



# MONTHLY RETAIL TRADE REPORT

## Due Date

### Need help or have questions?

**Call** 1-800-772-7852

(8:30 a.m. - 5:00 p.m. ET, M-F)

or **Visit**

<https://econhelp.census.gov/mrts>

Title 13 United States Code (U.S.C.), Sections 131 and 182, authorizes the Census Bureau to conduct this collection and to request your voluntary assistance. The U.S. Census Bureau is required by Section 9 of the same law to keep your information confidential and can use your responses only to produce statistics. The Census Bureau is not permitted to publicly release your responses in a way that could identify your business, organization, or institution. Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0717 and appears at the upper right of this page. Without this approval, we could not conduct this survey.

*(Please correct any errors in name, address, and ZIP Code.)*

### Return via Internet:

<https://econhelp.census.gov/mrts>

Username:

Password:

### Return via Fax:

1-800-447-4613

### To view Survey Results:

<https://www.census.gov/retail>

## GENERAL INSTRUCTIONS

- Any significant change in this firm's operations should be noted in **5**
- For establishments sold or acquired during the month, report data only for the period the establishment was operated by this firm
- Estimates are acceptable if book figures are not available
- Enter "0" where applicable

### INCLUDE

- Data for auxiliary facilities primarily engaged in supporting services to this firm's establishment(s) such as warehouses, garages, central administrative offices, and repair services
- Leased departments and concessions operated in other establishments

### EXCLUDE

- Leased departments and concessions operated by other firms in this firm's establishments
- Sales taxes and finance charges
- Data for establishments operated by other firms, such as franchises

## ANNOUNCEMENTS AND SPECIAL INSTRUCTIONS

We estimate this survey will take an average of 7 minutes to complete. More information about this estimate and an address where you may write with comments is on the back of this form.

### **1** FEDERAL EMPLOYER IDENTIFICATION (EIN)

**Has this firm acquired any new EINs for its retail operation(s) since last month?**

EIN (9 digits)

Yes - List here and continue with **2**. Report additional EIN(s) in **5**.

No

### **2** NUMBER OF RETAIL ESTABLISHMENTS

Number

**How many retail establishments did this firm operate?** . . . . .

*The remainder of this report refers to the establishments reported here.*

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