



# 2017 ANNUAL RETAIL TRADE REPORT

FORM  
**SA-44C** (DRAFT)

<b>DUE DATE</b>	
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Username:		
Password:		

**GENERAL INSTRUCTIONS**

- Any significant change in this firm's operations should be noted in 15.
- For establishments sold or acquired in 2017, report data only for the period the establishments were operated by this firm.
- Estimates are acceptable if book figures are not available.
- Enter "0" where applicable.

**INCLUDE**

- All retail establishments located in the U.S. (including the District of Columbia) operated by this firm and its subsidiaries.
- 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.

**EXCLUDE**

- Data for establishments operated by other firms, such as franchises.
- Departments and concessions operated by other firms in this firm's establishment(s).
- Data for establishments located in U.S. Territories (such as Puerto Rico, American Samoa, Guam, U.S. Virgin Islands and Northern Mariana Islands).

**ANNOUNCEMENTS AND SPECIAL INSTRUCTIONS**

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**1** Not Applicable.

**2 ORGANIZATIONAL CHANGE**

**A. Did this firm experience any acquisitions, sales, mergers, and/or divestitures in 2017?**

- Yes
- No - Go to **3**

**B. Which of the following organizational changes occurred in 2017?**

Check all that apply. If more than one organizational change occurred during the reporting period, explain in **15**.

- Acquisition
- Sale
- Merger
- Divestiture

Date of organizational change . . . . .

AND

Enter detailed information below ↴

Month	Day	Year

Name of company		EIN (9 digits)	
			-
Address (Number and street, P.O. Box, etc.)			
City	State	ZIP Code	
			-

**3 REPORTING PERIOD**

NOTE: Calendar-year data are preferred. If this is not available, please report for the fiscal year that includes **at least six months** of data for the 2017 calendar year.

**What time period is covered by the data provided in this report?**

- Calendar year
- Fiscal or partial year - Report beginning and ending dates. . . . .

2017		
Beginning Date		
Month	Day	Year
Ending Date		
Month	Day	Year

**4 NUMBER OF ESTABLISHMENTS**

**How many retail establishments (including departments and concessions) did this firm operate in 2017?**

Mark "X" if None

2017
Number

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

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**5 SALES, RECEIPTS, OR REVENUE**

**INCLUDE**

- Credit and cash net sales of merchandise
- E-commerce sales if not submitted on a separate Annual Retail Trade Report
- Excise taxes (such as those on gasoline, liquor, and tobacco) which are included in the cost of goods purchased by this firm
- Wholesale sales made by retail establishment(s) covered by this report
- Receipts from the rental or leasing of vehicles, equipment, instruments, tools, etc.
- Receipts from deliveries
- Receipts from installations, maintenance contracts, repairs, alterations, storage, and other such services
- Value of trade-ins taken as partial payment for other merchandise
- Value of manufacturers' rebates
- Leased departments and concessions operated in other establishments
- Shipping and handling revenue
- Advertising revenues

**If AUTOMOTIVE also include:**

- Charges for dealer preparation, warranty charges, and delivery cost
- Combined sales for a new and used car location, and service and parts facilities
- Fleet sales

**EXCLUDE**

- Sales from auxiliary establishments
- Carrying or other finance charges
- Commissions (such as vending machine operators, government lottery tickets, or other stores)
- Non-operating receipts (such as interest income, income from investments, and receipts from the rental or sale of real estate)
- Sales made by departments and concessions operated by other firms in this firm's retail establishment(s)

**DEDUCT**

- The actual value of rebates and discounts granted to the purchaser, even if granted as an increase in trade-in allowances

**If AUTOMOTIVE also exclude:**

- Receipts from customers for tag and title fees, licenses, etc. forwarded to State or local licensing agencies

**A. What were the total sales of merchandise and other operating receipts for this firm in 2017?** . . . . .

Mark "X" if None

2017			
\$ Bil.	Mil.	Thou.	Dol.

**B. Did this firm collect any sales taxes in 2017?**

- Yes
- No - Go to **6**

**C. What were the total sales taxes collected in 2017?**

*Exclude excise taxes.* . . . . .

2017			
\$ Bil.	Mil.	Thou.	Dol.

**6 E-COMMERCE**

*E-commerce is the sale of goods and services where the buyer places an order, or the price and terms of the sale are negotiated, over an Internet, mobile device (M-Commerce), extranet, EDI network, electronic mail, or other comparable online system. Payment may or may not be made online.*

*If AUTOMOTIVE also INCLUDE sales of cars where a binding sales price is established online through the dealer's or a third party's web site. EXCLUDE leads.*

**A. Did this firm have any e-commerce sales in 2017?**

- Yes
- No - Go to **7**

**B. What were the total e-commerce sales in 2017?** . . . . .

2017			
\$ Bil.	Mil.	Thou.	Dol.

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**7 VALUE OF INVENTORIES**

**INCLUDE**

- All inventories of merchandise at locations covered by this report, including all auxiliary locations (such as warehouses, garages, central administrative offices) servicing these establishments, regardless of where held
- Inventory held in Foreign Trade Zones or in bond warehouses in the United States
- Report at cost or market value as of the end of your reporting period

**EXCLUDE**

- Merchandise owned by others that are being held on consignment

**A. Did this firm own inventories, regardless of where held, at the end of 2017 (or the end of the period for which you are reporting)?**

- Yes
- No - Go to **9**

**B. What was the value of merchandise inventories as of December 31 in 2017?**

Mark "X" if None

- 1. Merchandise inventories in retail stores . . . . .
- 2. Merchandise inventories in warehouses, offices, or in transit for distribution to retail stores . . . . .
- 3. **Total inventories (before Last-in, First-out (LIFO) adjustment, if applicable)**  
Sum of **7B1** and **7B2**. . . . .
- 4. LIFO reserve (if applicable) . . . . .
- 5. Total inventories after LIFO adjustment  
**7B3** minus **7B4**. . . . .

2017			
\$ Bil.	Mil.	Thou.	Dol.

**C. Were inventories reported as of December 31?**

- Yes - Go to **7E**
- No

2017		
Month	Day	Year

**D. If not December 31, as of what date were inventories reported?** . . . . .

**E. Were any of the inventories reported in 7B3 stored outside of, or en route to, the 50 states and the District of Columbia in 2017?**

- Yes
- No - Go to **8**

**F. What was the value of the inventories stored outside of, or en route to, the 50 states and District of Columbia (for sale in the 50 states or District of Columbia) in 2017?**

Exclude inventory held in Foreign Trade Zones or in bond warehouses in the U.S. . . . .

2017			
\$ Bil.	Mil.	Thou.	Dol.

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**8 INVENTORY VALUATION METHOD**

**A. Were any of the inventories reported in 7B3 subject to the LIFO valuation method?**

- Yes
- No - Go to 9

**B. How much of the inventories reported in 7B3 was subject to:**

Mark "X" if None

- 1. LIFO valuation method before adjustment . . . . .
- 2. Any other valuation method . . . . .
- 3. Verify Total  
Sum of 8B1 and 8B2. Total must equal 7B3. . . . .

2017			
\$ Bil.	Mil.	Thou.	Dol.

**9 TOTAL PURCHASES**

**INCLUDE**

- Cash and credit purchases by this firm
- Merchandise owned by, but in transit to, this firm
- Purchases made by both warehouse(s) and establishment(s)
- Freight, delivery, and other transportation costs
- Import duties (if paid separately)
- Parts and supplies used in repair work or other services

**If AUTOMOTIVE also include:**

- Value of automotive and other trade-ins exclusive of rebates and discounts granted as an increase in trade-in allowance

**EXCLUDE**

- Expenditures for supplies, equipment, and parts purchased for this firm's own use
- Purchases made by other firms' operating departments and concessions in this firm's establishment(s)
- Purchases of merchandise held outside the U.S.
- Purchases of containers, wrappings, packaging, and selling supplies for this firm's own use
- Trade and cash discounts, returns, and allowances

**What was the total cost of all merchandise purchased for resale for which this firm took title, whether or not payment was made, in 2017?**

Mark "X" if None

If purchases are greater than sales, explain in 15. . . . .

2017			
\$ Bil.	Mil.	Thou.	Dol.

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**10 ACCOUNTS RECEIVABLE BALANCES**

**A. Did this firm extend credit to customers at any of its retail establishments or departments and concessions covered by this report in 2017?**

• Exclude credit that is provided by others, such as banks, finance corporations, oil or other credit card issuing companies. Exclude credit extended to commercial customers.

- Yes
- No - Go to **12**

**Definitions of Accounts Receivable**

**Open or revolving accounts** - Retail credit that is extended on a credit-line basis. A single contract governs multiple use of the account and purchases may or may not be made with a credit card. Generally, credit extensions can be made at the customer's discretion, provided that the outstanding balance does not exceed a prearranged credit limit. The amount of repayment is also made at the discretion of the customer, subject to a prearranged minimum usually with the option of paying the balance in full.

**Closed or non-revolving accounts** - Retail credit accounts for which full payment is scheduled to be made at the end of the customary billing period or installment contracts that specify a fixed schedule of payments and the amount and due date for the payment.

**B. Mark (X) to indicate if types of credit are extended and report balances as of December 31, 2017 for account types this firm extends. Exclude credit extended to commercial customers.**

**1. Types of accounts**

**a. Open (revolving) accounts**

- Yes . . . . .
- No

**b. Closed (non-revolving) accounts**

- Yes . . . . .
- No

Balance Outstanding as of December 31, 2017			
\$ Bil.	Mil.	Thou.	Dol.

**2. What was the total balance of accounts receivable in 2017?**

Sum of **10B1a** and **10B1b**. . . . .

**11** Not Applicable.

**12 OPERATING EXPENSES**

**INCLUDE**

- Expenses arising from the normal course of business
- Payroll
- Depreciation and amortization

**EXCLUDE**

- Bad debt
- Purchases of goods for resale or cost of goods sold
- Income taxes
- Interest expenses
- Impairment (reduction in value of long-lived assets due to reappraisal)
- Capitalized expenses (except payroll and fringe benefits)
- Transfers made within the company

**What were the total operating expenses for this firm in 2017?**

If operating expenses are greater than sales, explain in **15**. . . . .

Mark "X" if None

2017			
\$ Bil.	Mil.	Thou.	Dol.

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13 DETAILED OPERATING EXPENSES

A. What personnel costs were incurred by this firm in 2017?

1. Annual payroll before deductions - Total annual Medicare salaries and wages for all employees as reported on this firm's IRS Form 941, Employer's Quarterly Federal Tax Return, line 5(c). Include payments to temporary employees on this firm's payroll, and to commissioned employees on this firm's payroll. Also include the spread on stock options that are taxable to employees as wages. Exclude payments for contracted temporary help (report in line A3); and commissions paid to contractors (report in line C1).

Mark "X" if None

Table with 4 columns: \$ Bil., Mil., Thou., Dol. for year 2017.

2. Employer's cost for fringe benefits - Employer's cost for legally required programs and programs not required by law:

a. Health Insurance - Insurance premiums or hospital plans, medical plans, and single service plans such as dental, vision, and prescription drugs. Include premium equivalents for self-insured plans and fees paid to third-party administrators (TPAs). Exclude employee contributions.

Input box

Table with 4 columns: \$ Bil., Mil., Thou., Dol.

b. Pension plans:

i. Defined contribution plans - Costs under defined contribution plans. Include pension plans that define the employer contributions to a separate account provided for each employee. The employee "benefit" at retirement depends on the amount contributed and the results of the account's activity. Examples include profit sharing plans, money purchase (e.g., 401k, 403b) and stock bonus plans (e.g., ESOPs).

Input box

Table with 4 columns: \$ Bil., Mil., Thou., Dol.

ii. Defined benefit pension plans - Costs for both qualified and unqualified defined pension plans. Include pension plans that specify the benefits to be paid to employees upon retirement, generally either a specific amount or a percentage of compensation. Employer contributions are based on actuarial computations that include the employee's compensation and years of service and are not allocated to specific accounts maintained for employees.

Input box

Table with 4 columns: \$ Bil., Mil., Thou., Dol.

c. Payroll taxes, employer paid insurance premiums (except health), and other employer benefits - Include legally-required fringe benefits (e.g., Social Security, workers' compensation insurance, unemployment tax, state disability insurance programs, Medicare). Also include benefits for life insurance, "quality of life" benefits (e.g., childcare assistance, subsidized commuting), employer contributions to pre-tax benefits not specified above. Exclude disbursements from trusts or funds to satisfy health insurance claims.

Input box

Table with 4 columns: \$ Bil., Mil., Thou., Dol.

3. Contract temporary staff and leased employee expense - Total costs paid to Professional Employer Organizations (PEOs) and staffing agencies for personnel. Include all associated charges for payroll, benefits, and services.

Input box

Table with 4 columns: \$ Bil., Mil., Thou., Dol.

B. What were the expensed equipment, materials, parts, and supplies (not for resale) incurred by this firm in 2017?

1. Expensed equipment - Expensed computer hardware and other equipment (e.g., copiers, fax machines, telephones, shop and lab equipment, CPUs, monitors). Exclude software (report in line C2); leased and rented equipment (report in line C7); depreciation for capitalized equipment (report in line C15); capitalized equipment.

Input box

Table with 4 columns: \$ Bil., Mil., Thou., Dol.

2. Purchasing of packaging materials and containers - Include the cost of bags, boxes, wrapping, and sealing materials. Exclude office supplies (report in line B3); and cost of shipping to customers (report in line C12).

Input box

Table with 4 columns: \$ Bil., Mil., Thou., Dol.

3. Purchases of other materials, parts, and supplies (not for resale) - Materials and supplies used in providing services to others; materials and parts used in repairs; office and janitorial supplies; small tools; and motor fuels. Exclude office postage and package delivery expenses (report in line C12).

Input box

Table with 4 columns: \$ Bil., Mil., Thou., Dol.

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**15. Depreciation and amortization charges - Include** depreciation charges taken against tangible assets owned and used by this firm, tangible assets and improvements owned by this firm within leaseholds, tangible assets obtained through capital lease agreements, and amortization charges against intangible assets (e.g., patents, copyrights). **Exclude** impairment (reduction in value of long-lived assets due to reappraisals).

Mark "X" if None

2017			
\$ Bil.	Mil.	Thou.	Dol.

**16. Governmental taxes and license fees -** Payments to government agencies for taxes and licenses. **Include** business and property taxes. **Exclude** income taxes and sales and excise taxes collected from customers.

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**17. All other operating expenses - Include** operating expenses not reported elsewhere, unless excluded by the following list. **Exclude** purchase of products for resale (cost of goods sold); bad debt; transfers made within the company; capitalized expenses; interest; impairment; income, sales, and excise taxes; and other non-operating expenses.

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**18. TOTAL OPERATING EXPENSES**

Total of **13A1-13C17** must equal **12**.

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**14 INTEREST EXPENSE**

**What was the total interest expense for this firm in 2017?**

Mark "X" if None

**Interest expense -** expenses incurred in the financing of operations and long lived assets used in continuing operations. **Exclude** transfers made within the company and capitalized interest.

2017			
\$ Bil.	Mil.	Thou.	Dol.

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**15 REMARKS** - Please use this space to explain any significant year-to-year changes, to clarify responses, or indicate where data were estimated.

**16 CONTACT INFORMATION**

Name of person to contact regarding this report <i>(Please print)</i>					Title			
Telephone	Area code	Number		Extension	Fax	Area code	Number	
		-					-	
E-mail address					Website address			
					www.			

**THANK YOU for completing your 2017 ANNUAL RETAIL TRADE REPORT.**  
We suggest you keep a copy for your records.

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