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United States Census Bureau

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Respondent Portal

Already have an account?

If you have already created a Census Account, you may sign in below.

SIGN IN

Don't have an account?

Register for your Census Account to access your survey.

[Need help registering?](#)

REGISTER



Respondent Portal Sign in

HELP

Manage Account

EMAIL

PASSWORD [Show/Hide Password](#)

PASSWORD Is Required

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SIGN IN

Don't Have an Account? Register

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OMB No.: 0607-0189 Approval Expires: 12/31/2018



Business and Professional Classification Report



Help Telephone: 1-800-253-1882
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Welcome to the Business and Professional Classification Report.

YOUR RESPONSE IS REQUIRED BY LAW. Title 13 United States Code (U.S.C.), Sections 131,182, and 193 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 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 0607-0189 and appears at the upper right of this screen. Without this approval we could not conduct this survey.

Continue

Please note: sessions will expire (requiring you to log back in) after 15 minutes of inactivity. No data will be lost.


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Burden Statement

NOTICE Public reporting burden for this collection of information is estimated to average 13 minutes 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:

ECON Survey Comments 0607-0189
 U.S. Census Bureau
 4600 Silver Hill Road
 ESMD-5H160
 Washington, DC 20233


You may e-mail comments to esmd.surveys@census.gov Be sure to use ECON Survey Comments 0607-0189 as the subject.

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Survey Tasks

Action	Status	Company Name & Address	EIN Number	View/Print Form as PDF
Start	<input type="text"/>	<input type="text"/>	<input type="text"/>	


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Company Information

Please make any applicable changes below.

Company Name:

Street:

City:

State:

Zip Code:

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Firm's Primary Business

Which of the following best describes this firm's primary business? 



Refer to Instruction Sheet

- Retail Trade
- Wholesale Trade
- Accommodation and Food Services
- Transportation and Warehousing Services
- Finance and Insurance Services
- Real Estate and Rental and Leasing Services
- Professional, Scientific, and Technical Services (Such as Legal, Accounting, Engineering, Design, Computer, Advertising, Consulting)
- Arts, Entertainment, and Recreation Services
- Administrative and Support and Waste Management and Remediation Services (Such as Security, Janitorial, Landscaping, Employment)
- Information Services (Such as Publishing, Broadcasting, Motion Picture, Sound Recording, Telecommunication, Data Processing)
- Educational Services (Such as Business schools, Computer and Management Training, Technical and Trade Schools, Sports and Recreation Instruction, Exam Preparation and Tutoring, All Other Miscellaneous Schools and Instruction)
- Health Care and Social Assistance Services (Such as Hospitals, Offices of Physicians, Dentists, Family Planning Centers, Medical and Diagnostic Laboratories, Nursing and Residential Care Facilities, Child Day Care Services, Other Ambulatory Health Care Services)
- Repair and Maintenance Services (Excluding Construction)
- Personal Care and Laundry Services (Such as Beauty Shop, Nail Salon, Personal Trainer, Dog Grooming, Drycleaner, Funeral Home)
- Civic, Professional, Grantmaking, Religious and Similar Organizations
- Construction
- Manufacturing
- Utilities
- Other Area of Business (such as Agriculture, Fishing, Mining, Forestry, etc.) – Specify

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Firm's Type of Business

Which ONE of the following best describes this firm's principal kind of business?

- Automobile and Other Motor Vehicles
- Clothing and Accessories, Men's and Boys'
- Clothing and Accessories, Women's, Children's, and Infants'
- Communications Equipment and Supplies
- Computer and Computer Peripheral Equipment and Software
- Drugs and Druggists' Sundries
- Electrical and Electronic Appliance, TV, and Radio
- Electrical Apparatus and Equipment, Wiring Supplies, and Related Equipment
- Farm Supplies
- Furniture
- Grocery and Related Products - Specify
- Hardware
- Home Furnishings
- Industrial Machinery and Equipment
- Industrial Supplies
- Jewelry, Watches, and Gemstones
- Lumber, Plywood, Millwork, and Wood Panel
- Medical, Dental, and Hospital Equipment and Supplies
- Metal Service Centers and Other Metal Sales
- Motor Vehicle Parts, New
- Motor Vehicle Parts, Used
- Recyclable Materials
- Sporting and Recreational Goods and Supplies
- Other Wholesale Trade - Specify

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Firm's Type of Operation

Which ONE of the following best describes this firm's principal type of operation?

- Merchant Wholesaler/Jobber - An establishment primarily engaged in buying and selling on its own account merchandise produced by other firms.
- Broker, Representing Buyers and Sellers - Buying and/or selling merchandise on a brokerage basis for others, not receiving goods on consignment, and not taking title to goods being sold.
- Manufacturer's Agent - Selling merchandise on a commission or fee basis for a limited number of manufacturers on a continuing agency basis, and does not take title to goods being sold.
- Electronic Marketer - Business-to-business marketplace that facilitates the sale of goods for other buyers and sellers via the Internet or other electronic means, operates on a commission or fee basis, and does not take title to goods being sold.
- Other Type of Operation - Specify

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Firm's Principal Lines

What are this firm's principal lines of merchandise sold, services provided, or products manufactured, and on average, what percent of total monthly revenues are from each of these lines?

For example, restaurants that sell only food and alcoholic beverages should report in the following manner -

Food69%

Alcoholic beverages consumed on the premises.....31%

Principal product and service line	Percentage of total revenues
<input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/> %
	100%

* Continue Additional Principal Product and Service Lines in Remarks Section at the end of the survey.

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E-Commerce Sales



Does this firm have revenues from 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 Electronic Data Interchange (EDI), the Internet, mobile device (M-Commerce), electronic mail, or any other online system. Payment may or may not be made online.

Yes — On average, what percent of total monthly revenues are e-commerce revenues? %

No

Operating Revenue

What was this firm's total operating revenue for the months specified?   Refer to Instruction Sheet

- Estimates are acceptable.
- **Include** revenues from e-commerce.

Months	Dollars
April 2018	\$ <input type="text"/> .00
March 2018	\$ <input type="text"/> .00


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Tax Status

Is this firm operated on a not-for-profit basis?

Yes

No

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Tax Status - Exempt

Was all or part of the income of this firm or organization exempt from Federal income taxes under section 501 of the Internal Revenue Code?

Yes

No

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Method of Selling

What is this firm's primary method of selling?

- Store or display showroom (selling from a fixed or permanent location with physical displays of priced merchandise and/or from a counter)
- Warehouse or office (including telephone/fax/Internet orders or direct business-to-business selling by a sales representative)
- Mail-order
- E-commerce
- Home shopping via television
- Direct selling to the general public (selling in a face-to-face manner away from a fixed location, such as house-to-house, party plan, or temporary kiosk sales)
- Vending machines
- Other Area of Business (such as Agriculture, Fishing, Mining, Construction, Forestry, etc) — Specify

Household Consumers and Individual Users

As a general business practice, does this firm sell to household consumers and individual users?

- Yes — On average, what percent of total monthly sales are to household consumers and individual users? %
- No

Retailers/Wholesalers for Resale

Does this firm sell to retailers/wholesalers for resale?

- Yes — On average, what percent of total monthly sales were for resale? %
- No

Nonconsumer Durable Goods

Does this firm primarily sell nonconsumer durable goods (such as: industrial machinery, farm equipment, construction machinery, heavy trucks, and tractors)?

- Yes
- No

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PLEASE NOTE THAT ONLY ESTABLISHMENTS THAT SELECT RETAIL TRADE, WHOLESAL, MANUFACTURING WILL BE DIRECTED TO THE ABOVE SCREEN

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Inventories

What were this firm's inventories at the end of April 2018 or the latest period available?

Specify date of inventory


- Estimates are acceptable.
- **Include** goods owned regardless of where held.
- **Exclude** goods not for sale (such as fixtures, equipment, and supplies) and goods owned by others and held on consignment.

Dollars	Date of Inventory
\$ <input style="width: 80%;" type="text"/> .00	Month <input type="text"/> Year <input type="text"/>


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Owned or Controlled by

Is this firm owned or controlled by another company?   [Refer to Instruction Sheet](#)

Yes – Enter the name, mailing address, and EIN of the owning or controlling company.

Company Name:

Mailing Address:

City:

State:

Zip Code:


Employer Identification Number (EIN): -

No


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Ownership or Control

Does this firm own or control any other company that operates under a different EIN? ?  [Refer to Instruction Sheet](#)

Yes — Enter the name, mailing address, and EIN of the owned or controlled company.

Company Name:

Mailing Address:

City:

State:

Zip Code:

Employer Identification Number (EIN): -


[Add Additional Company](#)

No


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How Many Locations

How many locations report payroll under the EIN:

One location


More than one location

What is the number of locations?


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Physical location/Mailing Address

Is the physical location the same as the mailing address printed on the materials that you received?

Yes

No – Enter the street address, city, state and ZIP code

Street Address:

City:


State:

Zip Code:


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Remarks

Are there any remarks that help clarify your responses?


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Contact Person

Whom should we contact if we have questions regarding this report?

Name:

Title:

Telephone: - -


Extension:

Fax Number: - -


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Review Your Responses


The following pages have indicated the number of errors. You may click on a page name to return to that page and correct any issues, or continue on to the confirmation screen by clicking the "Submit Data" button on the bottom of the screen.

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- [Firm's Primary Business](#)
- [Firm's Type of Business](#)
- [Firm's Type of Operation](#)
- [Firm's Principle Lines](#)
- [E-commerce Sales](#)
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Submission Confirmation

Thank you for completing the Business and Professional Classification Report. The U.S. Census Bureau has received your data. Please keep a copy of the Business and Professional Classification Report using the "View/Print Report as PDF" button below.

Submission Date & Time: Tue May 8 10:30:06 2018


Company Information:

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Business and Professional Classification Survey

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PURPOSE
To identify and classify businesses to update the samples for current business surveys and to assist in ensuring the proper five-year Economic Census form is mailed to those businesses. The United States Code, Title 13 and 26, authorize this survey and provides for mandatory responses.

COVERAGE
Firms or establishments with Employer Identification Numbers (EINs) that are newly assigned or recently reactivated by the Internal Revenue Service (IRS).

CONTENT
Data collected include sales, receipts or revenue, primary merchandise, product, or service lines; percent of total receipts for each primary line; company organization; North American Industrial Classification System (NAICS) code; wholesale inventories, and other industry related data.

FREQUENCY
Data has been collected quarterly since 1976. This survey began as a monthly data collection in 1968. A new sample is selected each quarter. Selected firms are contacted once and report 2 months of data.

METHODS
A two-phase survey and sampling process: a mail-out/mail-back survey of sampled EINs, followed by a selection procedure using the mail survey data. From a list of new or reactivated EINs updated frequently with data from the IRS, each quarter a first phase sample of approximately 14,000 numbers is selected using a stratified sample procedure. Strata are based on NAICS code and quarterly payroll. Selected EINs receive a form that requests two months of sales or receipts data and establishment and company structure information to ensure proper NAICS classification at the 5- or 6-digit level. Sales data are used as a measure of size for second phase sampling.

Based on the collected data, EINs eligible for inclusion into a current business survey are subjected to a second phase sampling. Probability of selection within strata is proportional to first phase weight. Following the second phase sampling, the selected EINs are added to appropriate current business and service industry survey registers.

USES
The information collected allows us to update our industry codes for these establishments. This allows our current surveys to be updated with a sample of new businesses entering the business sector. Additionally, businesses will be mailed five-year Economic Census forms specifically tailored to their industry based on the classification information collected using this survey.

RELATED PROGRAMS

- [Economic Census](#)
- [Advance Monthly Retail Sales Survey](#)
- [Monthly Retail Trade Survey](#)
- [Monthly Wholesale Trade Survey](#)
- [Annual Retail Trade Survey](#)
- [Annual Wholesale Trade Survey](#)
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