



# 2017 ANNUAL RETAIL TRADE REPORT

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

<b>DUE DATE</b>	
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<p><b>Need help or have questions?</b></p> <p><b>Call</b> 1-877-787-9860 (option 2) (8:00 a.m. - 5:00 p.m. ET, M-F) or <b>Visit</b> <a href="https://econhelp.census.gov/arts">https://econhelp.census.gov/arts</a></p>
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<p><b>YOUR RESPONSE IS REQUIRED BY LAW.</b> Title 13 United States Code (U.S.C.), Sections 131 and 182 authorizes this collection. Sections 224 and 225 require your response. The U.S. Census Bureau is required by Section 9 of the same law to keep your information <b>CONFIDENTIAL</b> 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 0607-0013 and appears at the upper right of this page. Without this approval we could not conduct this survey.</p>
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*(Please correct any errors in name, address, and ZIP Code.)*

<p><b>Return via Internet:</b> <a href="https://econhelp.census.gov/arts">https://econhelp.census.gov/arts</a></p> <p>Username:</p> <p>Password:</p>	<p><b>Return via Fax:</b> 1-800-447-4613</p>	<p><b>To view Survey Results:</b> <a href="https://www.census.gov/retail">https://www.census.gov/retail</a></p>
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<p><b>GENERAL INSTRUCTIONS</b></p> <ul style="list-style-type: none"> <li>• Any significant change in this firm's operations should be noted in <b>15</b>.</li> <li>• For establishments sold or acquired in 2017, report data only for the period the establishments were operated by this firm.</li> <li>• Estimates are acceptable if book figures are not available.</li> <li>• Enter "0" where applicable.</li> </ul> <p><b>INCLUDE</b></p> <ul style="list-style-type: none"> <li>• All retail establishments located in the U.S. (including the District of Columbia) operated by this firm and its subsidiaries.</li> <li>• 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.</li> </ul> <p><b>EXCLUDE</b></p> <ul style="list-style-type: none"> <li>• Data for establishments operated by other firms, such as franchises.</li> <li>• Departments and concessions operated by other firms in this firm's establishment(s).</li> <li>• Data for establishments located in U.S. Territories (such as Puerto Rico, American Samoa, Guam, U.S. Virgin Islands and Northern Mariana Islands).</li> </ul> <p style="text-align: center;"><b>ANNOUNCEMENTS AND SPECIAL INSTRUCTIONS</b></p>
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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?**

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

Mark "X" if None	<b>2017</b>
	Number

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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

**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

Mark "X" if None

2017			
\$ Bil.	Mil.	Thou.	Dol.

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

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

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

2017			
\$ Bil.	Mil.	Thou.	Dol.

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

**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.*

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

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

2017			
\$ Bil.	Mil.	Thou.	Dol.

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

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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

**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.

**10** Not Applicable.

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**11 SALES BY MERCHANDISE LINES**

For clarification regarding merchandise lines call 1-800-327-4389 (option 2).

Description of sales, shipments, receipts, or revenue	Total sales for 2017					E-commerce sales for 2017				
	Report dollars OR percentages					Report dollars OR percentages				
	\$ Bil.	Mil.	Thou.	Dol.	Percent	\$ Bil.	Mil.	Thou.	Dol.	Percent
<b>a.</b> Books <i>Include audio books and e-books.</i> . . . . .										
<b>b.</b> Clothing and clothing accessories <i>Include footwear.</i> . . . . .										
<b>c.</b> Computers and peripheral equipment, communications equipment, and related products <i>Include cellular phones.</i> . . . . .										
<b>d.</b> Computer software <i>Include video game software.</i> . . . . .										
<b>e.</b> Drugs, health aids, and beauty aids . . . . .										
<b>f.</b> Electronics and appliances . . . . .										
<b>g.</b> Food, beer, and wine . . . . .										
<b>h.</b> Furniture and home furnishings . . . . .										
<b>i.</b> Jewelry . . . . .										
<b>j.</b> Audio and video recordings <i>Include purchased downloads.</i> . . . . .										
<b>k.</b> Office equipment and supplies . . . . .										
<b>l.</b> Sporting goods . . . . .										
<b>m.</b> Toys, hobby goods, and games . . . . .										
<b>n.</b> Other merchandise - <i>Specify principal line(s)</i> ↴										
<b>o.</b> Shipping and handling revenues . . . . .										
<b>p.</b> Advertising revenues . . . . .										
<b>q.</b> Other non-merchandise receipts - <i>Specify principal receipt(s)</i> ↴										
<b>r. TOTAL</b> <i>Sum of 11a through 11q.</i> . . . . .					100					100
	Total should equal 5A for 2017					Total should equal 6B for 2017				

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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

Mark "X" if None

2017			
\$ Bil.	Mil.	Thou.	Dol.

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

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

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

2017			
\$ Bil.	Mil.	Thou.	Dol.

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. . . . .

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). . . . .

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. . . . .

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. . . . .

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. . . . .


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**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.
- 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).
- 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).

Mark "X" if None

	2017			
	\$ Bil.	Mil.	Thou.	Dol.
<input type="checkbox"/>				

**C. What other operating expenses were incurred by this firm in 2017?**

- 1. **Commission expense** - Include commission paid to other firms for sale of products owned by this firm. **Exclude** commission paid to your own employees (reported in line A1).
- 2. **Expensed purchases of software** - Purchases of prepackaged, custom coded, or vendor customized software. **Include** software developed or customized by others, web design, services and purchases, licensing agreements, upgrades of software; and maintenance fees related to software upgrades and alterations. **Exclude** depreciation for capitalized software (report in line C15).
- 3. **Data processing and other purchased computer services** - **Include** computer facilities management services, computer input preparation, data storage, computer time rental, optical scanning services, and other computer-related advice and services, including training. **Exclude** expenses for telecommunication services e.g., Internet connectivity, telephone, fax (report in line C4); repair and maintenance of computer equipment (report in line C5); payroll processing (report in line C14); credit card transaction fees (report in line C17).
- 4. **Purchased communication services** - Telephone, cellular, and fax services; computer-related communications (e.g., Internet connectivity); and other wired and wireless communication services.
- 5. **Purchased repairs and maintenance to machinery and equipment** - **Include** expensed repair and maintenance services to machinery, vehicles, equipment, and computer hardware. **Exclude** materials, parts, and supplies used for repairs and maintenance performed by this firm's employees (reported in line B3).
- 6. **Purchased repairs and maintenance to buildings, structures, and offices** - **Include** repair and maintenance to integral parts of buildings (e.g., elevators, heating systems). **Exclude** materials, parts, and supplies, used for repairs and maintenance performed by this firm's employees (reported in line B3); purchased janitorial and grounds maintenance services (report in line C17).
- 7. **Lease and rental payments for machinery, equipment, and other tangible items** - **Include** lease and rental of transportation equipment without operators; and penalties incurred for broken leases. **Exclude** licensing/leasing of software (reported in line C2); payments for capital and financing lease agreements.
- 8. **Lease and rental payments for land, buildings, structures, store space, and offices** - **Include** penalties incurred for broken leases.
- 9. **Purchased electricity** - **Include** the cost of electricity paid directly to the utility company. **Exclude** the cost of electricity within lease or rental payments (reported in line C8).
- 10. **Purchased fuels (except motor fuels)** - **Include** fuel for heating, power, or generating electricity (e.g., natural gas, propane, oil, coal). **Exclude** the cost of motor fuels (reported in line B3); and the cost of fuels within lease or rental payments (reported in line C8).

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11. **Water, sewer, refuse removal, and other utility payments - Include** the cost of hazardous waste removal. **Exclude** the cost of these utilities within lease or rental payments (reported in line C8).

Mark "X" if None

2017			
\$ Bil.	Mil.	Thou.	Dol.

12. **Purchased transportation, shipping, and warehousing services - Include** the cost of postage, delivery expenses, and packaging and containers provided as part of the purchased service. **Exclude** the cost of shipping using this firm's vehicles or employees.

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13. **Purchased advertising and promotional services - Include** marketing and public relations services.

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14. **Purchased professional and technical services - Include** management consulting, accounting, auditing, bookkeeping, legal, actuarial, payroll processing, architectural, engineering, and other professional services. **Exclude** salaries paid to your own employees for these services (reported in line A1).

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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).

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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

2017			
\$ Bil.	Mil.	Thou.	Dol.

**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.

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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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