPLETE** the report form as accurately as possible.

### 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 selling and service locations and any other facilities, such as warehouses or administrative offices that were in operation at any time during 2017. Locations with no employees (such as unmanned warehouses) are not considered separate establishments. Report separate data for each establishment.

### GENERAL INSTRUCTIONS

- Complete a separate report form for each establishment **owned or controlled** by your company or organization. If you did not receive a separate report form for each establishment, visit our web site at [econhelp.census.gov](http://econhelp.census.gov) or call 1-800-233-6136, between

8:00 a.m. and 6:00 p.m., Eastern time, Monday through Friday, to request additional report forms.

- Each report form should cover calendar year 2017. If book figures are not available, **estimates are acceptable**. However, if the accounting fiscal year is different from the calendar year, fiscal year figures will be acceptable for all items except payroll (calendar year figures for payroll should be available from the Internal Revenue Service (IRS) Form 941-PR or 941-SS, Employer's Quarterly Federal Tax Return, or Form 944-PR or 944-SS, Employer's Annual Federal Tax Return). Indicate in item **30** the exact dates covered.
- If an establishment stopped operating before January 1, 2017, indicate action and date in item **3**, mark "X" the box to indicate "none" in item **4**, and continue to item **30**.
- If an establishment was closed, sold, or leased to another company or organization during 2017, complete the report form for the portion of 2017 that the establishment was operating as part of your company or organization.
- Dollar figures should be rounded to the nearest thousand as illustrated on the report form.
- If there are any questions or if any communication regarding this report form is necessary, reference the 11-digit Census File Number (CFN) shown in the mailing address.
- Please save, print or photocopy each completed report form for your records and return the original.
- Public reporting burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0937, U.S. Census Bureau, 4600 Silver Hill Road, AMSD-3K138, Washington, DC 20233. You may e-mail comments to [Paperwork@census.gov](mailto:Paperwork@census.gov); use "Paperwork Project 0607-0937" as the subject.

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## INSTRUCTIONS FOR SELECTED ITEMS

### 2. PHYSICAL LOCATION

Answer all sections (**A and B**) of item **2** even if the mailing address shown is correct.

### 3. OPERATIONAL STATUS

Mark "X" the **ONE** box that best describes the operational status of the establishment at the **end of 2017**.

- **In operation** – The establishment was open and actively conducting business on December 31, 2017.
- **Temporarily or seasonally inactive** – Although not conducting business at the end of 2017, the establishment will eventually reopen and conduct business under the same Employer Identification Number (EIN). Examples include businesses or establishments that close during the "off-season" or that temporarily close for remodeling. Complete all items on the form for the portion of 2017 during which the establishment was active.
- **Ceased operation** – The establishment has gone out of business or closed and does not plan to reopen. Provide the **month, day, and year** that the establishment ceased operation. Complete all items on the form for the portion of 2017 during which the establishment was in operation.
- **Sold or leased to another operator** – The establishment was sold or leased to another company or organization. Provide the **month, day, and year** that the change occurred and indicate the name, address, and EIN of the new owner or operator. Complete all items on the form for the portion of 2017 prior to the change in operator.
- **Other status** – The establishment's operational status at the end of 2017 is not accurately described above. Please specify a description of the establishment's operational status in the space provided.

### 5. SALES, SHIPMENTS, RECEIPTS, OR REVENUE IN 2017

#### A. Sales and operating receipts

Report total sales of merchandise and other operating receipts in thousands of dollars for the calendar year 2017.

#### Include:

- Cash and credit sales of merchandise sold in 2017, whether or not payment was received in 2017.
- Receipts for delivery, installation, maintenance, repair, alteration, storage, and other services provided in 2017, whether or not payment was received in 2017.
- The gross selling value of goods that the establishment sold or purchased on a commission, brokerage, consignment, or agency basis for others.
- The actual value of trade-ins taken as partial payment for other merchandise.
- Receipts from the rental and leasing of merchandise.
- Excise taxes (such as those on **gasoline, liquor, and tobacco**) which are paid by the manufacturer and included in the cost of goods purchased.
- Liquor and tobacco tax stamps, taxes, and licenses sold.
- Shipping and handling receipts collected from customers.

#### Exclude:

- Sales and other taxes collected directly from customers and paid directly to the commonwealth or federal tax agency.
- Receipts from carrying and other credit charges.
- Nonoperating income from sources such as investments, rental or sale of real estate, and interest.
- Commissions received for selling and buying goods.
- Refund or allowances for returned merchandise.
- Transfers (billings) to other establishments in the company.

#### B. Commissions for the sale of merchandise

Answer "Yes" if the establishment earned a commission or brokerage fee for transactions negotiated for others.

#### C. Gross selling value

Report the market value of products bought or sold by others on which the establishment earned a commission or fee.

If actual sales are unavailable, estimate the value by dividing actual commissions received by the average percentage charged for sales activity.

For example, if commissions received totaled \$200,000 and the average commission is estimated as 5 percent, then the gross selling value is \$4,000,000 ( $\$200,000 / .05$ ).

#### D. Commissions received

Report the amount of commissions, brokerage, or agency fees received for transactions reported in item **5C**.

**Note:** Items **F** and **G** apply only to multi-establishment firms.

**F. Percent of products sold by this establishment that were manufactured or mined**

Report the percentage of total sales (as reported in item **5A**) accounted for by products which were mined or manufactured in the United States, Puerto Rico, U.S. territories, or its Foreign Trade Zones by **your** firm (including parent, subsidiaries, and corporate affiliates).

**G. Value of transfers**

Report the fair sales value of goods transferred to establishments owned by this firm.

**6. E-COMMERCE SALES, SHIPMENTS, RECEIPTS, OR REVENUE IN 2017**

E-commerce transactions are transactions completed over an Internet, electronic mail, Extranet, Electronic Data Interchange (EDI) network, or other online system.

**Include:**

- The gross selling value of business conducted on a commission basis over the Internet, Extranet, EDI network, electronic mail, or other online system.
- Sales generated from agreements negotiated online between buyer and seller on price and terms of a transfer of ownership of, or rights to use, goods or services.
- Online sales of goods or services, regardless of whether payment is made online.
- Receipts generated from selling or from facilitating the sale of third party products (e.g., click-throughs on advertisements or referral fees) through the establishment's web site.
- Sales generated from telephone transactions using interactive voice response systems.
- Shipping and handling receipts for online orders.

**Exclude:**

- Online payments from customers where the order or contract was **not** negotiated online.
- Provisions of telecommunications and related infrastructure systems (e.g., data transfer, Web hosting, Internet access, etc.) where the order or contract was **not** negotiated online.
- Sales from orders for goods or services placed over facsimile machines or switched telephone networks.

**7. EMPLOYMENT AND PAYROLL**

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

**A. Number of paid employees**

Report number of paid employees for pay period including March 12, 2017.

**Include:**

- All full- and part-time employees working at this establishment whose payroll was reported on Internal Revenue Service Form 941-PR or 941-SS, Employer's Quarterly Federal Tax Return, or Form 944-PR or 944-SS, Employer's Annual Federal Tax Return, and filed under the Employer Identification Number (EIN) shown in the mailing address or corrected in item **1**.
- Non-resident workers, whether or not FICA taxes were withheld.
- Salaried officers and executives of a corporation.
- Employees on paid sick leave, paid holidays, and paid vacation.

**Exclude:**

- Temporary staffing obtained from a staffing service.
- Employees of departments or concessions operated by other companies at this establishment.
- Proprietors or partners of an unincorporated business.
- Unpaid family members.

**B. Payroll before deductions**

**Include:**

- Wages, salaries, tips, vacation allowances, bonuses, commissions, and other compensation paid to employees during 2017, whether or not subject to income or FICA tax.
- Salaries of officers and executives of a corporation.
- Employee contributions to qualified pension plans.

**Exclude:**

- Payments to or withdrawals by proprietors or partners of an unincorporated business.
- Annuities or supplemental unemployment compensation benefits, even if income tax was withheld.
- Payrolls of departments or concessions operated by other companies at the establishment.

### **C. Employer's cost for benefits**

#### **Include:**

- Legally required cost for benefits (employer payments for Social Security, Medicare, unemployment compensation, workmen's compensation, and local disability programs, if required). Also include any legally required employer's cost for benefits under non FICA regulations.
- Voluntarily provided benefits (payments for life insurance, medical insurance, pensions, welfare benefits, union-negotiated benefits, and other benefits).

### **9. INVENTORIES**

#### **A. Inventories at the end of 2017 and/or 2016**

If the establishment had inventories at the end of either 2017 or 2016, answer "Yes."

#### **B. Total inventories**

Report the value of merchandise inventories the establishment owned on December 31, 2017 and on December 31, 2016. Exclude the value of inventories held at the establishment but owned by others.

Report inventories using current cost, if using Last In - First Out (LIFO) method of valuation will need to adjust to obtain First In - First Out (FIFO) or current cost method of valuation.

#### **C. Value of inventories outside this U.S. territory**

Report the total value of inventories stored or "en route" **OUTSIDE** this U.S. territory on December 31, 2017 and on December 31, 2016.

### **13. CAPITAL EXPENDITURES AND DEPRECIATION CHARGES**

#### **A. Capital expenditures**

Report expenditures made during 2017 to purchase buildings or structures, including improvements and repairs, and machinery and equipment that are chargeable to the fixed assets accounts and for which depreciation accounts are maintained. Also include the cost of buildings or structures and machinery and equipment acquired as the lessee under capital lease agreements entered into during 2017.

#### **B. Depreciation charges**

Report depreciation charges taken against tangible assets owned and used by your firm, tangible assets and improvements owned by your firm under leaseholds, and tangible assets obtained, as the lessee, through capital lease agreements in 2017.

### **16. SELECTED EXPENSES**

Costs refer to the amount actually paid or payable after discounts, including freight and other direct charges incurred in acquiring the item or service.

#### **A. Communication services**

Report cost of communication services, including telephone, cellular phones, Internet, fax, and the cost for the contracts.

#### **B. Computer services**

Report the cost of all computer services. Include data processing and computer software.

#### **C. Office supplies**

Report the cost of the office supplies

#### **D. Maintenance and repair of machinery and equipment**

Report total amount paid for the maintenance and repair of the machinery and/or equipment during 2017.

#### **E. Maintenance and repair of buildings, structures, offices and their integral parts**

Report total amount paid for the maintenance and repair of buildings, structures, offices, and their integral parts. Include the cost of purchased services from other companies that are paid directly by this establishment for janitorial, refuse removal, and other services.

#### **F. Products bought for resale**

Report the cost of all products bought and resold in the same condition as when purchased.

#### **G. All other operating expenses**

Include all the other operating expenses incurred by the establishment, such as payroll, benefits, utilities, depreciation. Do not include capital expenditures, interest, and/or bad debt.

#### **H. Interest paid**

Include all the interest that was paid in 2017.

### **19A. PRINCIPAL KIND OF BUSINESS**

Choose the **PRINCIPAL** kind of business that best describes the establishment in 2017. If none of the provided selections seem appropriate, mark "X" the box next to "Other kind of business," at the end of item **19A** and provide a specific description of the primary business activity.

## 19B. PRINCIPAL TYPE OF OPERATION

Mark "X" only one **PRINCIPAL** type of operation for this establishment.

**Merchant wholesaler** - A company or establishment engaged in buying merchandise on its own account produced by other firms and selling them using the wholesale method.

- **Importer** - Purchasing and selling merchandise made outside of this U.S. territory and that does not bear the importer's own brand name.
- **Exporter** - Purchasing goods in This U.S. territory from unrelated firms and selling them for delivery in this U.S. territory
- **Merchant wholesale distributor or jobber** - Buying merchandise from unrelated domestic manufactures and selling the goods to customers in this U.S. territory.
- **Own-brand importer and marketer** - A company or establishment that deals primarily or exclusively in the parent company's own branded products manufactured outside this U.S. territory.

### **Manufacturers' sales branch or office** -

Establishments owned by firms or corporately affiliated with a manufacturer primarily engaged in selling goods mined or manufactured by the parent in the United States or this U.S. territory.

**Agent, broker, or commission merchant** - A company or establishment primarily engaged in buying and selling merchandise on a commission, brokerage, or agency basis for others rather than dealing primarily on its own account.

- **Auction company** - Selling merchandise for the account of others at wholesale from a permanent location by the auction method.
- **Broker, representing buyers and sellers** - Buying and selling merchandise on a brokerage basis for others in this U.S. territory market, but not receiving goods on consignment.
- **Commission merchant** - Receiving goods on consignment and selling them on a commission basis in this U.S. territory market.
- **Import agent** - Representing, on an agency basis, domestic firms selling foreign-made merchandise for delivery inside this U.S. territory and collecting a commission for the sale of goods.
- **Export agent** - Representing on an agency basis, domestic firms selling this U.S. territory merchandise for delivery and collecting a commission for the sale of goods.
- **Manufacturers' agent** - Selling merchandise on a commission basis for a limited number of manufacturers on a continuing agency basis.

**Electronic market** - Business-to-business marketplace that facilitates the sale of goods via the Internet or other

electronic means and operates on a commission or fee basis.

**Other broker or agent** such as real estate, mortgage, or loan. Please specify type in space provided.

## 20. CLASS OF CUSTOMER

### **D. Percent of sales and receipts generated from exports**

Estimate the percentage of sales and receipts generated from exports, **NOT THE PERCENTAGE OF TRANSACTIONS.**

Include exports from this U.S. territory to foreign countries, the United States, and U.S. territories.

### **E. Percent of total sales by class of customer**

Estimate the percentage of this establishment's total sales by class of customer, excluding the percentage reported in line **D.** Total in line 14 should be 100%.

#### **E1. Household consumers**

Include sales to individuals or employees buying for personal consumption.

#### **E2. Retailers**

Include sales to all types of retailers (that is, retail chain organizations independent stores, or department stores) that normally buy for resale to household consumers.

#### **E3. Wholesalers**

In addition to sales to merchant wholesalers, include sales that were made through agents, brokers, and commission merchants.

#### **E4. Repair shops for use in repair work**

Include sales to all types of repair facilities.

#### **E5. Manufacturing and mining industrial users for use as input goods in production**

Include sales to manufacturers located in this U.S. territory.

#### **E6. Restaurants, hotels, food services, and contract feeding**

Include sales to caterers, contract feeders, and all eating and drinking establishments.

#### **E7. Businesses for end use in their own operation, not for resale or production**

Include sales to laboratories, institutions, public utilities, service businesses, and other such users that are buying for business use rather than for resale.

**E8. Building contractors, heavy construction, and special trade contractors**

Include only sales for construction purposes.

**E9. Farmers for use in farm production**

Include only sales of products for use in agricultural production.

**E10. Federal government**

Include sales to the Federal government (including military post exchanges, General Services Administration, U.S. Postal Service, and other agencies).

**E11. Commonwealth government**

Include sales to this U.S. territory's government.

**E12. Municipal governments**

Include sales to the Municipal governments.

**E13. Other**

Report the percentage of sales not elsewhere classified and describe the type of customer.

**22. DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE IN 2017**

- Report either in thousands of dollars OR as a whole percent of total sales as illustrated on the report form. It is not necessary to report in both dollars and percentages. Percentages are preferable.
- **Estimates are acceptable**, but please **do not** combine data for two or more lines.
- If the establishment sold merchandise not covered in the prelisted categories, report the sales of such merchandise on the "Miscellaneous commodities" line and specify principal lines with their estimated sales or percent of sales.
- Receipts for rentals, storage, repair work, and service contracts should be reported on the "Nonmerchandise receipts" line at the end of the listing. **Do not include** such receipts with the commodity sales.
- The sum of commodity lines reported should equal 100 percent (or the amount reported in item **5A** if the lines are reported in dollars).

**26. SPECIAL INQUIRIES**

**A. Employment by Primary Function**

Indicate the number of employees, as reported in item **7A** by the employee's primary function.

**A1. Selling**

Include employees engaged in sales activities, traveling salespeople, truck salespeople, and selling employees working out of their homes.

**A2. Sales support**

Include employees:

- Engaged in sales support activities such as office and clerical, warehouse, customer service, maintenance, and delivery.
- Engaged in sorting, grading, or packaging activities in conjunction with sales operations.
- Who provide services to this establishment such as janitorial or repair.

**A3. General support of other establishments**

Include supporting functions of other establishments in the company such as headquarters employees, regional or district managers who control more than just this establishment, corporate accountants, researchers, and central warehouse employees.

**A4. Packaging**

Report the number of employees engaged in packaging.

**A5. Production**

Report the number of employees engaged in production work.

**A6. Assembly**

Report the number of employees who combine parts into a finished product that can stand alone.

**A7. Other**

Report the number of employees not elsewhere classified including employees engaged in agricultural, construction, or other activities.

# 2017 ECONOMIC CENSUS U.S. Territories Retail Trade

## INFORMATION SHEET

### Need help or have questions about filling out the form?

Visit [econhelp.census.gov](http://econhelp.census.gov) or

Call 1-800-233-6136, between 8:00 a.m. and 6:00 p.m., Eastern time, Monday through Friday.

Please reference your 11-digit Census File Number (CFN) printed on each form with all communications.

The Retail Trade Economic Census of U.S. Territories includes establishments primarily engaged in the following:

- **Retail Trade** – Selling merchandise, generally without transformation, and rendering services incidental to the sale of merchandise.

If an establishment is **NOT** engaged in this kind of business activity, **DESCRIBE** its business or activity in **ITEM 19 AND COMPLETE** the report form as accurately as possible.

### 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 that were in operation at any time during 2017.

### GENERAL INSTRUCTIONS

- Complete a separate report form for each establishment **owned or controlled** by your company or organization. If you did not receive a separate report form for each establishment, visit our web site at [econhelp.census.gov](http://econhelp.census.gov) or call 1-800-233-6136, between 8:00 a.m. and 6:00 p.m., Eastern time, Monday through Friday, to request additional report forms.
  - Each report form should cover calendar year 2017. If book figures are not available, **estimates are acceptable**. However, if the accounting fiscal year is different from the calendar year, fiscal year figures will be acceptable for all items except payroll (calendar year figures for payroll should be available from the Internal Revenue Service (IRS) Form 941-PR or 941-SS, Employer's Quarterly Federal Tax Return, or Form 944-PR or 944-SS, Employer's Annual Federal Tax Return). Indicate in item **30** the exact dates covered.

- If an establishment stopped operating before January 1, 2017, indicate action and date in item **3**, mark "X" the box to indicate "none" in item **4**, and continue to item **30**.
- If an establishment was closed, sold, or leased to another company or organization during 2017, complete the report form for the portion of 2017 that the establishment was operating as part of your company or organization.
- Dollar figures should be rounded to the nearest thousand as illustrated on the report form.
- If there are any questions or if any communication regarding this report form is necessary, reference the 11-digit Census File Number (CFN) shown in the mailing address.
- Please save, print or photocopy each completed report form for your records and return the original.
- Public reporting burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0937, U.S. Census Bureau, 4600 Silver Hill Road, AMSD-3K138, Washington, DC 20233. You may e-mail comments to [Paperwork@census.gov](mailto:Paperwork@census.gov); use "Paperwork Project 0607-0937" as the subject.
- Response to this collection of information is required unless it does not display a valid approval number from the Office of Management (OMB). The OMB eight-digit number appears on the welcome screen or in the upper right corner of the paper report form.

## INSTRUCTIONS FOR SELECTED ITEMS

### 2. PHYSICAL LOCATION

Answer all sections (**A and B**) of item **2** even if the mailing address shown is correct.

### 3. OPERATIONAL STATUS

Mark "X" the **ONE** box that best describes the operational status of the establishment at the **end of 2017**.

- **In operation** – The establishment was open and actively conducting business on December 31, 2017.
- **Temporarily or seasonally inactive** – Although not conducting business at the end of 2017, the establishment will eventually reopen and conduct business under the same Employer Identification Number (EIN). Examples include businesses or establishments that close during the "off-season" or that temporarily close for remodeling. Complete all items on the form for the portion of 2017 during which the establishment was active.
- **Ceased operation** – The establishment has gone out of business or closed and does not plan to reopen. Provide the **month, day, and year** that the establishment ceased operation. Complete all items on the form for the portion of 2017 during which the establishment was in operation.
- **Sold or leased to another operator** – The establishment was sold or leased to another company or organization. Provide the **month, day, and year** that the change occurred and indicate the name, address, and EIN of the new owner or operator. Complete all items on the form for the portion of 2017 prior to the change in operator.
- **Other status** – The establishment's operational status at the end of 2017 is not accurately described above. Please specify a description of the establishment's operational status in the space provided.

### 5. SALES, SHIPMENTS, RECEIPTS, OR REVENUE IN 2017

#### **Include:**

- Cash and credit sales of merchandise sold in 2017, whether or not payment was received in 2017.
- Receipts for delivery, installation, maintenance, repair, alteration, storage, and other services provided in 2017, whether or not payment was received in 2017.
- The establishment's share of sales and receipts from departments, concessions, and vending and amusement machines operated by other companies at this establishment.

- Receipts from the rental of vehicles, equipment, instruments, tools, and other merchandise.
- Motor vehicle transportation charges, dealer preparation charges, and dealer installed options.
- Fair sales value of motor vehicles marketed under leases negotiated in 2017, regardless of whether the establishment holds the lease.
- Sales of motor vehicles formerly used for rental or leasing.
- Total value of service contracts.
- Commissions received for the arrangement of financing and the sale of credit life insurance.
- Amounts received from customers for layaway purchases.
- Excise taxes (such as those on **gasoline, liquor, and tobacco**) paid by the manufacturer or wholesaler and included in the cost of goods purchased by the establishment.
- Fees for processing money orders and cashing checks.
- Shipping and handling receipts.

#### **Exclude:**

- Sales and other taxes collected directly from customers and paid directly to a commonwealth or federal tax agency.
- Gross sales and receipts of departments or concessions operated by other companies at this establishment.
- Receipts from carrying and other credit charges.
- Commissions or receipts from the sale of government lottery tickets.
- Non-operating income from sources such as investments, rental or sale of real estate, and interest.
- Automotive dealers only – Receipts from customers for tag and title fees, licenses, etc., forwarded to a commonwealth licensing agency.

#### **Deduct:**

- Refunds and allowances for returned merchandise.
- Automotive dealers only – Discounts granted to the purchaser as an increase in trade-in allowance over fair market value and manufacturer's rebates and incentives.

**Do no deduct** fair market value of trade-ins taken as partial payment.



## 6. E-COMMERCE SALES, SHIPMENTS, RECEIPTS, OR REVENUE IN 2017

E-commerce transactions are transactions completed over an Internet, electronic mail, Extranet, Electronic Data Interchange (EDI) network, or other online system.

### **Include:**

- Sales generated from agreements negotiated online, between buyer and seller on price and term of a transfer of ownership of, or rights to use, goods or services.
- Online sales of goods or services, regardless of whether **payment** is made online.
- Commissions or fees from the use of online services (e.g., computerized reservation systems, financial transaction processing systems, etc.) where the order or contract was negotiated online.
- Commissions or fees from online trading of securities or other financial products (e.g., insurance, loans, etc.).
- Commissions or fees from selling or from facilitating the sale of third party products (e.g., click-throughs on advertisements or referral fees) through the establishment's web site.
- Sales generated from telephone transactions using interactive voice response systems.
- Shipping and handling receipts for online orders.

### **Exclude:**

- Online payments from customers where the order or contract was **not** negotiated online.
- Commissions or fees from the use of online services (e.g., computerized reservation systems, financial transaction processing systems, etc.) where the order or contract was **not** negotiated online.
- Commissions or fees from the provision of telecommunications and related infrastructure systems (e.g., data transfer, Web hosting, Internet access, etc.) where the order or contract was **not** negotiated online.
- Sales from orders for goods or services placed over facsimile machines or switched telephone networks.

## 7. EMPLOYMENT AND PAYROLL

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

### **A. Number of paid employees**

Report number of paid employees for pay period including the March 12, 2017.

### **Include:**

- All full- and part-time employees working at this establishment whose payroll was reported on Internal Revenue Service Form 941-PR or 941-SS, Employer's Quarterly Federal Tax Return, or Form 944-PR or 944-SS, Employer's Annual Federal Tax Return, and filed under the Employer Identification Number (EIN) shown in the mailing address or corrected in item **1**.
- Non-resident workers, whether or not FICA taxes were withheld.
- Salaried officers and executives of a corporation.
- Employees on paid sick leave, paid holidays, and paid vacation.

### **Exclude:**

- Temporary staffing obtained from a staffing service.
- Employees of departments or concessions operated by other companies at this establishment.
- Proprietors or partners of an unincorporated business.
- Unpaid family members.

### **B. Payroll before deductions**

#### **Include:**

- Wages, salaries, tips, vacation allowances, bonuses, commissions, and other compensation paid to employees during 2017, whether or not subject to income or FICA tax.
- Salaries of officers and executives of a corporation.
- Employee contributions to qualified pension plans.

#### **Exclude:**

- Payments to or withdrawals by proprietors or partners of an unincorporated business.
- Annuities or supplemental unemployment compensation benefits, even if income tax was withheld.
- Payrolls of departments or concessions operated by other companies at the establishment.

### **C. Employer's cost for benefits**

#### **Include:**

- Legally required employer's cost for benefits (employer payments for Social Security, Medicare, unemployment compensation, workmen's compensation, and local disability programs, if required). Also include any legally required employer's cost for benefits under non FICA regulations.
- Voluntarily provided benefits (payments for life insurance, medical insurance, pensions, welfare benefits, union-negotiated benefits, and other benefits).

## 9. INVENTORIES

### A. Inventories at the end of 2017 and/or 2016

If the establishment had inventories at the end of either 2017 or 2016, answer "Yes."

### B. Total inventories

Report the total value of merchandise inventories the establishment owned on December 31, 2017 and on December 31, 2016. Exclude the value of inventories held at the establishment but owned by others.

Report inventories using current cost, if using Last In - First Out (LIFO) method of valuation will need to adjust to obtain First In - First Out (FIFO) or current cost method of valuation.

## 13. CAPITAL EXPENDITURES AND DEPRECIATION CHARGES

### A. Capital expenditures

Report expenditures made during 2017 to purchase buildings or structures, including improvements and repairs, and machinery and equipment that are chargeable to the fixed assets accounts and for which depreciation accounts are maintained. Also include the cost of buildings or structures and machinery and equipment acquired as the lessee under capital lease agreements entered into during 2017.

### B. Depreciation charges

Report depreciation charges taken against tangible assets owned and used by your firm, tangible assets and improvements owned by your firm under leaseholds, tangible assets obtained, as the lessee, through capital lease agreements in 2017.

## 16. SELECTED EXPENSES

Costs refer to the amount actually paid or payable after discounts, including freight and other direct charges incurred in acquiring the item or service.

### A. Communication services

Report cost of communication services, including telephone, cellular phones, Internet, fax, and the cost for the contracts.

### B. Computer services

Report the cost of all computer services. Include data processing and computer software.

### C. Office supplies

Report the cost of office supplies.

### D. Maintenance and repair of machinery and equipment

Report total amount paid for the maintenance and repair of the machinery and/or equipment during 2017.

### E. Maintenance and repair of buildings, structures, offices and their integral parts

Report total amount paid for the maintenance and repair of buildings, structures, offices, and their integral parts. Include the cost of purchased services from other companies that are paid directly by this establishment for janitorial, refuse removal, and other services.

### F. Merchandise bought for resale

Report the cost of all merchandise bought and resold in the same condition as when purchased.

### G. All other operating expenses

Include all the other operating expenses incurred by the establishment, such as payroll, benefits, utilities, depreciation. Do not include capital expenditures, interest, and/or bad debt.

### H. Interest paid

Include all the interest that was paid in 2017.

## 19. PRINCIPAL KIND OF BUSINESS

Choose the **PRINCIPAL** kind of business that best describes the establishment in 2017. If none of the provided selections seem appropriate, mark "X" the box next to "Other kind of business," at the end of item **19** and provide a specific description of the primary business activity.

## 20. CLASS OF CUSTOMER

### D. Percent of sales and receipts generated from exports

Estimate the percentage of sales and receipts generated from exports, **NOT THE PERCENTAGE OF TRANSACTIONS.**

Include exports from This U.S. territory to foreign countries, the United States, and U.S. territories.

### E. Percent of total sales by class of customer

Estimate the percentage of this establishment's total sales by class of customer, excluding the percentage reported in line **D**. Total in line **8** should be 100%.

**E1. Household consumers**

Include sales to individuals or employees buying for personal consumption.

**E2. Retailers**

Include sales to all types of retailers (that is, retail chain organizations independent stores, or department stores) that normally buy for resale to household consumers.

**E3. Wholesalers**

In addition to sales to merchant wholesalers, include sales that were made through agents, brokers, and commission merchants.

**E4. Manufacturing and mining industrial users for use as input goods in production**

Include sales to manufacturers located in this U.S. territory.

**E5. Restaurants, hotels, food services, and contract feeding**

Include sales to caterers, contract feeders, and all eating and drinking establishments.

**E6. Governmental bodies**

Include sales to the Federal government (including military post exchanges, General Services Administration (GSA), U.S. Postal Service, and other agencies), this U.S. territory government, and Municipal governments.

**E7. Other**

Report the percentage of sales not elsewhere classified and describe the type of customer.

**22. DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE IN 2017**

- Report either in thousands of dollars OR as a whole percent of total sales as illustrated on the report form. It is not necessary to report in both dollars and percentages. Percentages are preferable.
- **Estimates are acceptable**, but please **do not** combine data for two or more lines.
- If the establishment sold merchandise not covered in the prelisted categories, report the sales of such merchandise on the "All other merchandise" line and specify principal lines with their estimated sales or percent of sales.
- Receipts for rentals, storage, repair work, and service contracts should be reported on the "Nonmerchandise receipts" line at the end of the listing. **Do not include** such receipts with the merchandise sales.
- The sum of merchandise lines reported should equal 100 percent (or the amount reported in item **5** if the lines are reported in dollars).

# 2017 ECONOMIC CENSUS U.S. Territories Other Services

## INFORMATION SHEET

### Need help or have questions about filling out the form?

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Call 1-800-233-6136, between 8:00 a.m. and 6:00 p.m., Eastern time, Monday through Friday.

Please reference your 11-digit Census File Number (CFN) printed on each form with all communications.

The services sectors of the 2017 Economic Census includes establishments primarily engaged in the following areas of economic activity:

- Publishing
- Motion picture and Sound recording
- Broadcasting and Telecommunications
- Information services and Data processing services
- Management of companies and enterprises (including holding companies)
- Professional, Scientific, and Technical services
- Administrative and support
- Waste management and Remediation services
- Educational services
- Health care and Social assistance
- Arts, Entertainment, and Recreation
- Repair and maintenance
- Personal services
- Other services, except Public Administration

If an establishment is **NOT** engaged in one of these kinds of businesses, **DESCRIBE** its business or activity in **ITEM 19 AND COMPLETE** the report form as accurately as possible.

### 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.

Locations with no paid employees, including broadcasting antennas, telephone relay and switching stations, and other similar facilities, are not considered separate establishments.

### 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, and manage other establishments of the company or enterprise whose securities they hold.

### DEFINITION OF 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 other general public or other business firms.

### DEFINITION OF ENTERPRISE

An **enterprise** or company is a business, service, or membership organization consisting of one or more establishments within the United States or a U.S. Territory under common ownership or control. It includes 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.

## GENERAL INSTRUCTIONS

- Complete a separate report form for each establishment **owned or controlled** by your company or organization. If you did not receive a separate report form for each establishment, visit our web site at [econhelp.census.gov](http://econhelp.census.gov) or call 1-800-233-6136, between 8:00 a.m. and 6:00 p.m., Eastern time, Monday through Friday, to request additional report forms.
- Each report form should cover calendar year 2017. If book figures are not available, **estimates are acceptable**. However, if the accounting fiscal year is different from the calendar year, fiscal year figures will be acceptable for all items except payroll (calendar year figures for payroll should be available from the Internal Revenue Service (IRS) Form 941-PR or 941-SS, Employer's Quarterly Federal Tax Return, or Form 944-PR or 944-SS, Employer's Annual Federal Tax Return). Indicate in item **30** the exact dates covered.
- If an establishment stopped operating before January 1, 2017, indicate action and date in item **3**, mark "X" the box to indicate "none" in item **4**, and continue to item **30**.
- If an establishment was closed, sold, or leased to another company or organization during 2017, complete the report form for the portion of 2017 that the establishment was operating as part of your company or organization.
- Dollar figures should be rounded to the nearest thousand as illustrated on the report form.
- If there are any questions or if any communication regarding this report form is necessary, reference the 11-digit Census File Number (CFN) shown in the mailing address.
- Please save, print or photocopy each completed report form for your records and return the original.
- Public reporting burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0937, U.S. Census Bureau, 4600 Silver Hill Road, AMSD-3K138, Washington, DC 20233. You may e-mail comments to [Paperwork@census.gov](mailto:Paperwork@census.gov); use "Paperwork Project 0607-0937" as the subject.
- Response to this collection of information is required unless it does not display a valid approval number from the Office of Management (OMB). The OMB eight-digit number appears on the welcome screen or in the upper right corner of the paper report form.

## INSTRUCTIONS FOR SELECTED ITEMS

### 2. PHYSICAL LOCATION

Answer all sections (**A and B**) of item **2** even if the mailing address shown is correct.

### 3. OPERATIONAL STATUS

Mark "X" the **ONE** box that best describes the operational status of the establishment at the **end of 2017**.

- **In operation** – The establishment was open and actively conducting business on December 31, 2017.
- **Temporarily or seasonally inactive** – Although not conducting business at the end of 2017, the establishment will eventually reopen and conduct business under the same Employer Identification Number (EIN). Examples include businesses or establishments that close during the "off-season" or that temporarily close for remodeling. Complete all items on the form for the portion of 2017 during which the establishment was active.
- **Ceased operation** – The establishment has gone out of business or closed and does not plan to reopen. Provide the **month, day, and year** that the establishment ceased operation. Complete all items on the form for the portion of 2017 during which the establishment was in operation.
- **Sold or leased to another operator** – The establishment was sold or leased to another company or organization. Provide the **month, day, and year** that the change occurred and indicate the name, address, and EIN of the new owner or operator. Complete all items on the form for the portion of 2017 prior to the change in operator.
- **Other status** – The establishment's operational status at the end of 2017 is not accurately described above. Please specify a description of the establishment's operational status in the space provided.

### 5. SALES, SHIPMENTS, RECEIPTS, OR REVENUE IN 2017

#### **Include:**

- Gross receipts from services provided, from the use of facilities, and from merchandise sold in 2017, whether or not payment was received in 2017.
- Advertising agencies, travel industries, and other service establishments operating on a commission basis - commissions, fees, and other operating income, NOT gross billings or sales.
- Advertising sales
- Sales of goods and services marketed through sales offices.

- Sales to and receipts from FOREIGN parent firms, subsidiaries, branches, etc.
- This establishment's share of receipts from departments, concessions, and vending and amusement machines operated by others.
- Receipts from the rental and leasing of vehicles, equipment, instruments, tools, etc.
- Total value of service contracts. Market value of compensation received in lieu of cash.
- Amounts received for work subcontracted to others.
- Dues and assessments from members and affiliates.
- The Management of Companies and Enterprises Sector, Public broadcast stations and libraries should include contributions, gifts, grants, and income from interest, rental of real estate, and dividends; all others should exclude such revenues.
- Independent artists, writers, and performers should report royalties.
- The Management of Companies and Enterprises Sector should report franchise sales and fees and royalties.

**Exclude:**

- Sales and other taxes collected directly from customers or clients and paid directly to a commonwealth or federal tax agency.
- Gross receipts from departments or concessions operated by others.
- Intra-company transfers.
- Sales of used equipment previously rented or leased to customers.
- Other non-operating income.

**6. E-COMMERCE SALES, SHIPMENTS, RECEIPTS, OR REVENUE IN 2017**

E-commerce transactions are transactions completed over an Internet, electronic mail, Extranet, Electronic Data Interchange (EDI) network, or other online system.

**Include:**

- Sales generated from agreements negotiated online, between buyer and seller on price and term of a transfer of ownership of, or rights to use, goods or services.
- Online sales of goods or services, regardless of whether payment is made online.
- Service receipts or revenue made through online services (e.g., computerized reservation systems, financial transaction processing systems, etc.) where the order or contract was negotiated online.

- Commissions or fees from online trading of securities or other financial products (e.g., insurance, loans, etc.).
- Commissions or fees from selling or from facilitating the sale of third party products (e.g., click-throughs on advertisements or referral fees) through the establishment's web site.
- Sales generated from telephone transactions using interactive voice response systems.
- Shipping and handling receipts for online orders.

**Exclude:**

- Online payments from customers where the order or contract was **not** negotiated online.
- Commissions or fees from the use of online services (e.g., computerized reservation systems, financial transaction processing systems, etc.) where the order or contract was **not** negotiated online.
- Commissions or fees from the provision of telecommunications and related infrastructure systems (e.g., data transfer, Web hosting, Internet access, etc.) where the order or contract was **not** negotiated online.
- Sales from orders for goods or services placed over facsimile machines or switched telephone networks.

**7. EMPLOYMENT AND PAYROLL**

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

**A. Number of paid employees**

Report number of paid employees for pay period including March 12, 2017.

**Include:**

- All full- and part-time employees working at this establishment whose payroll was reported on Internal Revenue Service Form Form 941-PR or 941-SS, Employer's Quarterly Federal Tax Return, or Form 944-PR or 944-SS, Employer's Annual Federal Tax Return, and filed under the Employer Identification Number (EIN) shown in the mailing address or corrected in item **1**.
- Non-resident works, whether or not FICA taxes were withheld.
- Salaried officers and executives of a corporation.
- Employees on paid sick leave, paid holidays, and paid vacation.

**Exclude:**

- Temporary staffing obtained from a staffing service.
- Employees of departments or concessions operated by other companies at this establishment.
- Proprietors or partners of an unincorporated business.

**B. Payroll before deductions**

**Include:**

- Wages, salaries, tips, vacation allowances, bonuses, commissions, and other compensation paid to employees during 2017, whether or not subject to income or FICA tax.
- Salaries of officers and executives of a corporation.
- Employee contributions to qualified pension plans.
- The spread on stock options that is taxable to employees as income.

**Exclude:**

- Payments to or withdrawals by proprietors or partners of an unincorporated business.
- Annuities or supplemental unemployment compensation benefits, even if income tax was withheld.
- Payroll of departments or concessions operated by other companies at the establishment.

**C. Employer's cost for benefits**

**Include:**

- Legally required employer's cost for benefits (employer payments for Social Security, Medicare, unemployment compensation, workmen's compensation, and local disability programs, if required). Also include any legally required employer's cost for benefits under non FICA regulations.
- Voluntarily provided benefits (payments for life insurance, medical insurance, pensions, welfare benefits, union-negotiated benefits, and other benefits).

**13. CAPITAL EXPENDITURES AND DEPRECIATION CHARGES**

**A. Capital expenditures**

Report expenditures made during 2017 to purchase buildings or structures, including improvements and repairs, and machinery and equipment that are chargeable to the fixed assets accounts and for which depreciation accounts are maintained. Also include the cost of buildings or structures and machinery and equipment acquired as the lessee under capital lease agreements entered into during 2017.

**B. Depreciation charges**

Report depreciation charges taken against tangible assets owned and used by your firm, tangible assets and improvements owned by your firm under leaseholds, tangible assets obtained, as the lessee, through capital lease agreements in 2017.

**16. SELECTED EXPENSES**

Costs refer to the amount actually paid or payable after discounts, including freight and other direct charges incurred in acquiring the item or service.

**A. Communication services**

Report cost of communication services, including telephone, cellular phones, Internet, fax, and the cost for the contracts.

**B. Computer services**

Report the cost of all computer services. Include data processing and computer software.

**C. Office supplies**

Report the cost of office supplies.

**D. Maintenance and repair of machinery and equipment**

Report total amount paid for the maintenance and repair of the machinery and/or equipment during 2017.

**E. Maintenance and repair of buildings, structures, offices, and their integral parts**

Report total amount paid for the maintenance and repair of buildings, structures, offices, and their integral parts. Include the cost of purchased services from other companies that are paid directly by this establishment for janitorial, refuse removal, and other services.

**F. All other operating expenses**

Include all the other operating expenses incurred by the establishment, such as payroll, benefits, utilities, depreciation. Do not include capital expenditures, interest, and/or bad debt.

**G. Interest paid**

Include all the interest that was paid in 2017.

**19. PRINCIPAL KIND OF BUSINESS**

Choose the **PRINCIPAL** kind of business that best describes the establishment in 2017. If none of the provided selections seem appropriate, mark "X" the box next to "Other kind of business or activity," at the end of item **19** and provide a specific description of the primary business activity.

# 2017 ECONOMIC CENSUS U.S. Territories Finance, Insurance, Real Estate, and Rental and Leasing INFORMATION SHEET

**Need help or have questions about filling out the form?**

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Call 1-800-233-6136, between 8:00 a.m. and 6:00 p.m., Eastern time, Monday through Friday.

Please reference your 11-digit Census File Number (CFN) printed on each form with all communications.

The Finance and Insurance and Real Estate and Rental and Leasing sectors of the 2017 Economic Census includes establishments primarily engaged in the following areas of economic activity:

- Financial services – banks; credit unions; savings institutions; finance, mortgage, and loan companies; securities and commodities brokers, dealers, and exchanges; holding companies, investment companies, pension fund administrators.
- Insurance carriers, agents (agencies), and brokers (brokerages).
- Real estate operators and lessors; listing, sales, and rental agents (agencies); property management; and other real estate services.
- Auto and truck rental and leasing; computer and other equipment rental and leasing; video tape rental; and other rental and leasing services.

If an establishment is **NOT** engaged in one of these kinds of businesses, **DESCRIBE** its business or activity in **ITEM 19 AND COMPLETE** the report form as accurately as possible.

## 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 selling and service locations of a company and any other facilities such as bank branches, administrative offices, etc. Permanent (or temporary) locations with no paid employees (such as automated teller machines) are not considered separate establishments.

## GENERAL INSTRUCTIONS

- Complete a separate report form for each establishment **owned or controlled** by your company or organization. If you did not receive a separate report form for each establishment, visit our web site at [econhelp.census.gov](http://econhelp.census.gov) or call 1-800-233-6136, between 8:00 a.m. and 6:00 p.m., Eastern time, Monday through Friday, to request additional report forms.

- Each report form should cover calendar year 2017. If book figures are not available, **estimates are acceptable**. However, if the accounting fiscal year is different from the calendar year, fiscal year figures will be acceptable for all items except payroll (calendar year figures for payroll should be available from the Internal Revenue Service (IRS) Form 941-PR or 941-SS, Employer's Quarterly Federal Tax Return, or Form 944 or 944-SS, Employer's Annual Federal Tax Return). Indicate in item **30** the exact dates covered.
- If an establishment stopped operating before January 1, 2017, indicate action and date in item **3**, mark "X" the box to indicate "none" in item **4**, and continue to item **30**.
- If an establishment was closed, sold, or leased to another company or organization during 2017, complete the report form for the portion of 2017 that the establishment was operating as part of your company or organization.
- Dollar figures should be rounded to the nearest thousand as illustrated on the report form.
- If there are any questions or if any communication regarding this report form is necessary, reference the 11-digit Census File Number (CFN) shown in the mailing address.
- Please save, print or photocopy each completed report form for your records and return the original.
- Public reporting burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0937, U.S. Census Bureau, 4600 Silver Hill Road, AMSD-3K138, Washington, DC 20233. You may e-mail comments to [Paperwork@census.gov](mailto:Paperwork@census.gov); use "Paperwork Project 0607-0937" as the subject.



- Response to this collection of information is required unless it does not display a valid approval number from the Office of Management (OMB). The OMB eight-digit number appears on the welcome screen or in the upper right corner of the paper report form.

## INSTRUCTIONS FOR SELECTED ITEMS

### 2. PHYSICAL LOCATION

Answer all sections (**A and B**) of item **2** even if the mailing address shown is correct.

### 3. OPERATIONAL STATUS

Mark "X" the **ONE** box that best describes the operational status of the establishment at the **end of 2017**.

- **In operation** – The establishment was open and actively conducting business on December 31, 2017.
- **Temporarily or seasonally inactive** – Although not conducting business at the end of 2017, the establishment will eventually reopen and conduct business under the same Employer Identification Number (EIN). Examples include businesses or establishments that close during the "off-season" or that temporarily close for remodeling. Complete all items on the form for the portion of 2017 during which the establishment was active.
- **Ceased operation** – The establishment has gone out of business or closed and does not plan to reopen. Provide the **month, day, and year** that the establishment ceased operation. Complete all items on the form for the portion of 2017 during which the establishment was in operation.
- **Sold or leased to another operator** – The establishment was sold or leased to another company or organization. Provide the **month, day, and year** that the change occurred and indicate the name, address, and EIN of the new owner or operator. Complete all items on the form for the portion of 2017 prior to the change in operator.
- **Other status** – The establishment's operational status at the end of 2017 is not accurately described above. Please specify a description of the establishment's operational status in the space provided.

### 5. SALES, SHIPMENTS, RECEIPTS, OR REVENUE IN 2017

For establishments that generate no revenue, report zero and explain in the remarks section at the end of the report form.

#### **Include:**

- Interest, dividends, royalties, net realized capital gains (losses).

- Commissions and fees received from all sources, including fees earned for exchanging currencies, selling money orders, and cashing checks.
- Net gains (losses) from the sale of real property owned by the establishment for investment, rent, or lease (**NOT** gross sales).
- Gross sales (**NOT** net gains (losses)) of real property developed or buildings built by the establishment for sale.
- Gross rents from real property leased by the establishment to others.
- Rents from departments or concessions operated by other companies at the establishments.

#### **Exclude:**

- Revenue or other taxes collected directly from customers and paid directly to a commonwealth or federal tax agency.
- Revenue of departments or concessions operated by other companies at the establishment.

### 6. E-COMMERCE SALES, SHIPMENTS, RECEIPTS, OR REVENUE IN 2017

E-commerce transactions are transactions completed over an Internet, electronic mail, Extranet, Electronic Data Interchange (EDI) network, or other online system.

#### **Include:**

- Revenue generated from agreements negotiated online between buyer and seller on price and term of a transfer of ownership of, or rights to use, goods or services.
- Online sales of goods or services, regardless of whether payment is made online.
- Commissions or fees from the use of online services (e.g., computerized reservation systems, financial transaction processing systems, etc.) where the order or contact was negotiated online.
- Commissions or fees from online trading of securities or other financial products (e.g., insurance, loans, etc.).
- Commissions or fees from selling or from facilitating the sale of third party products (e.g., click-throughs on advertisements or referral fees) through the establishment's Web site.
- Revenue generated from telephone transactions using interactive voice response systems.
- Shipping and handling receipts for online orders.

#### **Exclude:**

- Online payments from customers where the order or contract was **not** negotiated online.

- Commissions or fees from the provision of telecommunications and related infrastructure systems (e.g., data transfer, Web hosting, Internet access, etc.) where the order or contract was **not** negotiated online.
- Order for goods or services placed over facsimile machines or switched telephone networks.

## 7. EMPLOYMENT AND PAYROLL

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

### A. Number of paid employees

Report number of paid employees for pay period including the March 12, 2017.

#### **Include:**

- All full- and part-time employees working at this establishment whose payroll was reported on Internal Revenue Service Form 941-PR or 941-SS, Employer's Quarterly Federal Tax Return, or Form 944-PR or 944-SS, Employer's Annual Federal Tax Return, and filed under the Employer Identification Number (EIN) shown in the mailing address or corrected in item **1**.
- Salaried officers and executives of a corporation.
- Salaried member of a professional service organization or association.
- Agents considered employees of the firm.
- Employees on paid sick leave, paid holidays, and paid vacation.

#### **Exclude:**

- Temporary staffing obtained from a staffing service.
- Employees of departments or concessions operated by other companies at this establishment.
- Proprietors or partners of an unincorporated business.
- Unpaid family members.
- Agents not considered employees of the firm on Internal Revenue Service Form 941-PR or 941-SS, Employer's Quarterly Federal Tax Return, or Form 944-PR or 944-SS, Employer's Annual Federal Tax Return (e.g., real estate agents, independent insurance agents).

### B. Payroll before deductions

#### **Include:**

- Wages, salaries, tips, vacation allowances, bonuses, commissions, and other compensation paid to employees during 2017, whether or not subject to income or FICA tax.
- Salaries of officers and executives of a corporation.

- Employee contributions to qualified pension plans.
- The spread on stock options that is taxable to employees as income.
- Compensation paid to sales agents as reported on Internal Revenue Service Form 941, Employer's Quarterly Federal Tax Return, or Form 944, Employer's Annual Federal Tax Return.

#### **Exclude:**

- Payments to or withdrawals by proprietors or partners of an unincorporated business.
- Annuities or supplemental unemployment compensation benefits, even if income tax was withheld.
- Payrolls of departments or concessions operated by other companies at the establishment.
- Compensation paid to agents not considered employees of the firm on Internal Revenue Service Form 941-PR or 941-SS, Employer's Quarterly Federal Tax Return, or Form 944-PR or 944-SS, Employer's Annual Federal Tax Return (e.g., real estate agents, independent insurance agents).

### C. Employer's cost for benefits

#### **Include:**

- Legally required employer's cost for benefits (employer payments for Social Security, Medicare, unemployment compensation, workmen's compensation, and local disability programs, if required). Also include any legally required employer's cost for benefits under non FICA regulations.
- Voluntarily provided benefits (payments for life insurance, medical insurance, pensions, welfare benefits, union-negotiated benefits, and other benefits).

## 13. CAPITAL EXPENDITURES AND DEPRECIATION CHARGES

### A. Capital expenditures

Report expenditures made during 2017 to purchase buildings or structures, including improvements and repairs, and machinery and equipment that are chargeable to the fixed assets accounts and for which depreciation accounts are maintained. Also include the cost of buildings or structures and machinery and equipment acquired as the lessee under capital lease agreements entered into during 2017.

### B. Depreciation charges

Report depreciation charges taken against tangible assets owned and used by your firm, tangible assets and improvements owned by your firm under leaseholds, tangible assets obtained, as the lessee, through capital lease agreements in 2017.

**16. SELECTED EXPENSES**

Costs refer to the amount actually paid or payable after discounts, including freight and other direct charges incurred in acquiring the item or service.

**A. Communication services**

Report cost of communication services, including telephone, cellular phones, Internet, fax, and the cost for the contracts.

**B. Computer services**

Report the cost of all computer services. Include data processing and computer software.

**C. Office supplies**

Report the cost of office supplies.

**D. Maintenance and repair of machinery and equipment**

Report total amount paid for the maintenance and repair of the machinery and/or equipment during 2017.

**E. Maintenance and repair of buildings, structures, offices and their integral parts**

Report total amount paid for the maintenance and repair of buildings, structures, offices, and their integral parts. Include the cost of purchased services from other companies that are paid directly by this establishment for janitorial, refuse removal, and other services.

**F. All other operating expenses**

Include all the other operating expenses incurred by the establishment, such as payroll, benefits, utilities, depreciation. Do not include capital expenditures, interest, and/or bad debt.

**G. Interest paid**

Include all the interest that was paid in 2017.

**19. PRINCIPAL KIND OF BUSINESS**

Choose the **PRINCIPAL** kind of business that best describes the establishment in 2017. If none of the provided selections seem appropriate, mark "X" the box next to "Other kind of business or activity," at the end of item **19** and provide a specific description of the primary business activity.

# 2017 ECONOMIC CENSUS U.S. Territories Accommodation Services

## INFORMATION SHEET

### Need help or have questions about filling out the form?

Visit [econhelp.census.gov](http://econhelp.census.gov) or

Call 1-800-233-6136, between 8:00 a.m. and 6:00 p.m., Eastern time, Monday through Friday.

Please reference your 11-digit Census File Number (CFN) printed on each form with all communications.

The Accommodation Services Sector of the 2017 Economic Census includes establishments primarily engaged in providing lodging or short-term accommodations and complementary services.

If an establishment is **NOT** engaged in this kind of business activity, **DESCRIBE** its business or activity in **ITEM 19 AND COMPLETE** the report form as accurately as possible.

### 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 that were in operation at any time during 2017.

### GENERAL INSTRUCTIONS

- Complete a separate report form for each establishment **owned or controlled** by your company or organization. If you did not receive a separate report form for each establishment, visit our web site at [econhelp.census.gov](http://econhelp.census.gov) or call 1-800-233-6136, between 8:00 a.m. and 6:00 p.m., Eastern time, Monday through Friday, to request additional report forms.
- Each report form should cover calendar year 2017. If book figures are not available, **estimates are acceptable**. However, if the accounting fiscal year is different from the calendar year, fiscal year figures will be acceptable for all items except payroll (calendar year figures for payroll should be available from the Internal Revenue Service (IRS) Form 941-PR or 941-SS, Employer's Quarterly Federal Tax Return, or Form 944-PR or 944-SS, Employer's Annual Federal Tax Return). Indicate in item **30** the exact dates covered.

- If an establishment stopped operating before January 1, 2017, indicate action and date in item **3**, mark "X" the box to indicate "none" in item **4**, and continue to item **30**.
- If an establishment was closed, sold, or leased to another company or organization during 2017, complete the report form for the portion of 2017 that the establishment was operating as part of your company or organization.
- Dollar figures should be rounded to the nearest thousand as illustrated on the report form.
- If there are any questions or if any communication regarding this report form is necessary, reference the 11-digit Census File Number (CFN) shown in the mailing address.
- Please save, print or photocopy each completed report form for your records and return the original.
- Public reporting burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0937, U.S. Census Bureau, 4600 Silver Hill Road, AMSD-3K138, Washington, DC 20233. You may e-mail comments to [Paperwork@census.gov](mailto:Paperwork@census.gov); use "Paperwork Project 0607-0937" as the subject.
- Response to this collection of information is required unless it does not display a valid approval number from the Office of Management (OMB). The OMB eight-digit number appears on the welcome screen or in the upper right corner of the paper report form.

## INSTRUCTIONS FOR SELECTED ITEMS

### 2. PHYSICAL LOCATION

Answer all sections (**A and B**) of item **2** even if the mailing address shown is correct.

### 3. OPERATIONAL STATUS

Mark "X" the **ONE** box that best describes the operational status of the establishment at the **end of 2017**.

- **In operation** – The establishment was open and actively conducting business on December 31, 2017.
- **Temporarily or seasonally inactive** – Although not conducting business at the end of 2017, the establishment will eventually reopen and conduct business under the same Employer Identification Number (EIN). Examples include businesses or establishments that close during the "off-season" or that temporarily close for remodeling. Complete all items on the form for the portion of 2017 during which the establishment was active.
- **Ceased operation** – The establishment has gone out of business or closed and does not plan to reopen. Provide the **month, day, and year** that the establishment ceased operation. Complete all items on the form for the portion of 2017 during which the establishment was in operation.
- **Sold or leased to another operator** – The establishment was sold or leased to another company or organization. Provide the **month, day, and year** that the change occurred and indicate the name, address, and EIN of the new owner or operator. Complete all items on the form for the portion of 2017 prior to the change in operator.
- **Other status** – The establishment's operational status at the end of 2017 is not accurately described above. Please specify a description of the establishment's operational status in the space provided.

### 5. SALES, SHIPMENTS, RECEIPTS, OR REVENUE IN 2017

#### Include:

- Cash and credit sales of merchandise sold in 2017, whether or not payment was received in 2017.
- Receipts for delivery, installation, maintenance, repair, alteration, storage, and other services provided in 2017, whether or not payment was received in 2017.
- The establishment's share of sales and receipts from departments, concessions, and vending and amusement machines operated by other companies at this establishment.

- Receipts from the rental of vehicles, equipment, instruments, tools, and other merchandise.
- Motor vehicle transportation charges, dealer preparation charges, and dealer installed options.
- Fair sales value of motor vehicles marketed under leases negotiated in 2017, regardless of whether the establishment holds the lease.
- Sales of motor vehicles formerly used for rental or leasing.
- Total value of service contracts.
- Commissions received for the arrangement of financing and the sale of credit life insurance.
- Amounts received from customers for layaway purchases.
- Excise taxes (such as those on **gasoline, liquor, and tobacco**) paid by the manufacturer or wholesaler and included in the cost of goods purchased by the establishment.
- Fees for processing money orders and cashing checks.
- Shipping and handling receipts.

#### Exclude:

- Sales and other taxes collected directly from customers and paid directly to a commonwealth or federal tax agency.
- Gross sales and receipts of departments or concessions operated by other companies at this establishment.
- Receipts from carrying and other credit charges.
- Commissions or receipts from the sale of government lottery tickets.
- Non-operating income from sources such as investments, rental or sale of real estate, and interest.
- Automotive dealers only – Receipts from customers for tag and title fees, licenses, etc., forwarded to a commonwealth licensing agency.

#### Deduct:

- Refunds and allowances for returned merchandise.
- Automotive dealers only – Discounts granted to the purchaser as an increase in trade-in allowance over fair market value and manufacturer's rebates and incentives.

**Do not deduct** fair market value of trade-ins taken as partial payment.

## 6. E-COMMERCE SALES, SHIPMENTS, RECEIPTS, OR REVENUE IN 2017

E-commerce transactions are transactions completed over an Internet, electronic mail, Extranet, Electronic Data Interchange (EDI) network, or other online system.

### Include:

- Sales generated from agreements negotiated online, between buyer and seller on price and term of a transfer of ownership of, or rights to use, goods or services.
- Online sales of goods or services, regardless of whether payment is made online.
- Commissions or fees from the use of online services (e.g., computerized reservation systems, financial transaction processing systems, etc.) where the order or contract was negotiated online.
- Commissions or fees from online trading of securities or other financial products (e.g., insurance, loans, etc.).
- Sales, shipments, receipts, revenue, and fees made from the sale of third party products through the establishment's web site.
- Sales generated from telephone transactions using interactive voice response systems.
- Shipping and handling receipts for online orders.

### Exclude:

- Online payments from customers where the order or contract was **not** negotiated online.
- Commissions or fees from the use of online services (e.g., computerized reservation systems, financial transaction processing systems, etc.) where the order or contract was **not** negotiated online.
- Commissions or fees from the provision of telecommunications and related infrastructure systems (e.g., data transfer, Web hosting, Internet access, etc.) where the order or contract was **not** negotiated online.
- Sales from orders for goods or services placed over facsimile machines or switched telephone networks.

## 7. EMPLOYMENT AND PAYROLL

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

### A. Number of paid employees

Report number of paid employees for pay period including the March 12, 2017.

### Include:

- All full- and part-time employees working at this establishment whose payroll was reported on Internal Revenue Service Form 941-PR or 941-SS, Employer's Quarterly Federal Tax Return, or Form 944-PR or 944-SS, Employer's Annual Federal Tax Return, and filed under the Employer Identification Number (EIN) shown in the mailing address or corrected in item **1**.
- Non-resident workers, whether or not FICA taxes were withheld.
- Salaried officers and executives of a corporation.
- Employees on paid sick leave, paid holidays, and paid vacation.

### Exclude:

- Temporary staffing obtained from a staffing service.
- Employees of departments or concessions operated by other companies at this establishment.
- Proprietors or partners of an unincorporated business.
- Unpaid family members.

### B. Payroll before deductions

#### Include:

- Wages, salaries, tips, vacation allowances, bonuses, commissions, and other compensation paid to employees during 2017, whether or not subject to income or FICA tax.
- Salaries of officers and executives of a corporation.
- Employee contributions to qualified pension plans.

#### Exclude:

- Payments to or withdrawals by proprietors or partners of an unincorporated business.
- Annuities or supplemental unemployment compensation benefits, even if income tax was withheld.
- Payrolls of departments or concessions operated by other companies at the establishment.

### C. Employer's cost for

#### benefits Include:

- Legally required employer's cost for benefits (employer payments for Social Security, Medicare, unemployment compensation, workmen's compensation, and local disability programs, if required). Also include any legally required employer's cost for benefits under non FICA regulations.
- Voluntarily provided benefits (payments for life insurance, medical insurance, pensions, welfare benefits, union-negotiated benefits, and other benefits).

### 13. CAPITAL EXPENDITURES AND DEPRECIATION CHARGES

#### A. Capital expenditures

Report expenditures made during 2017 to purchase buildings or structures, including improvements and repairs, and machinery and equipment that are chargeable to the fixed assets accounts and for which depreciation accounts are maintained. Also include the cost of buildings or structures and machinery and equipment acquired as the lessee under capital lease agreements entered into during 2017.

#### B. Depreciation charges

Report depreciation charges taken against tangible assets owned and used by your firm, tangible assets and improvements owned by your firm under leaseholds, tangible assets obtained, as the lessee, through capital lease agreements in 2017.

### 16. SELECTED EXPENSES

Costs refer to the amount actually paid or payable after discounts, including freight and other direct charges incurred in acquiring the item or service.

#### A. Communication services

Report cost of communication services, including telephone, cellular phones, Internet, fax, and the cost for the contracts.

#### B. Computer services

Report the cost of all computer services. Include data processing and computer software.

#### C. Office supplies

Report the cost of office supplies.

#### D. Maintenance and repair of machinery and equipment

Report total amount paid for the maintenance and repair of the machinery and/or equipment during 2017.

#### E. Maintenance and repair of buildings, structures, offices and their integral parts

Report total amount paid for the maintenance and repair of buildings, structures, offices, and their integral parts. Include the cost of purchased services from other companies that are paid directly by this establishment for janitorial, refuse removal, and other services.

#### F. Merchandise bought for resale

Report the cost of all merchandise bought and resold in the same condition as when purchased.

#### G. All other operating expenses

Include all the other operating expenses incurred by the establishment, such as payroll, benefits, utilities, depreciation. Do not include capital expenditures, interest, and/or bad debt.

#### H. Interest paid

Include all the interest that was paid in 2017.

### 19. PRINCIPAL KIND OF BUSINESS

Choose the **PRINCIPAL** kind of business that best describes the establishment in 2017. If none of the provided selections seem appropriate, mark "X" the box next to "Other kind of business," at the end of item **19** and provide a specific description of the primary business activity.

### 20. CLASS OF CUSTOMER

#### D. Percent of sales and receipts generated from exports

Estimate the percentage of sales and receipts generated from exports, **NOT THE PERCENTAGE OF TRANSACTIONS.**

Include exports to foreign countries, the United States, and U.S. territories.

#### E. Percent of total sales by class of customer

Estimate the percentage of this establishment's total sales by class of customer, excluding the percentage reported in line **D**. Total in line **8** should be 100%.

**E1. Household consumers**

Include sales to individuals or employees buying for personal consumption.

**E2. Retailers**

Include sales to all types of retailers (that is, retail chain organizations independent stores, or department stores) that normally buy for resale to household consumers.

**E3. Wholesalers**

In addition to sales to merchant wholesalers, include sales that were made through agents, brokers, and commission merchants.

**E5. Restaurants, hotels, food services, and contract feeding**

Include sales to caterers, contract feeders, and all eating and drinking establishments.

**E6. Governmental bodies**

Include sales to the Federal government (including military post exchanges, General Services Administration (GSA), U.S. Postal Service, and other agencies), this U.S. territory government, and Municipal governments.

**E7. Other**

Report the percentage of sales not elsewhere classified and describe the type of customer.

**22. DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE IN 2017**

- Report either in thousands of dollars OR as a whole percent of total sales as illustrated on the report form. It is not necessary to report in both dollars and percentages. Percentages are preferable.
- **Estimates are acceptable**, but please **do not** combine data for two or more lines.
- If the establishment sold merchandise not covered in the prelisted categories, report the sales of such merchandise on the "All other merchandise" line and specify principal lines with their estimated sales or percent of sales.
- Receipts for rentals, storage, repair work, and service contracts should be reported on the "Nonmerchandise receipts" line at the end of the listing. **Do not include** such receipts with the merchandise sales.
- The sum of merchandise lines reported should equal 100 percent (or the amount reported in item **5** if the lines are reported in dollars).