

Attachment 4



Respondent Portal

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[HELP](#)

Welcome to the Census Bureau Respondent Portal.

The U.S. Census Bureau measures the pulse of the American economy through its public and private sector surveys and censuses. You or your organization has been selected to complete a survey. In order to complete your survey and find out more information, please register for an account and sign in to the 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

Sign In

Don't have an account? [Register for a Respondent Portal Account](#)

Email

Password

Show Password

[Forgot Password?](#)

CANCEL

SIGN IN

US Census Bureau Notice and Consent Warning

You are accessing a United States Government computer network. Any information you enter into this system is confidential. It may be used by the Census Bureau for statistical purposes and to improve the website. If you want to know more about the use of this system, and how your privacy is protected, visit our online privacy webpage at <https://www.census.gov/about/policies/privacy/privacy-policy.html>.

Use of this system indicates your consent to collection, monitoring, recording, and use of the information that you provide for any lawful government purpose. So that our website remains safe and available for its intended use, network traffic is monitored to identify unauthorized attempts to access, upload, change information, or otherwise cause damage to the web service. Please do not share usernames and passwords with others, and report lost, stolen, or compromised credentials immediately. Use of the government computer network for unauthorized purposes is a violation of Federal law and can be punished with fines or imprisonment (PUBLIC LAW 99-474).

This information system may contain Controlled Unclassified Information (CUI) that is subject to safeguarding or dissemination controls in accordance with law, regulation, or Government-wide policy.



Business and Professional Classification Report



Help Telephone: 1-800-253-1882
(8:30 a.m. - 5:00 p.m. ET, M-F)

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. You may e-mail comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: ESMD.survey@census.gov. Be sure to use "ESMD 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	Not Attempted			


The letters PDF or the  icon indicate a document is in the [Portable Document Format \(PDF\)](#). To view the file you will need the [Adobe® Reader](#), which is available for **free** from the Adobe web site.

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Company Information

Please make any applicable changes below.

Company Name:

Name 2:

Street:

City:

State:

Zip Code: -

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Firm's Primary Business				
Which of the following best describes this firm's primary business? 				
<input type="radio"/> Retail Trade				
<input type="radio"/> Wholesale Trade				
<input type="radio"/> Accommodation and Food Services				
<input type="radio"/> Transportation and Warehousing Services				
<input type="radio"/> Finance and Insurance Services				
<input type="radio"/> Real Estate and Rental and Leasing Services				
<input type="radio"/> Professional, Scientific, and Technical Services (Such as Legal, Accounting, Engineering, Design, Research and Development, Computer, Advertising, Consulting)				
<input type="radio"/> Arts, Entertainment, and Recreation Services				
<input type="radio"/> Administrative and Support and Waste Management and Remediation Services (Such as Security, Janitorial, Landscaping, Employment)				
<input checked="" type="radio"/> Information Services (Such as Publishing, Broadcasting, Motion Picture, Sound Recording, Telecommunication, Data Processing)				
<input type="radio"/> 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)				
<input type="radio"/> 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)				
<input type="radio"/> Repair and Maintenance Services (Excluding Construction)				
<input type="radio"/> Personal Care and Laundry Services (Such as Beauty Shop, Nail Salon, Personal Trainer, Dog Grooming, Drycleaner, Funeral Home)				
<input type="radio"/> Civic, Professional, Grantmaking, Religious and Similar Organizations				
<input type="radio"/> Crop Production, Animal Production and Aquaculture, Forestry and Logging, and Fishing, Hunting and Trapping				
<input type="radio"/> Support Activities for Crop Production, Support Activities for Animal Production, and Support Activities for Forestry				
<input type="radio"/> Construction				
<input type="radio"/> Manufacturing				
<input type="radio"/> Utilities				
<input type="radio"/> Other Area of Business (such as Agriculture, Fishing, Mining, Forestry, etc.) — <i>Specify</i>				
<input type="text"/>				



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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
Jan 2021	\$ <input type="text" value=""/> ,00
Dec 2020	\$ <input type="text" value=""/> ,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 – 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, WHOLESALE, MANUFACTURING WILL BE DIRECTED TO THE ABOVE SCREEN

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Inventories

What were this firm's inventories at the end of Jan 2021 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): -

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](#)
- [Tax Status](#)
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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:

Company Information:

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About the Survey



Purpose

The Business and Professional Classification Report is used to supplement the other economic surveys at the Census Bureau with business births and helps to ensure proper industry classification in the Economic Census. This survey covers employer firms with establishments located in the United States. These firms can be classified in all sectors covered by the Economic Census as defined by the North American Industry Classification System (NAICS).

The Business and Professional Classification Report requests firms to designate their type of business activity, two months of sales or receipts, principle lines of merchandise, whether the firm is owned or owns another establishment, not-for-profit status, type of operation for wholesale firms, inventories, and method of selling for retail and wholesale firms.

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 includes two months of sales or receipts, principle lines of merchandise, company organization, North American Industry Classification (NAICS) code; wholesale inventories; and other industry related data.

Frequency

This survey began as a monthly data collections in 1968. Data has been collected quarterly since 1976. A new sample is selected each quarter. Selected EIN's can only be selected once for inclusion in the Business and Professional Classification

Methods

Letters with instructions for completing the Business and Professional Classification Survey online will be mailed to a random sample of businesses selected from a list of new or reactivated EINs updated with data from the IRS.

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, business will be mailed five-year Economic Census forms specifically tailored to their industry based on the classification information collected using this survey.

Last Revised: October 30, 2017

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