



U.S. DEPARTMENT OF COMMERCE  
 Economics and Statistics Administration  
 U.S. CENSUS BUREAU

FORM

**QSS-1pA** (04-14-2017)

# QUARTERLY SERVICES SURVEY

**Due Date**

**Need help or have questions?**

**Call** 1-800-772-7851  
 (8:30 a.m. - 5:00 p.m. ET, M-F)  
 or **Visit**  
<https://econhelp.census.gov/qss>

Title 13 United States Code (U.S.C.), Sections 131 and 182, authorizes the Census Bureau to conduct this collection. 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 0607-0907 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/qss>

Username:

Password:

**Return via Fax:**

1-800-447-4613

**To view Survey Results:**

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

**GENERAL INSTRUCTIONS**

- Any significant change in this firm's operations should be noted in **3**
- For establishments sold or acquired during the quarter(s), 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
- Report data on an accrual basis
- Dollars should be rounded to the nearest dollar
- If a figure is \$1,030,280,456 it should be reported as →

Bil.	Mil.	Thou.	DoI.
1	030	280	456

**Include:**

- Data for all Services establishments (excluding data for Retail, Wholesale, Manufacturing, Mining, and Construction operations) as defined by the survey coverage in **1**
- 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

We estimate this survey will take an average of 15 minutes to complete. More information about this estimate and an address where you may write with comments is on the back of this form.

**CONTINUE ON PAGE 2**

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**1 SURVEY COVERAGE**

Did this firm provide the business activities described below?

Yes

No - Specify this firm's business activity ↴

\_\_\_\_\_

**2** Not Applicable.

**3 ORGANIZATIONAL CHANGE**

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

Yes

No - Go to **4**

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

Check all that apply. If more than one organizational change occurred during the reporting period, explain in **8**.

Acquisition

Merger

Sale

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, town, village, etc.	State	ZIP Code
		-

**4 REPORTING PERIOD**

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

Calendar quarter

Other - Report beginning and ending dates . . . . .

Beginning Date		
Month	Day	Year
End Date		
Month	Day	Year

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5 SALES, RECEIPTS, OR REVENUE

\$ Bil.	Mil.	Thous.	Dol.

A. What were this firm's gross billings/professional service fees in the

B. What were this firm's direct costs of worksite employees in the

Report salaries, wages, employment-related taxes, benefit premiums, worker's compensation insurance costs for PEO worksite employees.

C. What was this firm's net revenue in

5A minus 5B.

6 CLASS OF CUSTOMER

What percentage of gross billings/professional service fees reported in 5A was received from the following classes of customer in the

	Percent
A. Household consumers and individual users	%
B. Business firms and not-for-profit organizations	%
C. Government (Federal, state, and local)	%
	100 %

7 Not Applicable.

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

9 CONTACT INFORMATION

Name of person to contact regarding this report (Please print)				Title			
Telephone	Area code	Number	Extension	Fax	Area code	Number	
Website							

THANK YOU for completing your QUARTERLY SERVICES SURVEY.

We suggest you keep a copy for your records.

We estimate this survey will take an average of 15 minutes to complete, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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