



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 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.

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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 **4**
- 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 **4**.

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.

44127017





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1 FEDERAL EMPLOYER IDENTIFICATION (EIN)

Does this firm report payroll under EIN

Yes

No - Enter current 9-digit EIN **AND** date payroll was first reported for this EIN

EIN (9 digits)

Month Day Year

2 NUMBER OF RETAIL ESTABLISHMENTS

Number

How many retail establishments did this EIN operate?

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

44126019



3 VALUE OF INVENTORIES

INCLUDE

- The cost value of all merchandise for the end of the month
- Merchandise owned by this EIN but held by others for consignment
- Merchandise under contract for sale
- Merchandise if title has passed to you, including merchandise in transit
- Inventory held in Foreign Trade Zones or in bond warehouses in the U.S.

EXCLUDE

- Items such as fixtures, equipment, and supplies not held for resale
- Merchandise owned by others such as those held on consignment
- Merchandise of leased departments and concessions operated by other firms in this retail establishment

A. What was the value of merchandise inventories, regardless of where held, owned as of the end of the month?

1. Merchandise inventories in retail stores <i>Include leased departments and concessions operated by this EIN in other establishments.</i>	Dollars			
2. Merchandise inventories in warehouses, offices, or in transit for distribution to retail stores				
3. Total inventories (if applicable, before Last-in, First-out (LIFO) adjustment)			Month	Day

B. Inventories were reported as of what date?

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

CONTACT INFORMATION

Name of person to contact regarding this report				Title	
Telephone	Area code	Number		Extension	E-mail address
			-		

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44126027





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- 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

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- 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

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2 NUMBER OF RETAIL ESTABLISHMENTS

Number

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44119014



3 SALES, RECEIPTS, OR REVENUE

INCLUDE

- Cash and credit sales of merchandise whether or not payment was received
E-commerce sales if not submitted on a separate monthly retail report
Wholesale sales and services revenue made by retail establishments covered by this report
Value of trade-ins taken as part payment for other merchandise

EXCLUDE

- Commissions from vending machine operators and from sales of government lottery tickets
Nonoperating receipts (such as interest income, income from investments, and receipts from the rental or sale of real estate)

DEDUCT

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

A. What type of reporting period do this month's sales represent?

- Calendar month reporting period - Go to 3C
4-week reporting period
5-week reporting period

Table with 2 columns: Ending Date, Month, Day

B. If not a calendar month reporting period, what is the ending date for the period you are reporting sales?

Dollars

C. What were the total sales in

D. Do the sales reported in 3C represent book figures or estimates?

- Book Figure
Estimate

4 VALUE OF INVENTORIES

INCLUDE

- The cost value of all merchandise for the end of the month
Merchandise owned by this firm but held by others for consignment
Merchandise under contract for sale
Merchandise if title has passed to you, including merchandise in transit
Inventory held in Foreign Trade Zones or in bond warehouses in the U.S.

EXCLUDE

- Items such as fixtures, equipment, and supplies not held for resale
Merchandise owned by others such as those held on consignment
Merchandise of leased departments and concessions operated by other firms in this retail establishment

A. What was the value of merchandise inventories, regardless of where held, owned as of the end of the month?

- 1. Merchandise inventories in retail stores
Include leased departments and concessions operated by this firm in other establishments.
2. Merchandise inventories in warehouses, offices, or in transit for distribution to retail stores
3. Total inventories (if applicable, before Last-in, First-out (LIFO) adjustment)

Dollars
Month Day

B. Inventories were reported as of what date?

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

Large text area for remarks.

CONTACT INFORMATION

Form fields for Name of person to contact, Title, Telephone, Area code, Number, Extension, E-mail address

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44119022





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- Enter "0" where applicable

INCLUDE

- Data for auxiliary facilities primarily engaged in supporting services to this EIN'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 EIN's establishments
- Sales taxes and finance charges
- Data for establishments operated by other firms, such as franchises

ANNOUNCEMENTS AND SPECIAL INSTRUCTIONS

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1 FEDERAL EMPLOYER IDENTIFICATION (EIN)

Does this firm report payroll under EIN

Yes

No - Enter current 9-digit EIN **AND** date payroll was first reported for this EIN

EIN (9 digits)

Month Day Year

2 NUMBER OF RETAIL ESTABLISHMENTS

Number

How many retail establishments did this EIN operate?

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

44118016



3 SALES, RECEIPTS, OR REVENUE

INCLUDE

- Cash and credit sales of merchandise whether or not payment was received
• E-commerce sales if not submitted on a separate monthly retail report
• Wholesale sales and services revenue made by retail establishments covered by this report
• Value of trade-ins taken as part payment for other merchandise

EXCLUDE

- Commissions from vending machine operators and from sales of government lottery tickets
• Nonoperating receipts (such as interest income, income from investments, and receipts from the rental or sale of real estate)

DEDUCT

- Refunds and allowances for returned goods
• The actual value of rebates and discounts granted to the purchaser, even if granted as an increase in trade-in allowance

A. What type of reporting period do this month's sales represent?

- Calendar month reporting period - Go to 3C
4-week reporting period
5-week reporting period

Table with columns: Ending Date, Month, Day

B. If not a calendar month reporting period, what is the ending date for the period you are reporting sales?

Dollars

C. What were the total sales in

D. Do the sales reported in 3C represent book figures or estimates?

- Book Figure
Estimate

4 VALUE OF INVENTORIES

INCLUDE

- The cost value of all merchandise for the end of the month
• Merchandise owned by this EIN but held by others for consignment
• Merchandise under contract for sale
• Merchandise if title has passed to you, including merchandise in transit
• Inventory held in Foreign Trade Zones or in bond warehouses in the U.S.

EXCLUDE

- Items such as fixtures, equipment, and supplies not held for resale
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A. What was the value of merchandise inventories, regardless of where held, owned as of the end of the month?

- 1. Merchandise inventories in retail stores
Include leased departments and concessions operated by this EIN in other establishments.
2. Merchandise inventories in warehouses, offices, or in transit for distribution to retail stores
3. Total inventories (if applicable, before Last-in, First-out (LIFO) adjustment)

Dollars
Month Day

B. Inventories were reported as of what date?

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CONTACT INFORMATION

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44118024





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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.

44121010



3 SALES, RECEIPTS, OR REVENUE

INCLUDE

- Cash and credit sales of merchandise whether or not payment was received
- E-commerce sales if not submitted on a separate monthly retail report
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- Value of trade-ins taken as part payment for other merchandise

EXCLUDE

- Commissions from vending machine operators and from sales of government lottery tickets
- Nonoperating receipts (such as interest income, income from investments, and receipts from the rental or sale of real estate)

DEDUCT

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

A. What type of reporting period do this month's sales represent?

- Calendar month reporting period - Go to **3C** 4-week reporting period 5-week reporting period

Ending Date	
Month	Day

B. If not a calendar month reporting period, what is the ending date for the period you are reporting sales?

Dollars

C. What were the total sales in

Dollars

D. Do the sales reported in **3C represent book figures or estimates?**

- Book Figure Estimate

E. What were the total e-commerce sales in

OR

Percent	%

If e-commerce sales not available - **What was the percent of total sales in **3C** that represents e-commerce?**

4 VALUE OF INVENTORIES

INCLUDE

- The cost value of all merchandise for the end of the month
- Merchandise owned by this firm but held by others for consignment
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Dollars

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Month	Day

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Dollars

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A. What was the value of merchandise inventories, regardless of where held, owned as of the end of the month?

1. Merchandise inventories in retail stores
Include leased departments and concessions operated by this EIN in other establishments.
2. Merchandise inventories in warehouses, offices, or in transit for distribution to retail stores
3. Total inventories (if applicable, before Last-in, First-out (LIFO) adjustment)

Dollars

--

Month	Day

B. Inventories were reported as of what date?

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

CONTACT INFORMATION

Name of person to contact regarding this report				Title	
Telephone	Area code	Number	Extension	E-mail address	
		-			

DEFINITIONS OF E-COMMERCE SALES, AUXILIARY ESTABLISHMENTS, LEASED DEPARTMENTS AND CONCESSIONS

- **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.
- **Auxiliary Establishments** are facilities primarily engaged in furnishing supporting services (such as warehouses, garages and central administrative offices) to this EIN's establishments.
- **Leased Departments and Concessions** are separate businesses that lease space on the premises of another business.

We estimate this survey will take an average of 7 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. Send comments regarding this burden estimate or any other aspect of this voluntary collection of information, including suggestions for reducing this burden, to: eid.retail.indicator.branch@census.gov. Be sure to use "EID Survey Comments 0607-0717" as the subject.

44120020





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 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.

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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.

44123016





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)

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1-800-447-4613

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GENERAL INSTRUCTIONS

- This report should cover all establishments in the U.S. (including the District of Columbia) reporting payroll on its latest Federal Tax Return (Treasury Form 941 or 944), **under the Employer Identification Number (EIN)** as shown in **1**
- Any significant change in this EIN'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 EIN
- 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 EIN'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 EIN'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)

Does this firm report payroll under EIN

Yes

No - Enter current 9-digit EIN **AND** date payroll was first reported for this EIN

EIN (9 digits)

Month Day Year

2 NUMBER OF RETAIL ESTABLISHMENTS

Number

How many retail establishments did this EIN operate?

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

44122018





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)

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

GENERAL INSTRUCTIONS

- Any significant change in this firm's operations should be noted in **4**
- 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 **4**.

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.

44113017



3 SALES, RECEIPTS, OR REVENUE

INCLUDE

- Cash and credit sales of merchandise whether or not payment was received
- E-commerce sales if not submitted on a separate monthly retail report
- Wholesale sales and services revenue made by retail establishments covered by this report
- Value of trade-ins taken as part payment for other merchandise

EXCLUDE

- Commissions from vending machine operators and from sales of government lottery tickets
- Nonoperating receipts (such as interest income, income from investments, and receipts from the rental or sale of real estate)

DEDUCT

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

A. What type of reporting period do this month's sales represent?

- Calendar month reporting period - Go to **3C**
- 4-week reporting period
- 5-week reporting period

Ending Date	
Month	Day

B. If not a calendar month reporting period, what is the ending date for the period you are reporting sales?

Dollars

C. What were the total sales in

D. Do the sales reported in **3C represent book figures or estimates?**

- Book Figure
- Estimate

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

CONTACT INFORMATION

Name of person to contact regarding this report				Title	
Telephone	Area code	Number		Extension	E-mail address
			-		

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- **Auxiliary Establishments** are facilities primarily engaged in furnishing supporting services (such as warehouses, garages and central administrative offices) to this firm's establishments.
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44113025





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)

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1-800-447-4613

To view Survey Results:

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

GENERAL INSTRUCTIONS

- This report should cover all establishments in the U.S. (including the District of Columbia) reporting payroll on its latest Federal Tax Return (Treasury Form 941 or 944), **under the Employer Identification Number (EIN)** as shown in **1**
- Any significant change in this EIN's operations should be noted in **4**
- For establishments sold or acquired during the month, report data only for the period the establishment was operated by this EIN
- 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 EIN'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 EIN'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)

Does this firm report payroll under EIN

Yes

No - Enter current 9-digit EIN **AND** date payroll was first reported for this EIN

EIN (9 digits)

Month Day Year

2 NUMBER OF RETAIL ESTABLISHMENTS

Number

How many retail establishments did this EIN operate?

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



3 SALES, RECEIPTS, OR REVENUE

INCLUDE

- Cash and credit sales of merchandise whether or not payment was received
- E-commerce sales if not submitted on a separate monthly retail report
- Wholesale sales and services revenue made by retail establishments covered by this report
- Value of trade-ins taken as part payment for other merchandise

EXCLUDE

- Commissions from vending machine operators and from sales of government lottery tickets
- Nonoperating receipts (such as interest income, income from investments, and receipts from the rental or sale of real estate)

DEDUCT

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

A. What type of reporting period do this month's sales represent?

- Calendar month reporting period - Go to **3C**
- 4-week reporting period
- 5-week reporting period

Ending Date	
Month	Day

B. If not a calendar month reporting period, what is the ending date for the period you are reporting sales?

Dollars

C. What were the total sales in

D. Do the sales reported in **3C represent book figures or estimates?**

- Book Figure
- Estimate

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

CONTACT INFORMATION

Name of person to contact regarding this report				Title	
Telephone	Area code	Number	Extension	E-mail address	
		-			

DEFINITIONS OF E-COMMERCE SALES, AUXILIARY ESTABLISHMENTS, LEASED DEPARTMENTS AND CONCESSIONS

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44112027





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>

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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 **4**
- 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 **4**.

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.

44115012



3 SALES, RECEIPTS, OR REVENUE

INCLUDE

- Cash and credit sales of merchandise whether or not payment was received
- E-commerce sales if not submitted on a separate monthly retail report
- Wholesale sales and services revenue made by retail establishments covered by this report
- Value of trade-ins taken as part payment for other merchandise

EXCLUDE

- Commissions from vending machine operators and from sales of government lottery tickets
- Nonoperating receipts (such as interest income, income from investments, and receipts from the rental or sale of real estate)

DEDUCT

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

A. What type of reporting period do this month's sales represent?

- Calendar month reporting period - Go to **3C**
- 4-week reporting period
- 5-week reporting period

Ending Date	
Month	Day

B. If not a calendar month reporting period, what is the ending date for the period you are reporting sales?

Dollars

C. What were the total sales in

D. Do the sales reported in **3C represent book figures or estimates?**

- Book Figure
- Estimate

Dollars

E. What were the total e-commerce sales in

OR

If e-commerce sales not available - **What was the percent of total sales in **3C** that represents e-commerce?**

Percent	
	%

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

CONTACT INFORMATION

Name of person to contact regarding this report				Title	
Telephone	Area code	Number	Extension	E-mail address	
		-			

DEFINITIONS OF E-COMMERCE SALES, AUXILIARY ESTABLISHMENTS, LEASED DEPARTMENTS AND CONCESSIONS

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44115020





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>

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Return via Internet:

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Username:

Password:

Return via Fax:

1-800-447-4613

To view Survey Results:

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

GENERAL INSTRUCTIONS

- This report should cover all establishments in the U.S. (including the District of Columbia) reporting payroll on its latest Federal Tax Return (Treasury Form 941 or 944), **under the Employer Identification Number (EIN)** as shown in **1**
- Any significant change in this EIN's operations should be noted in **4**
- For establishments sold or acquired during the month, report data only for the period the establishment was operated by this EIN
- 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 EIN'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 EIN'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)

Does this firm report payroll under EIN

Yes

No - Enter current 9-digit EIN **AND** date payroll was first reported for this EIN

EIN (9 digits)

Month Day Year

2 NUMBER OF RETAIL ESTABLISHMENTS

Number

How many retail establishments did this EIN operate?

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

44114015



3 SALES, RECEIPTS, OR REVENUE

INCLUDE

- Cash and credit sales of merchandise whether or not payment was received
- E-commerce sales if not submitted on a separate monthly retail report
- Wholesale sales and services revenue made by retail establishments covered by this report
- Value of trade-ins taken as part payment for other merchandise

EXCLUDE

- Commissions from vending machine operators and from sales of government lottery tickets
- Nonoperating receipts (such as interest income, income from investments, and receipts from the rental or sale of real estate)

DEDUCT

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

A. What type of reporting period do this month's sales represent?

- Calendar month reporting period - Go to **3C**
- 4-week reporting period
- 5-week reporting period

Ending Date	
Month	Day

B. If not a calendar month reporting period, what is the ending date for the period you are reporting sales?

Dollars

C. What were the total sales in

D. Do the sales reported in **3C represent book figures or estimates?**

- Book Figure
- Estimate

Dollars

E. What were the total e-commerce sales in

OR

If e-commerce sales not available - **What was the percent of total sales in **3C** that represents e-commerce?**

Percent	
	%

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

CONTACT INFORMATION

Name of person to contact regarding this report				Title	
Telephone	Area code	Number	Extension	E-mail address	
		-			

DEFINITIONS OF E-COMMERCE SALES, AUXILIARY ESTABLISHMENTS, LEASED DEPARTMENTS AND CONCESSIONS

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44114023





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)

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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 **4**
- 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 **4**.

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.

44117018



3 SALES, RECEIPTS, OR REVENUE

INCLUDE

- Cash and credit sales of merchandise whether or not payment was received
- E-commerce sales if not submitted on a separate monthly retail report
- Wholesale sales and services revenue made by retail establishments covered by this report
- Value of trade-ins taken as part payment for other merchandise

EXCLUDE

- Commissions from vending machine operators and from sales of government lottery tickets
- Nonoperating receipts (such as interest income, income from investments, and receipts from the rental or sale of real estate)

DEDUCT

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

A. What type of reporting period do this month's sales represent?

- Calendar month reporting period - Go to **3C**
- 4-week reporting period
- 5-week reporting period

Ending Date	
Month	Day

B. If not a calendar month reporting period, what is the ending date for the period you are reporting sales?

Dollars

C. What were the total sales in

D. Do the sales reported in **3C represent book figures or estimates?**

- Book Figure
- Estimate

E. Did this firm have any e-commerce sales in

- Yes
- No - Go to **4**

Dollars

F. What were the total e-commerce sales in

OR

Percent
%

If e-commerce sales not available - **What was the percent of total sales in **3C** that represents e-commerce?**

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

CONTACT INFORMATION

Name of person to contact regarding this report				Title	
Telephone	Area code	Number	Extension	E-mail address	
		-			

DEFINITIONS OF E-COMMERCE SALES, AUXILIARY ESTABLISHMENTS, LEASED DEPARTMENTS AND CONCESSIONS

- **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.
- **Auxiliary Establishments** are facilities primarily engaged in furnishing supporting services (such as warehouses, garages and central administrative offices) to this firm's establishments.
- **Leased Departments and Concessions** are separate businesses that lease space on the premises of another business.

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44117026





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>

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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.

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

- This report should cover all establishments in the U.S. (including the District of Columbia) reporting payroll on its latest Federal Tax Return (Treasury Form 941 or 944), **under the Employer Identification Number (EIN)** as shown in **1**
- Any significant change in this EIN's operations should be noted in **4**
- For establishments sold or acquired during the month, report data only for the period the establishment was operated by this EIN
- 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 EIN'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 EIN'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)

Does this firm report payroll under EIN

Yes

No - Enter current 9-digit EIN **AND** date payroll was first reported for this EIN

EIN (9 digits)

Month Day Year

2 NUMBER OF RETAIL ESTABLISHMENTS

Number

How many retail establishments did this EIN operate?

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

44116010



3 SALES, RECEIPTS, OR REVENUE

INCLUDE

- Cash and credit sales of merchandise whether or not payment was received
- E-commerce sales if not submitted on a separate monthly retail report
- Wholesale sales and services revenue made by retail establishments covered by this report
- Value of trade-ins taken as part payment for other merchandise

EXCLUDE

- Commissions from vending machine operators and from sales of government lottery tickets
- Nonoperating receipts (such as interest income, income from investments, and receipts from the rental or sale of real estate)

DEDUCT

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

A. What type of reporting period do this month's sales represent?

- Calendar month reporting period - Go to **3C**
- 4-week reporting period
- 5-week reporting period

Ending Date	
Month	Day

B. If not a calendar month reporting period, what is the ending date for the period you are reporting sales?

Dollars

C. What were the total sales in

D. Do the sales reported in **3C represent book figures or estimates?**

- Book Figure
- Estimate

E. Did this EIN have any e-commerce sales in

- Yes
- No - Go to **4**

Dollars

F. What were the total e-commerce sales in

OR

Percent
%

If e-commerce sales not available - **What was the percent of total sales in **3C** that represents e-commerce?**

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

CONTACT INFORMATION

Name of person to contact regarding this report				Title	
Telephone	Area code	Number	Extension	E-mail address	
		-			

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- **Auxiliary Establishments** are facilities primarily engaged in furnishing supporting services (such as warehouses, garages and central administrative offices) to this EIN's establishments.
- **Leased Departments and Concessions** are separate businesses that lease space on the premises of another business.

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44116028





MONTHLY RETAIL TRADE REPORT

Due Date

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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 **4**
- For establishments sold or acquired during the month, report data only for the period the establishment was operated by this firm
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- 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

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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 **4**.

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.

44125011



3 SALES, RECEIPTS, OR REVENUE

INCLUDE

- Cash and credit sales of merchandise whether or not payment was received
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- Value of trade-ins taken as part payment for other merchandise

EXCLUDE

- Commissions from vending machine operators and from sales of government lottery tickets
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DEDUCT

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A. What type of reporting period do this month's sales represent?

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Ending Date	
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B. If not a calendar month reporting period, what is the ending date for the period you are reporting sales?

Dollars

C. What were the total sales in

D. Do the sales reported in **3C represent book figures or estimates?**

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44125029





MONTHLY RETAIL TRADE REPORT

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Yes

No - Enter current 9-digit EIN **AND** date payroll was first reported for this EIN

EIN (9 digits)

Month Day Year

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Number

How many retail establishments did this EIN operate?

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44124014



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DEDUCT

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- 5-week reporting period

Ending Date	
Month	Day

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Dollars

C. What were the total sales in

D. Do the sales reported in **3C represent book figures or estimates?**

- Book Figure
- Estimate

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Telephone	Area code	Number	Extension	E-mail address	
		-			

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44124022

