

Attachment D

2012 Economic Census

Information; Professional, Scientific, and Technical Services; Management of Companies and Enterprises; Administrative and Support and Waste Management and Remediation Services; Educational Services; Health Care and Social Assistance; Arts, Entertainment, and Recreation; and Other Services (Except Public Administration) Sectors

Information Sheets for Standard and Consolidated Forms

- D-1 Information Sheet for Standard Taxable Establishments**
- D-2 Information Sheet for Standard Mixed Establishments**
- D-3 Information Sheet for Taxable Enterprise Support Establishments**
- D-4 Information Sheet for Standard Information Sector Establishments**
- D-5 Information Sheet for Information Sector Enterprise Support Establishments**
- D-6 Information Sheets for Information Sector Consolidated Establishments**
- D-7 Information Sheet for Management of Companies and Enterprises Sector Establishments**

Attachment D-1

2012 Economic Census

Professional, Scientific, and Technical Services; Administrative and Support and Waste Management and Remediation Services; Educational Services; Health Care and Social Assistance; Arts, Entertainment, and Recreation; and Other Services (Except Public Administration) Sectors

**Information Sheet for Standard Taxable Establishments
SV-ST(I)**

2012 ECONOMIC CENSUS
Professional, Scientific, and Technical Services; Administrative and Support and Waste Management and Remediation Services; Educational Services; Health Care and Social Assistance; Arts, Entertainment, and Recreation; and Other Services, except Public Administration Sectors
INFORMATION SHEET

This 2012 Economic Census information sheet covers establishments engaged in the following areas of economic activity:

- Professional, Scientific, and Technical Services
- Administrative and Support and Waste Management and Remediation Services
- Educational Services
- Health Care and Social Assistance
- Arts, Entertainment, and Recreation
- Other Services, except Public Administration (including establishments engaged in Repair and Maintenance; Personal and Laundry Services; and Religious, Grantmaking, Civic, and Other Membership Organizations)

If an establishment is **NOT** engaged in one of these kinds of businesses, **DESCRIBE** its business or activity in item **19 AND COMPLETE** the report form as accurately as possible.

DEFINITION OF ESTABLISHMENT

An **establishment** is generally a single physical location where business is conducted or where services or industrial operations are performed. This includes all locations of a company or organization, including administrative offices, warehouses, etc., that were in operation at any time during 2012.

GENERAL INSTRUCTIONS

- Please report information for each establishment owned or controlled by the company or organization. If the company or organization has multiple locations and an **Ownership and Control** flyer was included in your mailing package, please complete the enclosed flyer. If your mailing package does not include this flyer and separate report forms are not provided for each establishment, visit www.census.gov/econhelp or call 1-800-233-6136 between 8:00 a.m. and 6:00 p.m., Eastern time, Monday through Friday, to request additional report forms.
- Each report form should cover calendar year 2007. If book figures are not available, **estimates are acceptable**. However, if the accounting fiscal year is different from the calendar year, fiscal year figures will be acceptable for all items except payroll (calendar year figures for payroll should be available from your Internal Revenue Service (IRS) Form 941, Employer's Quarterly Federal Tax Return, or Form 944, Employer's Annual Federal Tax Return). Indicate in item **30** the exact dates covered.
- If an establishment stopped operating before January 1, 2012, mark (X) the box to indicate "None" in item **4**, indicate action and date in item **3**, and return the report form.
- If an establishment was closed, sold, or leased to another company or organization during 2012, complete the report form for the portion of 2007 that the establishment was operating as part of the company or organization.

- Receipts and payroll data should be rounded to the nearest thousand dollars as illustrated on the report form.
- If there are any questions or if any communication regarding the report form is necessary, reference the 11-digit Census File Number (CFN) printed in the mailing address section on the first page of the consolidated report form.
- Please photocopy each report form for your records and return the originals.
- Public reporting burden for this collection of information is estimated to vary from 18 minutes to 9 hours and 30 minutes per response, with an average of 1 hour and 6 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: Paperwork Project 0607-0934, U.S. Census Bureau, 4600 Silver Hill Road, AMSD-3K138, Washington, DC 20233. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0934" as the subject.
- Response to this collection of information is not required unless it displays a valid approval number from the Office of Management and Budget (OMB). The OMB eight-digit number appears in the upper right corner of the report form.

INSTRUCTIONS FOR SELECTED ITEMS

2. PHYSICAL LOCATION

Answer all sections (A through C) of item **2** even if the mailing address shown is correct.

3. OPERATIONAL STATUS

Mark (X) the **one** box that best describes the operational status of the establishment at the **end of 2012**.

- **In operation** - The establishment was open and actively conducting business on December 31, 2012.
- **Temporarily or seasonally inactive** - Although not conducting business at the end of 2012, the establishment will eventually reopen and conduct business under the same Employer Identification Number (EIN). Examples include businesses in resort areas that close during the "off-season" or establishments that temporarily close for remodeling.
- **Ceased operation** - The establishment has gone out of business or closed and does not plan to reopen. Provide the **month, day, and year** that the establishment ceased operation. Complete all items for the portion of 2012 during which the establishment was in operation.
- **Sold or leased to another operator** - The establishment was sold or leased to another company or organization. Provide the **month, day, and year** that the change occurred and indicate the name, address, and EIN of the new owner or operator. Complete all items for the portion of 2012 prior to the change in operator.

- **Other** - The establishment's operational status at the end of 2012 is not accurately described above. Please specify a description of the establishment's operational status in the space provided.

5. SALES, SHIPMENTS, RECEIPTS, OR REVENUE

Include

- Gross receipts from services provided, from the use of facilities, and from merchandise sold in 2012, whether or not payment was received in 2012.
- Advertising agencies, travel industries, and other service establishments operating on a commission basis - commissions, fees, and other operating income, NOT gross billings or sales.
- Hospitals and other health care establishments - net patient revenue, NOT gross patient revenue.
- Receipts from services performed for FOREIGN parent firms, subsidiaries, branches, etc.
- Rental of nonresidential space in buildings and facilities, including this establishment's share of receipts from departments, concessions, and vending and amusement machines operated by others.
- Receipts from the rental and leasing of vehicles, equipment, instruments, tools, etc.
- Total value of service contracts.
- Market value of compensation received in lieu of cash.
- Amounts received for work subcontracted to others.
- Dues and assessments from members and affiliates.
- Sale or licensing of rights to intellectual property protected by copyright or as industrial property (e.g., patents, trademarks).

Exclude

- Sales and other taxes (including Hawaii's General Excise Tax) collected directly from customers or clients and paid directly to a local, state, or federal tax agency.
- Sales of used equipment previously rented or leased to customers.
- Proceeds from the sale of real estate (land and buildings), investments, or other assets (except inventory held for resale).
- Income from interest, real estate investments, dividends, contributions, and grants.
- Gross receipts from departments or concessions operated by others.
- Domestic intracompany transfers.
- Receipts of foreign parent firms and subsidiaries.
- Other nonoperating income.

7. EMPLOYMENT AND PAYROLL

Definitions are the same as those used on the Internal Revenue Service (IRS) Forms 941 and 944, and as described in Circular E, Employer's Tax Guide.

If employees worked at more than one location, report employment and payroll for employees at the ONE location where they spent most of their working time.

A. Employment

Include:

- All full- and part-time employees on the payroll during the pay period including March 12, 2012.
- Salaried officers and executives of a corporation.
- Salaried members of a professional corporation or association (operating under state professional corporation statutes and filing a corporate federal income tax return).
- Employees on paid sick leave, paid vacations, and paid holidays.

Exclude:

- Proprietors or partners of an unincorporated company.
- Employees of departments or concessions operated by other companies at the establishment.
- Full- and part-time leased employees whose payroll was filed under an employee leasing company's Employer Identification Number (EIN).
- Temporary staffing obtained from a staffing service.
- Independent contractors.

B. Payroll

Include:

- Wages, salaries, tips, vacation allowances, bonuses, commissions, and other compensation paid to employees during 2012 and reported on IRS Forms 941 or 944 as taxable Medicare Wages and tips (even if not subject to income or FICA tax).
- Salaries of officers and executives of a corporation.
- Salaries of members of a professional corporation or association (operating under state professional corporation statutes and filing a corporate federal income tax return).
- Employee contributions to qualified pension plans.
- The spread on stock options that is taxable to employees as income.

Exclude:

- Payments to or withdrawals by proprietors or partners of an unincorporated company.
- Annuities or supplemental unemployment compensation benefits, even if income tax was withheld.
- Payrolls of departments or concessions operated by other companies at the establishment.

19. KIND OF BUSINESS

Choose the one kind of business that best describes the establishment in 2012. If none of the provided selections seem appropriate, provide a specific description of the primary business activity.

Attachment D-2

2012 Economic Census

Professional, Scientific, and Technical Services; Administrative and Support and Waste Management and Remediation Services; Educational Services; Health Care and Social Assistance; Arts, Entertainment, and Recreation; and Other Services (Except Public Administration) Sectors

**Information Sheet for Standard Mixed Establishments
SV-SM (I)**

2012 ECONOMIC CENSUS**Professional, Scientific, and Technical Services; Administrative and Support and Waste Management and Remediation Services; Educational Services; Health Care and Social Assistance; Arts, Entertainment, and Recreation; and Other Services, except Public Administration Sectors****INFORMATION SHEET**

This 2012 Economic Census information sheet covers establishments engaged in the following areas of economic activity:

- Professional, Scientific, and Technical Services
- Administrative and Support and Waste Management and Remediation Services
- Educational Services
- Health Care and Social Assistance
- Arts, Entertainment, and Recreation
- Other Services, except Public Administration (including establishments engaged in Repair and Maintenance; Personal and Laundry Services; and Religious, Grantmaking, Civic, and Other Membership Organizations)

If an establishment is **NOT** engaged in one of these kinds of businesses, **DESCRIBE** its business or activity in item **19 AND COMPLETE** the report form as accurately as possible.

DEFINITION OF ESTABLISHMENT

An **establishment** is generally a single physical location where business is conducted or where services or industrial operations are performed. This includes all locations of a company or organization, including administrative offices, warehouses, etc., that were in operation at any time during 2012.

GENERAL INSTRUCTIONS

- Please report information for each establishment owned or controlled by the company or organization. If the company or organization has multiple locations and an **Ownership and Control** flyer was included in your mailing package, please complete the enclosed flyer. If your mailing package does not include this flyer and separate report forms are not provided for each establishment, visit www.census.gov/econhelp or call 1-800-233-6136 between 8:00 a.m. and 6:00 p.m., Eastern time, Monday through Friday, to request additional report forms.
- Each report form should cover calendar year 2012. If book figures are not available, **estimates are acceptable**. However, if the accounting fiscal year is different from the calendar year, fiscal year figures will be acceptable for all items except payroll (calendar year figures for payroll should be available from your Internal Revenue Service (IRS) Form 941, Employer's Quarterly Federal Tax Return, or Form 944, Employer's Annual Federal Tax Return). Indicate in item **30** the exact dates covered.
- If an establishment stopped operating before January 1, 2012, mark (X) the box to indicate "None" in item **4**, indicate action and date in item **3**, and return the report form.
- If an establishment was closed, sold, or leased to another company or organization during 2012, complete the report form for the portion of 2012 that the establishment was operating as part of the company or organization.
- Receipts/revenue and payroll data should be rounded to the nearest thousand dollars as illustrated on the report form.

- If there are any questions or if any communication regarding a report form is necessary, reference the 11-digit Census File Number (CFN) shown in the mailing address.
- Please photocopy each report form for your records and return the originals.
- Public reporting burden for this collection of information is estimated to vary from 18 minutes to 5 hours and 6 minutes per response, with an average of 1 hour 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: Paperwork Project 0607-0934, U.S. Census Bureau, 4600 Silver Hill Road, AMSD-3K138, Washington, DC 20233. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0934" as the subject.
- Response to this collection of information is not required unless it displays a valid approval number from the Office of Management and Budget (OMB). The OMB eight-digit number appears in the upper right corner of the report form.

INSTRUCTIONS FOR SELECTED ITEMS**2. PHYSICAL LOCATION**

Answer all sections (A through C) of item **2** even if the mailing address shown is correct.

3. OPERATIONAL STATUS

Mark (X) the **one** box that best describes the operational status of the establishment at the **end of 2012**.

- **In operation** - The establishment was open and actively conducting business on December 31, 2012.
- **Temporarily or seasonally inactive** - Although not conducting business at the end of 2012, the establishment will eventually reopen and conduct business under the same Employer Identification Number (EIN). Examples include businesses in resort areas that close during the "off-season" or establishments that temporarily close for remodeling.
- **Ceased operation** - The establishment has gone out of business or closed and does not plan to reopen. Provide the **month, day, and year** that the establishment ceased operation. Complete all items for the portion of 2012 during which the establishment was in operation.
- **Sold or leased to another operator** - The establishment was sold or leased to another company or organization. Provide the **month, day, and year** that the change occurred and indicate the name, address, and EIN of the new owner or operator. Complete all items for the portion of 2012 prior to the change in operator.
- **Other** - The establishment's operational status at the end of 2012 is not accurately described above. Please specify a description of the establishment's operational status in the space provided.

5. SALES, SHIPMENTS, RECEIPTS, OR REVENUE

A. Tax status

Sections 501, 521, 527, and 528 of the Internal Revenue Code are those sections under which the Internal Revenue Service may grant tax-exempt status to certain types of "not-for-profit" organizations, such as charitable, social welfare, educational, or research organizations. Government establishments should indicate tax-exempt status although they may be exempt under different sections of the Internal Revenue Code.

B. Operating receipts of this (taxable) establishment

Include:

- Gross receipts from services provided, from the use of facilities, and from merchandise sold in 2012, whether or not payment was received in 2012.
- Advertising agencies, travel industries, and other service establishments operating on a commission basis - commissions, fees, and other operating income, NOT gross billings or sales.
- Hospitals and other health care establishments - net patient revenue, NOT gross patient revenue.
- Receipts from services performed for FOREIGN parent firms, subsidiaries, branches, etc.
- Rental of nonresidential space in buildings and facilities, including this establishment's share of receipts from departments, concessions, and vending and amusement machines operated by others.
- Receipts from the rental and leasing of vehicles, equipment, instruments, tools, etc.
- Total value of service contracts.
- Market value of compensation received in lieu of cash.
- Amounts received for work subcontracted to others.
- Dues and assessments from members and affiliates.
- Sale or licensing of rights to intellectual property protected by copyright or as industrial property (e.g., patents, trademarks).

Exclude:

- Sales and other taxes (including Hawaii's General Excise Tax) collected directly from customers or clients and paid directly to a local, state, or federal tax agency.
- Sales of used equipment previously rented or leased to customers.
- Proceeds from the sale of real estate (land and buildings), investments, or other assets (except inventory held for resale).
- Income from interest, real estate investments, dividends, contributions, and grants.
- Gross receipts from departments or concessions operated by others.
- Domestic intracompany transfers.
- Receipts of foreign parent firms and subsidiaries.
- Other nonoperating income.

C. Revenue and expenses of this (tax-exempt) establishment

1. Revenue

Include:

- Program service revenue for services provided in 2012, whether or not payment was received in 2012.
- Gross sales of merchandise, minus returns and allowances.
- Income from interest, dividends, gross rents (including display space rentals and share of receipts from departments operated by other companies), royalties, and other investments.

- Gross contributions, gifts, and grants (whether or not restricted for use in operations).
- Dues and assessments from members and affiliates.
- Commissions earned from the sale of merchandise owned by others (including commissions from vending machine operators).
- Gain or loss from the sale of real estate (land and buildings), investments, or other assets (except inventory held for resale).
- Gross receipts from fundraising activities.

Exclude:

- Sales and other taxes collected directly from customers or clients and paid directly to a local, state, or federal tax agency.
- Gross receipts of departments or concessions operated by other companies.
- Amounts transferred to operating funds from capital or reserve funds.

2. Expenses

Include:

- Payroll, employee benefits, and payroll taxes.
- Contracted or purchased services.
- Fundraising expenses, including direct expenses for special fundraising events.
- Depreciation expenses.
- Rent, supplies used for operating, cost of merchandise sold, and other expenses allocated to operations during 2012.
- Program service grants, contributions and gifts paid, specific assistance to individuals, and benefits paid to or for members.
- Assessments (dues) paid to the parent or other chapters of the same organization.
- For establishments engaged in raising funds - funds transferred to charities or other organizations for charitable purposes.

Exclude:

- Outlays for the purchase of real estate (land and buildings); for construction; for additions, major alterations, and improvements to existing facilities; and all other capital expenditures.
- Funds invested.
- Income taxes.
- Sales and other taxes collected directly from customers or clients and paid directly to a local, state, or federal tax agency.
- Interest paid, bad debt, and inventory impairment.

7. EMPLOYMENT AND PAYROLL

Definitions are the same as those used on the Internal Revenue Service (IRS) Forms 941 and 944, and as described in Circular E, Employer's Tax Guide.

If employees worked at more than one location, report employment and payroll for employees at the ONE location where they spent most of their working time.

A. Employment

Include:

- All full- and part-time employees on the payroll during the pay period including March 12, 2012.
- Salaried officers and executives of a corporation.

- Salaried members of a professional corporation or association (operating under state professional corporation statutes and filing a corporate federal income tax return).
- Employees on paid sick leave, paid vacations, and paid holidays.

Exclude:

- Proprietors or partners of an unincorporated company.
- Employees of departments or concessions operated by other companies at the establishment.
- Full- and part-time leased employees whose payroll was filed under an employee leasing company's Employer Identification Number (EIN).
- Temporary staffing obtained from a staffing service.
- Independent contractors.

B. Payroll

Include:

- Wages, salaries, tips, vacation allowances, bonuses, commissions, and other compensation paid to employees during 2012 and reported on IRS Forms 941 or 944 as taxable Medicare Wages and tips (even if not subject to income or FICA tax).

- Salaries of officers and executives of a corporation.
- Salaries of members of a professional corporation or association (operating under state professional corporation statutes and filing a corporate federal income tax return).
- Employee contributions to qualified pension plans.
- The spread on stock options that is taxable to employees as income.

Exclude:

- Payments to or withdrawals by proprietors or partners of an unincorporated company.
- Annuities or supplemental unemployment compensation benefits, even if income tax was withheld.
- Payrolls of departments or concessions operated by other companies at the establishment.

19. KIND OF BUSINESS

Choose the one kind of business that best describes the establishment in 2012. If none of the provided selections seem appropriate, provide a specific description of the primary business activity.

Attachment D-3

2012 Economic Census

**Professional, Scientific, and Technical Services; Administrative and Support and
Waste Management and Remediation Services; and Other Services (Except Public
Administration) Sectors**

**Information Sheet for Taxable Enterprise Support Establishments
SV-ST (A)**

2012 ECONOMIC CENSUS
Professional, Scientific, and Technical Services; Administrative and Support and Waste Management and Remediation Services; and Other Services, except Public Administration Sectors
(Enterprise Support)
INFORMATION SHEET

Need help or have questions about filling out the form?

Visit www.census.gov/econhelp

Or Call 1-800-233-6136, between 8:00 a.m. and 6:00 p.m., Eastern time, Monday through Friday.

This 2012 Economic Census information sheet covers "enterprise support" establishments engaged in the following areas of economic activity:

- Professional, Scientific, and Technical Services
- Administrative and Support and Waste Management and Remediation Services
- Other Services, except Public Administration (including establishments engaged in Repair and Maintenance; Personal and Laundry Services; and Religious, Grantmaking, Civic, and Other Membership Organizations)

If an establishment is **NOT** engaged in one of these kinds of businesses, **DESCRIBE** its business or activity in item **19 AND COMPLETE** the report form as accurately as possible.

DEFINITION OF ESTABLISHMENT

An **establishment** is generally a single physical location where business is conducted or where services or industrial operations are performed. This includes all locations of a company or organization, including administrative offices, warehouses, etc., that were in operation at any time during 2012.

DEFINITION OF AN ENTERPRISE

An **enterprise** or company is a business, service, or membership organization consisting of one or more establishments within the United States under common ownership or control. It includes all establishments of subsidiary companies, where there is more than 50 percent ownership, as well as establishments of firms which the enterprise has the power to direct or cause the direction of management and policies.

DEFINITION OF AN ENTERPRISE SUPPORT ESTABLISHMENT

An **enterprise support establishment** is an establishment that is primarily engaged in performing management, supervision, general administrative functions, and supporting services for other establishments of the same enterprise, rather than for the general public or other business firms.

GENERAL INSTRUCTIONS

- Complete a separate report form for each establishment owned or controlled by the company or organization. If a separate report form was not received for each establishment, visit www.census.gov/econhelp or call 1-800-233-6136 between 8:00 a.m. and 6:00 p.m., Eastern time, Monday through Friday, to request additional report forms.
- Each report form should cover calendar year 2012. If book figures are not available, **estimates are acceptable**. If your fiscal year covers at least 10 months of calendar year 2012, you may report all items except payroll on a fiscal year basis. Calendar year figures for payroll should be available from your Internal Revenue Service (IRS) Form 941, Employer's Quarterly Federal Tax Return, or Form 944, Employer's Annual Federal Tax Return. Indicate in item **30** the exact dates covered.

- If an establishment stopped operating before January 1, 2012, mark (X) the box to indicate "None" in item **4**, indicate action and date in item **3**, and return the report form.
- If an establishment was closed, sold, or leased to another company or organization during 2012, complete the report form for the portion of 2012 that the establishment was operating as part of your company or organization.
- Receipts and payroll data should be rounded to the nearest thousand dollars as illustrated on the report form.
- If there are any questions or if any communication regarding the report form is necessary, reference the 11-digit Census File Number (CFN) printed in the mailing address section on the first page of the consolidated report form.
- Please photocopy each report form for your records and return the originals.
- Public reporting burden for this collection of information is estimated to vary from 18 minutes to 9 hours and 30 minutes per response, with an average of 1 hour and 6 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: Paperwork Project 0607-0934, U.S. Census Bureau, 4600 Silver Hill Road, AMSD-3K138, Washington, DC 20233. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0934" as the subject.
- Response to this collection of information is not required unless it displays a valid approval number from the Office of Management and Budget (OMB). The OMB eight-digit number appears in the upper right corner of the report form.

INSTRUCTIONS FOR SELECTED ITEMS

2. PHYSICAL LOCATION

Answer all sections (A through C) of item **2** even if the mailing address shown is correct.

3. OPERATIONAL STATUS

Mark (X) the **one** box that best describes the operational status of the establishment at the **end of 2012**.

- **In operation** - The establishment was open and actively conducting business on December 31, 2012.
- **Temporarily or seasonally inactive** - Although not conducting business at the end of 2012, the establishment will eventually reopen and conduct business under the same Employer Identification Number (EIN). Examples include businesses in resort areas that close during the "off-season" or establishments that temporarily close for remodeling.

- **Ceased operation** - The establishment has gone out of business or closed and does not plan to reopen. Provide the **month, day, and year** that the establishment ceased operation. Complete all items for the portion of 2012 during which the establishment was in operation.
- **Sold or leased to another operator** - The establishment was sold or leased to another company or organization. Provide the month, day, and year that the change occurred and indicate the name, address, and EIN of the new owner or operator. Complete all items for the portion of 2012 prior to the change in operator.
- **Other** - The establishment's operational status at the end of 2012 is not accurately described above. Please specify a description of the establishment's operational status in the space provided.

5. SALES, SHIPMENTS, RECEIPTS, OR REVENUE

Include:

- Gross receipts from services provided, from the use of facilities, and from merchandise sold in 2012, whether or not payment was received in 2012.
- Advertising agencies, travel industries, and other service establishments operating on a commission basis - commissions, fees, and other operating income, NOT gross billings or sales.
- Receipts from services performed for FOREIGN parent firms, subsidiaries, branches, etc.
- Rental of nonresidential space in buildings and facilities, including this establishment's share of receipts from departments, concessions, and vending and amusement machines operated by others.
- Receipts from the rental and leasing of vehicles, equipment, instruments, tools, etc.
- Total value of service contracts.
- Market value of compensation received in lieu of cash.
- Amounts received for work subcontracted to others.
- Dues and assessments from members and affiliates.
- Sale or licensing of rights to intellectual property protected by copyright or as industrial property (e.g., patents, trademarks).

Exclude

- Sales and other taxes (including Hawaii's General Excise Tax) collected directly from customers or clients and paid directly to a local, state, or federal tax agency.
- Sales of used equipment previously rented or leased to customers.
- Proceeds from the sale of real estate (land and buildings), investments, or other assets (except inventory held for resale).
- Income from interest, real estate investments, dividends, contributions, and grants.
- Gross receipts from departments or concessions operated by others.
- Domestic intracompany transfers.
- Receipts of foreign parent firms and subsidiaries.
- Other nonoperating income.

7. EMPLOYMENT AND PAYROLL

Definitions are the same as those used on the Internal Revenue Service (IRS) Forms 941 and 944, and as described in Circular E, Employer's Tax Guide.

If employees worked at more than one location, report employment and payroll for employees at the ONE location where they spent most of their working time.

A. Employment

Include:

- All full- and part-time employees on the payroll during the pay period including March 12, 2012.
- Salaried officers and executives of a corporation.
- Salaried members of a professional corporation or association (operating under state professional corporation statutes and filing a corporate federal income tax return).
- Employees on paid sick leave, paid vacations, and paid holidays.

Exclude:

- Proprietors or partners of an unincorporated company.
- Employees of departments or concessions operated by other companies at the establishment.
- Full- and part-time leased employees whose payroll was filed under an employee leasing company's Employer Identification Number (EIN).
- Temporary staffing obtained from a staffing service.
- Independent contractors.

B. Payroll

Include:

- Wages, salaries, tips, vacation allowances, bonuses, commissions, and other compensation paid to employees during 2012 and reported on IRS Forms 941 or 944 as taxable Medicare Wages and tips (even if not subject to income or FICA tax).
- Salaries of officers and executives of a corporation.
- Salaries of members of a professional corporation or association (operating under state professional corporation statutes and filing a corporate federal income tax return).
- Employee contributions to qualified pension plans.
- The spread on stock options that is taxable to employees as income.

Exclude:

- Employer's cost for payroll taxes, employer paid insurance premiums, pension plans, and other employer benefits.
- Payments to or withdrawals by proprietors or partners of an unincorporated company.
- Annuities or supplemental unemployment compensation benefits, even if income tax was withheld.
- Payrolls of departments or concessions operated by other companies at the establishment.

16. SELECTED EXPENSES

Report only those expenses directly attributable to this establishment in column 1. Establishments engaged in performing management and administrative services for other establishments of the same enterprise should report payments made by this establishment for selected categories of expenses incurred by other establishments of your enterprise in column 2.

19. KIND OF BUSINESS

Choose the one kind of business that best describes the establishment in 2012. If none of the provided selections seem appropriate, provide a specific description of the primary business activity.

Attachment D-4

2012 Economic Census

Information Sector

**Information Sheet for Standard Information Sector Establishments
SV-SI (I)**

2012 ECONOMIC CENSUS Information Sector

INFORMATION SHEET

This 2012 Economic Census information sheet covers establishments engaged in the following areas of economic activity:

- Publishing
- Motion Picture and Sound Recording
- Broadcasting and Telecommunications
- Information Services and Data Processing Services

If an establishment is **NOT** engaged in one of these kinds of businesses, **DESCRIBE** its business or activity in item **19 AND COMPLETE** the report form as accurately as possible.

DEFINITION OF ESTABLISHMENT

An **establishment** is generally a single physical location where business is conducted or where services or industrial operations are performed. This includes all locations of a company or organization, including administrative offices, warehouses, etc., that were in operation at any time during 2012. Locations with no paid employees, including broadcasting antennas, telephone relay and switching stations, and other similar facilities, are not considered separate establishments.

GENERAL INSTRUCTIONS

- Please report information for each establishment owned or controlled by the company or organization. If the company or organization has multiple locations and an **Ownership and Control** flyer was included in your mailing package, please complete the enclosed flyer. If your mailing package does not include this flyer and separate report forms are not provided for each establishment, visit www.census.gov/econhelp or call 1-800-233-6136 between 8:00 a.m. and 6:00 p.m., Eastern time, Monday through Friday, to request additional report forms.
- Each report form should cover calendar year 2012. If book figures are not available, **estimates are acceptable**. However, if the accounting fiscal year is different from the calendar year, fiscal year figures will be acceptable for all items except payroll (calendar year figures for payroll should be available from your Internal Revenue Service (IRS) Form 941, Employer's Quarterly Federal Tax Return, or Form 944, Employer's Annual Federal Tax Return). Indicate in item **30** the exact dates covered.
- If an establishment stopped operating before January 1, 2012, mark (X) the box to indicate "None" in item **4**, indicate action and date in item **3**, and return the report form.
- If an establishment was closed, sold, or leased to another company or organization during 2012, complete the report form for the portion of 2012 that the establishment was operating as part of the company or organization.
- Receipts and payroll data should be rounded to the nearest thousand dollars as illustrated on the report form.
- If there are any questions or if any communication regarding a report form is necessary, reference the 11-digit Census File Number (CFN) shown in the mailing address.
- Please photocopy each report form for your records and return the originals.

- Public reporting burden for this collection of information is estimated to vary from 18 minutes to 5 hours and 6 minutes per response, with an average of 1 hour 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: Paperwork Project 0607-0934, U.S. Census Bureau, 4600 Silver Hill Road, AMSD-3K138, Washington, DC 20233. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0934" as the subject.
- Response to this collection of information is not required unless it displays a valid approval number from the Office of Management and Budget (OMB). The OMB eight-digit number appears in the upper right corner of the report form.

INSTRUCTIONS FOR SELECTED ITEMS

2. PHYSICAL LOCATION

Answer all selections (A through C) of item **2** even if the mailing address shown is correct.

3. OPERATIONAL STATUS

Mark (X) the **one** box that best describes the operational status of the establishment at the **end of 2012**.

- **In operation** - The establishment was open and actively conducting business on December 31, 2012.
- **Temporarily or seasonally inactive** - Although not conducting business at the end of 2012, the establishment will eventually reopen and conduct business under the same Employer Identification Number (EIN). Examples include businesses in resort areas that close during the "off-season" or establishments that temporarily close for remodeling.
- **Ceased operation** - The establishment has gone out of business or closed and does not plan to reopen. Provide the **month, day, and year** that the establishment ceased operation. Complete all items for the portion of 2012 during which the establishment was in operation.
- **Sold or leased to another operator** - The establishment was sold or leased to another company or organization. Provide the **month, day, and year** that the change occurred and indicate the name, address, and EIN of the new owner or operator. Complete all items for the portion of 2012 prior to the change in operator.
- **Other** - The establishment's operational status at the end of 2012 is not accurately described above. Please specify a description of the establishment's operational status in the space provided.

5. SALES, SHIPMENTS, RECEIPTS, OR REVENUE

Include:

- Gross receipts from services provided, from the use of facilities, and from merchandise sold in 2012, whether or not payment was received in 2012.
- Sale or licensing of rights to intellectual property protected by copyright (e.g., literary works, software, audio visual works, musical compositions and recordings, etc.) or as industrial property (e.g., patents, trademarks).

- Advertising sales.
- Sales of goods and services marketed through sales offices.
- Sales to and receipts from FOREIGN parent firms, subsidiaries, branches, etc.
- Rental of nonresidential space in buildings and facilities, including this establishment's share of receipts from departments, concessions, and vending and amusement machines operated by others.
- Receipts from the rental and leasing of vehicles, equipment, instruments, tools, etc.
- Total value of service contracts.
- Market value of compensation received in lieu of cash. Amounts received for work subcontracted to others.
- Dues and assessments from members and affiliates.
- Public broadcast stations and libraries should include contributions, gifts, grants, income from interest, rental of real estate, and dividends; all others should exclude such revenues.

Exclude:

- Sales and other taxes (including Hawaii's General Excise Tax) collected directly from customers or clients and paid directly to a local, state, or federal tax agency.
- Gross receipts collected on behalf of others.
- Gross receipts from departments or concessions operated by others.
- Sales of used equipment previously rented or leased to customers.
- Proceeds from the sale of real estate (land and buildings), investments, or other assets (except inventory held for resale).
- Contributions, gifts, grants, income from interest, real estate investments, and dividends, **except** for public broadcast stations and libraries.
- Domestic intracompany transfers.
- Receipts of foreign parent firms and subsidiaries.
- Other nonoperating income.

7. EMPLOYMENT AND PAYROLL

Definitions are the same as those used on the Internal Revenue Service (IRS) Forms 941 and 944, and as described in Circular E, Employer's Tax Guide.

If employees worked at more than one location, report employment and payroll for employees at the ONE location where they spent most of their working time.

A. Employment

Include:

- All full- and part-time employees on the payroll during the pay period including March 12, 2012.
- Salaried officers and executives of a corporation.
- Salaried members of a professional corporation or association (operating under state professional corporation statutes and filing a corporate federal income tax return).
- Employees on paid sick leave, paid vacations, and paid holidays.

Exclude:

- Proprietors or partners of an unincorporated company.
- Employees of departments or concessions operated by other companies at the establishment.
- Full- and part-time leased employees whose payroll was filed under an employee leasing company's Employer Identification Number (EIN).

- Temporary staffing obtained from a staffing service.
- Independent contractors.

B. Payroll

Include:

- Wages, salaries, tips, vacation allowances, bonuses, commissions, and other compensation paid to employees during 2012 and reported on IRS Forms 941 or 944 as taxable Medicare Wages and tips (even if not subject to income or FICA tax).
- Salaries of officers and executives of a corporation.
- Salaries of members of a professional corporation or association (operating under state professional corporation statutes and filing a corporate federal income tax return).
- Employee contributions to qualified pension plans.
- The spread on stock options that is taxable to employees as income.

Exclude:

- Payments to or withdrawals by proprietors or partners of an unincorporated company.
- Annuities or supplemental unemployment compensation benefits, even if income tax was withheld.
- Payrolls of departments or concessions operated by other companies at the establishment.

9. VALUE OF INVENTORIES

Report the total value of inventories owned by this establishment on December 31, 2012, and on December 31, 2011, regardless of where held. Exclude the value of inventories held by this establishment but owned by others.

- A.** Answer 'Yes' if this establishment had inventories on the last day of either 2012 or 2011. Answer 'No' if this establishment had no inventories, or had inventories during either year but not on the last day of either year.
- B.** Report the value of inventories owned by this establishment on December 31, 2012, and on December 31, 2011:

- 1-4** Report the value of inventories by stage of fabrication owned by the establishment for each year. If any part of the inventory is valued using the Last-in, First-out (LIFO) method, report the value of inventories before any adjustment for LIFO reserve.
- 5.** Report the value of LIFO reserve or allowance applicable to any amount on line **B4** that is valued using the LIFO method. Establishments that do not use the LIFO method of inventory valuation should mark (X) the box to indicate "None".
- 6.** Report the total value of inventories after any LIFO adjustment. This should equal line **B4** minus line **B5**. Establishments that do not use the LIFO method of valuation should report the same value on lines **B4** and **B6**.

10. INVENTORIES BY VALUATION METHOD

Report the value of inventories reported in item 9, line B4, for each of the following valuation methods:

- A.** Last-in, First-out (LIFO)
- B.** First-in, First-out (FIFO)
- C.** Average cost
- D.** Standard cost
- E.** Other valuation method - Specify other method of valuation (including market, specific, or actual cost in the space provided)
- F.** Total of lines **10A** through **10E** should equal item **9**, line **B4**.

19. KIND OF BUSINESS

Choose the **one** kind of business that best describes the establishment in 2012. If none of the provided selections seem appropriate, provide a specific description of the primary business activity.

Attachment D-5

2012 Economic Census

Information Sector

**Information Sheet for Information Sector Enterprise Support Establishments
SV-SI (A)**

2012 ECONOMIC CENSUS

Information Sector (Enterprise Support)

INFORMATION SHEET

Need help or have questions about filling out the form?

Visit www.census.gov/econhelp

Or Call 1-800-233-6136, between 8:00 a.m. and 6:00 p.m., Eastern time, Monday through Friday.

This 2012 Economic Census information sheet covers "enterprise support" establishments engaged in the following areas of economic activity:

- Data Processing, Hosting, and Related Services

If an establishment is **NOT** engaged in one of these kinds of businesses, **DESCRIBE** its business or activity in item **19 AND COMPLETE** the report form as accurately as possible.

DEFINITION OF ESTABLISHMENT

An **establishment** is generally a single physical location where business is conducted or where services or industrial operations are performed. This includes all locations of a company or organization, including administrative offices, warehouses, etc., that were in operation at any time during 2012.

DEFINITION OF AN ENTERPRISE

An **enterprise** or company is a business, service, or membership organization consisting of one or more establishments within the United States under common ownership or control. It includes all establishments of subsidiary companies, where there is more than 50 percent ownership, as well as establishments of firms which the enterprise has the power to direct or cause the direction of management and policies.

DEFINITION OF AN ENTERPRISE SUPPORT ESTABLISHMENT

An **enterprise support establishment** is an establishment that is primarily engaged in performing management, supervision, general administrative functions, and supporting services for other establishments of the same enterprise, rather than for the general public or other business firms.

GENERAL INSTRUCTIONS

- Complete a separate report form for each establishment owned or controlled by the company or organization. If a separate report form was not received for each establishment, visit www.census.gov/econhelp or call 1-800-233-6136 between 8:00 a.m. and 6:00 p.m., Eastern time, Monday through Friday, to request additional report forms.
- Each report form should cover calendar year 2012. If book figures are not available, **estimates are acceptable**. If your fiscal year covers at least 10 months of calendar year 2012, you may report all items except payroll on a fiscal year basis. Calendar year figures for payroll should be available from your Internal Revenue Service (IRS) Form 941, Employer's Quarterly Federal Tax Return, or Form 944, Employer's Annual Federal tax Return. Indicate in item **30** the exact dates covered.
- If an establishment stopped operating before January 1, 2012, mark (X) the box to indicate "None" in item **4**, indicate action and date in item **3**, and return the report form.
- If an establishment was closed, sold, or leased to another company or organization during 2012, complete the report form for the portion of 2012 that the establishment was operating as part of your company or organization.

- Receipts and payroll data should be rounded to the nearest thousand dollars as illustrated on the report form.
- If there are any questions or if any communication regarding the report form is necessary, reference the 11-digit Census File Number (CFN) printed in the mailing address section on the first page of the consolidated report form.
- Please photocopy each report form for your records and return the originals.
- Public reporting burden for this collection of information is estimated to vary from 18 minutes to 9 hours and 30 minutes per response, with an average of 1 hour and 6 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: Paperwork Project 0607-0934, U.S. Census Bureau, 4600 Silver Hill Road, AMSD-3K138, Washington, DC 20233. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0934" as the subject.
- Response to this collection of information is not required unless it displays a valid approval number from the Office of Management and Budget (OMB). The OMB eight-digit number appears in the upper right corner of the report form.

INSTRUCTIONS FOR SELECTED ITEMS

2. PHYSICAL LOCATION

Answer all sections (A through C) of item **2** even if the mailing address shown is correct.

OPERATIONAL STATUS

Mark (X) the **one** box that best describes the operational status of the establishment at the **end of 2012**.

- **In operation** - The establishment was open and actively conducting business on December 31, 2012.
- **Temporarily or seasonally inactive** - Although not conducting business at the end of 2012, the establishment will eventually reopen and conduct business under the same Employer Identification Number (EIN). Examples include businesses in resort areas that close during the "off-season" or establishments that temporarily close for remodeling.
- **Ceased operation** - The establishment has gone out of business or closed and does not plan to reopen. Provide the **month, day, and year** that the establishment ceased operation. Complete all items for the portion of 2012 during which the establishment was in operation.
- **Sold or leased to another operator** - The establishment was sold or leased to another company or organization. Provide the **month, day, and year** that the change occurred and indicate the name, address, and EIN of the new owner or operator. Complete all items for the portion of 2012 prior to the change in operator.

- **Other** - The establishment's operational status at the end of 2012 is not accurately described above. Please specify a description of the establishment's operational status in the space provided.

5. SALES, SHIPMENTS, RECEIPTS, OR REVENUE

Include:

- Gross receipts from services provided, from the use of facilities, and from merchandise sold in 2012, whether or not payment was received in 2012.
- Sale or licensing of rights to intellectual property protected by copyright (e.g., literary works, software, audio visual works, musical compositions and recordings, etc.) or as industrial property (e.g., patents, trademarks).
- Advertising sales.
- Sales of goods and services marketed through sales offices.
- Sales to and receipts from FOREIGN parent firms, subsidiaries, branches, etc.
- Rental of nonresidential space in buildings and facilities, including this establishment's share of receipts from departments, concessions, and vending and amusement machines operated by others.
- Receipts from the rental and leasing of vehicles, equipment, instruments, tools, etc.
- Total value of service contracts.
- Market value of compensation received in lieu of cash.
- Amounts received for work subcontracted to others.
- Dues and assessments from members and affiliates.

Exclude

- Sales and other taxes (including Hawaii's General Excise Tax) collected directly from customers or clients and paid directly to a local, state, or federal tax agency.
- Gross receipts collected on behalf of others.
- Gross receipts from departments or concessions operated by others.
- Sales of used equipment previously rented or leased to customers.
- Proceeds from the sale of real estate (land and buildings), investments, or other assets (except inventory held for resale).
- Contributions, gifts, grants, and income from interest, real estate investments, and dividends.
- Domestic intracompany transfers.
- Receipts of foreign parent firms and subsidiaries.
- Other nonoperating income.

7. EMPLOYMENT AND PAYROLL

Definitions are the same as those used on the Internal Revenue Service (IRS) Forms 941 and 944, and as described in Circular E, Employer's Tax Guide.

If employees worked at more than one location, report employment and payroll for employees at the ONE location where they spent most of their working time.

A. Employment

Include:

- All full- and part-time employees on the payroll during the pay period including March 12, 2012.

- Salaried officers and executives of a corporation.
- Salaried members of a professional corporation or association (operating under state professional corporation statutes and filing a corporate federal income tax return).
- Employees on paid sick leave, paid vacations, and paid holidays.

Exclude:

- Proprietors or partners of an unincorporated company.
- Employees of departments or concessions operated by other companies at the establishment.
- Full- and part-time leased employees whose payroll was filed under an employee leasing company's Employer Identification Number (EIN).
- Temporary staffing obtained from a staffing service.
- Independent contractors.

B. Payroll

Include:

- Wages, salaries, tips, vacation allowances, bonuses, commissions, and other compensation paid to employees during 2012 and reported on IRS Forms 941 or 944 as taxable Medicare Wages and tips (even if not subject to income or FICA tax).
- Salaries of officers and executives of a corporation.
- Salaries of members of a professional corporation or association (operating under state professional corporation statutes and filing a corporate federal income tax return).
- Employee contributions to qualified pension plans.
- The spread on stock options that is taxable to employees as income.

Exclude:

- Employer's cost for payroll taxes, employer paid insurance premiums, pension plans, and other employer benefits.
- Payments to or withdrawals by proprietors or partners of an unincorporated company.
- Annuities or supplemental unemployment compensation benefits, even if income tax was withheld.
- Payrolls of departments or concessions operated by other companies at the establishment.

16. SELECTED EXPENSES

Report only those expenses directly attributable to this establishment in column 1. Establishments engaged in performing management and administrative services for other establishments of the same enterprise should report payments made by this establishment for selected categories of expenses incurred by other establishments of your enterprise in column 2.

19. KIND OF BUSINESS

Choose the one kind of business that best describes the establishment in 2012. If none of the provided selections seem appropriate, provide a specific description of the primary business activity.

Attachment D-6

2012 Economic Census

Information Sector

**Information Sheets for Information Sector Consolidated Establishments
SV-IR (Q), SV-MP (Q), SV-TC (Q)**

**2012 ECONOMIC CENSUS
Integrated Record Production and Distribution
Consolidated Report Forms****INFORMATION SHEET**

This 2012 Economic Census information sheet covers establishments engaged in the following areas of economic activity:

- Integrated Record Production/Distribution

This report form requests data for activities conducted in the United States during 2012.

If the consolidated report form does **NOT** seem to apply to an activity engaged in by this company, **DESCRIBE** the business or activity in item **19 AND COMPLETE** the report form. Complete items **28A** and **28B** as accurately as possible. In many cases this will satisfy Census Bureau requirements.

DEFINITION OF A CONSOLIDATED REPORTING UNIT

A **consolidated reporting unit** is the grouping of all the domestic establishments of a company that operate in a specific industry (major activity) into a single reporting unit. Establishments are generally single physical locations. The consolidated reporting unit includes all the establishments of a company that contribute to the production of goods or services covered by the industry (major activity) specified in the mailing address section of the consolidated report form.

GENERAL INSTRUCTIONS

- Complete the report form for all locations operating in the industry printed in the mailing address section on the first page of the consolidated report form, for the United States, including the fifty States and the District of Columbia. Do not include United States possessions or territories.
- The report form should cover calendar year 2012. If book figures are not available, **estimates are acceptable**. However, if the accounting fiscal year is different from the calendar year, fiscal year figures will be acceptable for all items except payroll (calendar year figures for payroll, for each location, should be available from your Internal Revenue Service (IRS) Form 941, Employer's Quarterly Federal Tax Return, or Form 944, Employer's Annual Federal Tax Return). Indicate in item **30** the exact dates covered.
- If an establishment listed in item **28A** stopped operating in the major activity printed, before January 1, 2012, indicate action and date in column **(c)** of the Pre-identified Locations of Operation supplement (item **28A**).
- If an establishment listed in item **28A** was closed, sold, or leased to another company or organization during 2012, complete column **(b)** for the portion of 2012 that the location operated in the major activity printed. Indicate action and date in column **(c)** of the Pre-identified Locations of Operation supplement (item **28A**).
- Receipts and payroll data should be rounded to the nearest thousand dollars as illustrated on the report form.
- If there are any questions or if any communication regarding the report form is necessary, reference the 11-digit Census File Number (CFN) printed in the mailing address section on the first page of the consolidated report form.

- Please photocopy each report form for your records and return the originals.
- Public reporting burden for this collection of information is estimated to vary from 18 minutes to 9 hours and 30 minutes per response, with an average of 1 hour and 6 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: Paperwork Project 0607-0934, U.S. Census Bureau, 4600 Silver Hill Road, AMSD-3K138, Washington, DC 20233. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0934" as the subject.
- Response to this collection of information is not required unless it displays a valid approval number from the Office of Management and Budget (OMB). The OMB eight-digit number appears in the upper right corner of the report form.

INSTRUCTIONS FOR SELECTED ITEMS**5. SALES, SHIPMENTS, RECEIPTS, OR REVENUE**

Report total operating receipts for the company's United States locations engaged in the industry printed in the mailing address section on the first page of the consolidated report form. Receipts should be reported in thousands of dollars.

Report total consolidated receipts derived from releasing and distributing sound recordings (e.g., compact discs, audio tapes, phonographs), **including recordings marketed through sales offices that receive and report on their own census report form** (such as, **WH-42341**) and **are not pre-identified in item 28A**.

Include:

- Gross receipts from services provided, from the use of facilities, and from merchandise sold in 2012, whether or not payment was received in 2012. Includes royalties, license fees, and other payments from the marketing of intangible products (e.g., licensing the use of or granting reproduction rights for software, musical compositions and recordings, and other intellectual property).
- Sale or licensing of rights to intellectual property protected by copyright (e.g., literary works, software, audio visual works, musical compositions and recordings, etc.) or as industrial property (e.g., patents, trademarks).
- Sales to and receipts from FOREIGN parent firms, subsidiaries, branches, etc.
- Rental of nonresidential space in buildings and facilities, including this establishment's share of receipts from departments, concessions, and vending and amusement machines operated by others.
- Receipts from the rental and leasing of vehicles, equipment, instruments, tools, etc.
- Total value of service contracts.
- Market value of compensation received in lieu of cash.

- Amounts received for work subcontracted to others.
- Dues and assessments from members and affiliates.

Exclude:

- Sales and other taxes (including Hawaii's General Excise Tax) collected directly from customers or clients and paid directly to a local, state, or federal tax agency.
- Gross receipts collected on behalf of others.
- Gross receipts from departments or concessions operated by others.
- Sales of used equipment previously rented or leased to customers.
- Proceeds from the sale of real estate (land and buildings), investments, or other assets (except inventory held for resale).
- Contributions, gifts, grants, and income from interest, real estate investments, and dividends.
- Domestic intracompany transfers.
- Receipts of foreign parent firms and subsidiaries.
- Other nonoperating income.

7. EMPLOYMENT AND PAYROLL

Definitions are the same as those used on the Internal Revenue Service (IRS) Forms 941 and 944, and as described in Circular E, Employer's Tax Guide.

If employees worked at more than one location, report employment and payroll for employees at the ONE location where they spent most of their working time.

A. Employment

Include:

- All full- and part-time employees on the payroll during the pay period including March 12, 2012.
- Salaried officers and executives of a corporation.
- Employees on paid sick leave, paid vacations, and paid holidays.

Exclude:

- Proprietors or partners of an unincorporated company.
- Full- and part-time leased employees whose payroll was filed under an employee leasing company's Employer Identification Number (EIN).
- Temporary staffing obtained from a staffing service.
- Independent contractors.

B. Payroll

Include:

- Wages, salaries, tips, vacation allowances, bonuses, commissions, and other compensation paid to employees during 2012 and reported on IRS Forms 941 or 944 as taxable Medicare Wages and tips (even if not subject to income or FICA tax).
- Salaries of officers and executives of a corporation.
- Employee contributions to qualified pension plans.
- The spread on stock options that is taxable to employees as income.

Exclude:

- Employer's cost for payroll taxes, employer paid insurance premiums, pension plans, and other employer benefits.
- Payments to or withdrawals by proprietors or partners of an unincorporated company.
- Annuities or supplemental unemployment compensation benefits, even if income tax was withheld.
- Payrolls of departments or concessions operated by other companies at the establishment.

9. VALUE OF INVENTORIES

Report the total value of inventories owned by this consolidated reporting unit on December 31, 2012, and on December 31, 2011, regardless of where held. Exclude the value of inventories held by this consolidated reporting unit but owned by others.

- A.** Answer 'Yes' if this consolidated reporting unit had inventories on the last day of either 2012 or 2011. Answer 'No' if this consolidated reporting unit had no inventories, or had inventories during either year but not on the last day of either year.
- B.** Report the value of inventories owned by this consolidated reporting unit on December 31, 2012, and on December 31, 2011:
 - 1-4** Report the value of inventories by stage of fabrication owned by the consolidated reporting unit for each year. If any part of the inventory is valued using the Last-in, First-out (LIFO) method, report the value of inventories before any adjustment for LIFO reserve.
 - 5.** Report the value of LIFO reserve or allowance applicable to any amount on line **B4** that is valued using the LIFO method. Consolidated reporting units that do not use the LIFO method of inventory valuation should mark (X) the box to indicate "None".
 - 6.** Report the total value of inventories after any LIFO adjustment. This should equal line **B4** minus line **B5**. Consolidated reporting units that do not use the LIFO method of valuation should report the same value on lines **B4** and **B6**.

10. INVENTORIES BY VALUATION METHOD

Report the value of inventories reported in item **9**, line **B4**, for each of the following valuation methods:

- A.** Last-in, First-out (LIFO)
- B.** First-in, First-out (FIFO)
- C.** Average cost
- D.** Standard cost
- E.** Other valuation method - Specify other method of valuation (including market, specific, or actual cost in the space provided)
- F.** Total of lines **10A** through **10E** should equal item **9**, line **B4**.

19. KIND OF BUSINESS

Choose the **one** kind of business that best describes the primary business activity of this consolidated reporting unit in 2012. If none of the provided selections seem appropriate, provide a specific description of the primary business activity.

28. LOCATIONS OF Operation

A. Pre-identified Locations of Operation

We pre-listed physical locations of your company that are part of this consolidated reporting unit based on Census records. Please bring this list up to date as follows:

- **Column (a)** - Please correct any errors or omissions in the pre-listed information. If the major activity listed is not the major activity of the location, correct the major activity and do not include this location in the count, item **28C**.
- **Column (b), 2012 Employment and Payroll** - Report separately the number of employees and payroll for each establishment. Do not combine data for locations.

- **Column (c), Operational Status** - Mark (X) the **one** box that best describes the operational status of the establishment at the end of 2012.
 - **In operation** - The establishment was open and actively conducting business on December 31, 2012.
 - **Temporarily or seasonally inactive** - Although not conducting business at the end of 2012, the establishment will eventually reopen and conduct business under the same Employer Identification Number (EIN). Examples include businesses in resort areas that close during the "off-season" or establishments that temporarily close for remodeling.
 - **Ceased operation** - The establishment has gone out of business or closed and does not plan to reopen. Provide the **month, day, and year** that the establishment ceased operation. Complete all items for the portion of 2012 during which the establishment was in operation.
 - **Sold or leased to another operator** - The establishment was sold or leased to another company or organization. Provide the **month, day, and year** that the change occurred and indicate the name and address of the new owner or operator. Complete all items for the portion of 2012 prior to the change in operator.
 - **Other** - The establishment's operational status at the end of 2012 is not accurately described above. Please specify a description of the establishment's operational status in the space provided.

B. Additional Locations of Operation

Provide additional establishments not pre-listed in item **28A** that operate in the industry printed in the mailing address section on the first page of the consolidated report form.

- If your company operates at locations for which you receive separate establishment report form(s), do not add them, but rather complete the other report form(s).
- If additional space is needed to add locations, please photocopy a blank page of item **28B** and provide the additional locations.
- **Column a** - List separately any locations of your company and its subsidiaries that were not included in item **28A**, but were in operation and engaged in the industry printed in the mailing address section on the first page of the consolidated report form.
- **Column (b), 2012 Employment and Payroll** - Report separately the number of employees and payroll for each establishment. Do not combine data for locations.
- **Column (c1)** - Enter the two-digit code from the MAJOR ACTIVITY CODES list that best describes the major activity of each location. Please specify the principal products or services.
- **Column (c2)** - Provide the name and address of previous owner and date of purchase for each acquired establishment listed.

C. Number of Locations

Provide a summation of all establishments pre-listed in item **28A** that are in operation or temporarily inactive, minus the establishments closed or sold, plus the establishments added in item **28B**

2012 ECONOMIC CENSUS
Motion Picture and Video Production and Distribution
Consolidated Report Forms
INFORMATION SHEET

This 2012 Economic Census information sheet covers "enterprise support" establishments engaged in the following areas of economic activity:

- Motion Picture and Video Production (including establishments of production companies distributing films - whether for own company or for other companies)
- Motion Picture and Video Distribution (for other companies only)

This report form requests data for activities conducted in the United States during 2012.

If an establishment is **NOT** engaged in one of these kinds of businesses, **DESCRIBE** its business or activity in item **19 AND COMPLETE** the report form as accurately as possible.

DEFINITION OF A CONSOLIDATED REPORTING UNIT

A **consolidated reporting unit** is the grouping of all the domestic establishments of a company that operate in a specific industry (major activity) into a single reporting unit. Establishments are generally single physical locations. The consolidated reporting unit includes all the establishments of a company that contribute to the production of goods or services covered by the industry (major activity) specified in the mailing address section of the consolidated report form.

GENERAL INSTRUCTIONS

- Complete the report form for all locations operating in the industry printed in the mailing address section on the first page of the consolidated report form, for the United States, including the fifty States and the District of Columbia. Do not include United States possessions or territories.
- The report form should cover calendar year 2012. If book figures are not available, **estimates are acceptable**. However, if the accounting fiscal year is different from the calendar year, fiscal year figures will be acceptable for all items except payroll (calendar year figures for payroll, for each location, should be available from your Internal Revenue Service (IRS) Form 941, Employer's Quarterly Federal Tax Return, or Form 944, Employer's Annual Federal Tax Return). Indicate in item 30 the exact dates covered.
- If an establishment listed in item **28A** stopped operating in the major activity printed, before January 1, 2012, indicate action and date in column **(c)** of the Pre-identified Locations of Operation supplement (item **28A**).
- If an establishment listed in item **28A** was closed, sold, or leased to another company or organization during 2012, complete column **(b)** for the portion of 2012 that the location operated in the major activity printed. Indicate action and date in column **(c)** of the Pre-identified Locations of Operation supplement (item **28A**).
- Receipts and payroll data should be rounded to the nearest thousand dollars as illustrated on the report form.

- If there are any questions or if any communication regarding the report form is necessary, reference the 11-digit Census File Number (CFN) printed in the mailing address section on the first page of the consolidated report form.
- Please photocopy each report form for your records and return the originals.
- Public reporting burden for this collection of information is estimated to vary from 18 minutes to 9 hours and 30 minutes per response, with an average of 1 hour and 6 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: Paperwork Project 0607-0934, U.S. Census Bureau, 4600 Silver Hill Road, AMSD-3K138, Washington, DC 20233. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0934" as the subject.
- Response to this collection of information is not required unless it displays a valid approval number from the Office of Management and Budget (OMB). The OMB eight-digit number appears in the upper right corner of the report form.

INSTRUCTIONS FOR SELECTED ITEMS

5. SALES, SHIPMENTS, RECEIPTS, OR REVENUE

Report total operating receipts for the company's United States locations engaged in the industry printed in the mailing address section on the first page of the consolidated report form. Receipts should be reported in thousands of dollars.

Include:

- Gross receipts from services provided, from the use of facilities, and from merchandise sold in 2012, whether or not payment was received in 2012.
- Sale or licensing of rights to intellectual property protected by copyright (e.g., literary works, software, audio visual works, musical compositions and recordings, etc.) or as industrial property (e.g., patents, trademarks).
- Sales to and receipts from FOREIGN parent firms, subsidiaries, branches, etc.
- Rental of nonresidential space in buildings and facilities, including this establishment's share of receipts from departments, concessions, and vending and amusement machines operated by others.
- Receipts from the rental and leasing of vehicles, equipment, instruments, tools, etc.
- Total value of service contracts.
- Market value of compensation received in lieu of cash.
- Amounts received for work subcontracted to others.
- Dues and assessments from members and affiliates.

Exclude

- Sales and other taxes (including Hawaii's General Excise Tax) collected directly from customers or clients and paid directly to a local, state, or federal tax agency.
- Gross receipts collected on behalf of others.
- Gross receipts from departments or concessions operated by others.
- Sales of used equipment previously rented or leased to customers.
- Proceeds from the sale of real estate (land and buildings), investments, or other assets (except inventory held for resale).
- Contributions, gifts, grants, and income from interest, real estate investments, and dividends.
- Domestic intracompany transfers.
- Receipts of foreign parent firms and subsidiaries.
- Other nonoperating income.

7. EMPLOYMENT AND PAYROLL

Definitions are the same as those used on the Internal Revenue Service (IRS) Forms 941 and 944, and as described in Circular E, Employer's Tax Guide.

If employees worked at more than one location, report employment and payroll for employees at the ONE location where they spent most of their working time.

A. Employment

Include:

- All full- and part-time employees on the payroll during the pay period including March 12, 2012.
- Salaried officers and executives of a corporation.
- Employees on paid sick leave, paid vacations, and paid holidays.

Exclude:

- Proprietors or partners of an unincorporated company.
- Full- and part-time leased employees whose payroll was filed under an employee leasing company's Employer Identification Number (EIN).
- Temporary staffing obtained from a staffing service.
- Independent contractors.

B. Payroll

Include:

- Wages, salaries, tips, vacation allowances, bonuses, commissions, and other compensation paid to employees during 2012 and reported on IRS Forms 941 or 944 as taxable Medicare Wages and tips (even if not subject to income or FICA tax).
- Salaries of officers and executives of a corporation.
- Employee contributions to qualified pension plans.
- The spread on stock options that is taxable to employees as income.

Exclude:

- Payments to or withdrawals by proprietors or partners of an unincorporated company.
- Annuities or supplemental unemployment compensation benefits, even if income tax was withheld.
- Payrolls of departments or concessions operated by other companies at the establishment.

9. VALUE OF INVENTORIES

Report the total value of inventories owned by this consolidated reporting unit on December 31, 2012, and on December 31, 2013, regardless of where held. Exclude the value of inventories held by this consolidated reporting unit but owned by others.

Answer 'Yes' if this consolidated reporting unit had inventories on the last day of either 2012 or 2013. Answer 'No' if this consolidated reporting unit had no inventories, or had inventories during either year but not on the last day of either year.

- 1-4.** Report the value of inventories by stage of fabrication owned by the consolidated reporting unit for each year. If any part of the inventory is valued using the Last-in, First-out (LIFO) method, report the value of inventories before any adjustment for LIFO reserve.
- 5.** Report the value of LIFO reserve or allowance applicable to any amount on line **B4** that is valued using the LIFO method. Consolidated reporting units that do not use the LIFO method of inventory valuation should mark (X) the box to indicate "None".
- 6.** Report the total value of inventories after any LIFO adjustment. This should equal line **B4** minus line **B5**. Consolidated reporting units that do not use the LIFO method of valuation should report the same value on lines **B4** and **B6**.

10. INVENTORIES BY VALUATION METHOD

Report the value of inventories reported in item **9**, line **B4**, for each of the following valuation methods:

- A.** Last-in, First-out (LIFO)
- B.** First-in, First-out (FIFO)
- C.** Average cost
- D.** Standard cost
- E.** Other valuation method --Specify other method of valuation (including market, specific, or actual cost in the space provided)
- F.** Total of lines **10A** through **10E** should equal item **9**, line **B4**.

19. KIND OF BUSINESS

Choose the **one** kind of business that best describes the establishment in 2012. If none of the provided selections seem appropriate, provide a specific description of the primary business activity.

28. LOCATIONS OF OPERATION

2012 ECONOMIC CENSUS Telecommunications; Cable and Other Program Distribution Consolidated Report Forms INFORMATION SHEET

This 2012 Economic Census information sheet covers establishments engaged in the following areas of economic activity:

- Wired Telecommunications Carriers
- Paging
- Cellular and Other Wireless Telecommunications
- Cable and Other Program Distribution

This report form requests data for activities conducted in the United States during 2012.

If the consolidated report form does **NOT** seem to apply to an activity engaged in by this company, **DESCRIBE** the business or activity in item **19 AND COMPLETE** the report form. Complete items **28A** and **28B** as accurately as possible. In many cases this will satisfy Census Bureau requirements.

DEFINITION OF A CONSOLIDATED REPORTING UNIT

A **consolidated reporting unit** is the grouping of all the domestic establishments of a company that operate in a specific industry (major activity) into a single reporting unit. Establishments are generally single physical locations. The consolidated reporting unit includes all the establishments of a company that contribute to the production of goods or services covered by the industry (major activity) specified in the mailing address section of the consolidated report form.

GENERAL INSTRUCTIONS

- Complete the report form for all locations operating in the industry printed in the mailing address section on the first page of the consolidated report form, for the United States, including the fifty States and the District of Columbia. Do not include United States possessions or territories.
- The report form should cover calendar year 2012. If book figures are not available, **estimates are acceptable**. However, if the accounting fiscal year is different from the calendar year, fiscal year figures will be acceptable for all items except payroll (calendar year figures for payroll, for each location, should be available from your Internal Revenue Service (IRS) Form 941, Employer's Quarterly Federal Tax Return, or Form 944, Employer's Annual Federal Tax Return). Indicate in item **30** the exact dates covered.
- If an establishment listed in item **28A** stopped operating in the major activity printed, before January 1, 2007, indicate action and date in column **(c)** of the Pre-identified Locations of Operation supplement (item **28A**).
- If an establishment listed in item **28A** was closed, sold, or leased to another company or organization during 2012, complete column **(b)** for the portion of 2012 that the location operated in the major activity printed. Indicate action and date in column **(c)** of the Pre-identified Locations of Operation supplement (item **28A**).
- Receipts and payroll data should be rounded to the nearest thousand dollars as illustrated on the report form.

- If there are any questions or if any communication regarding the report form is necessary, reference the 11-digit Census File Number (CFN) printed in the mailing address section on the first page of the consolidated report form.
- Please photocopy each report form for your records and return the originals.
- Public reporting burden for this collection of information is estimated to vary from 18 minutes to 9 hours and 30 minutes per response, with an average of 1 hour and 6 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: Paperwork Project 0607-0934, U.S. Census Bureau, 4600 Silver Hill Road, AMSD-3K138, Washington, DC 20233. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0934" as the subject.
- Response to this collection of information is not required unless it displays a valid approval number from the Office of Management and Budget (OMB). The OMB eight-digit number appears in the upper right corner of the report form.

INSTRUCTIONS FOR SELECTED ITEMS

5. SALES, SHIPMENTS, RECEIPTS, OR REVENUE

Report total operating receipts for the company's United States locations engaged in the industry printed in the mailing address section on the first page of the consolidated report form. Receipts should be reported in thousands of dollars.

Telephone service companies should **exclude** receipts collected on behalf of another company. **Include** receipts from international calls originating in the United States (including that portion paid to foreign countries for accessing their network); and allowances for uncollected accounts.

Include:

- Gross receipts from services provided, from the use of facilities, and from merchandise sold in 2012, whether or not payment was received in 2012.
- Sale or licensing of rights to intellectual property protected by copyright (e.g., literary works, software, audio visual works, musical compositions and recordings, etc.) or as industrial property (e.g., patents, trademarks).
- Sales to and receipts from FOREIGN parent firms, subsidiaries, branches, etc.
- Rental of nonresidential space in buildings and facilities, including this establishment's share of receipts from departments, concessions, and vending and amusement machines operated by others.
- Receipts from the rental and leasing of vehicles, equipment, instruments, tools, etc.

- Total value of service contracts.
- Market value of compensation received in lieu of cash.
- Amounts received for work subcontracted to others.
- Dues and assessments from members and affiliates.

Exclude:

- Sales and other taxes (including Hawaii's General Excise Tax) collected directly from customers or clients and paid directly to a local, state, or federal tax agency.
- Gross receipts collected on behalf of others.
- Gross receipts from departments or concessions operated by others.
- Sales of used equipment
- Proceeds from the sale of real estate (land and buildings), investments, or other assets (except inventory held for resale).
- Contributions, gifts, grants, and income from interest, real estate investments, and dividends.
- Domestic intracompany transfers.
- Receipts of foreign parent firms and subsidiaries.
- Other nonoperating income.

7. EMPLOYMENT AND PAYROLL

Definitions are the same as those used on the Internal Revenue Service (IRS) Forms 941 and 944, and as described in Circular E, Employer's Tax Guide.

If employees worked at more than one location, report employment and payroll for employees at the ONE location where they spent most of their working time.

A. Employment

Include:

- All full- and part-time employees on the payroll during the pay period including March 12, 2012.
- Salaried officers and executives of a corporation.
- Employees on paid sick leave, paid vacations, and paid holidays.

Exclude:

- Proprietors or partners of an unincorporated company.
- Full- and part-time leased employees whose payroll was filed under an employee leasing company's Employer Identification Number (EIN).
- Temporary staffing obtained from a staffing service.
- Independent contractors.

B. Payroll

Include

- Wages, salaries, tips, vacation allowances, bonuses, commissions, and other compensation paid to employees during 2012 and reported on IRS Forms 941 or 944 as taxable Medicare Wages and tips (even if not subject to income or FICA tax).
- Salaries of officers and executives of a corporation.
- Employee contributions to qualified pension plans.
- The spread on stock options that is taxable to employees as income.

Exclude:

- Payments to or withdrawals by proprietors or partners of an unincorporated company.
- Annuities or supplemental unemployment compensation benefits, even if income tax was withheld.
- Payrolls of departments or concessions operated by other companies at the establishment.

19. KIND OF BUSINESS

- Choose the **one** kind of business that best describes the primary business activity of this consolidated reporting unit in 2012. If none of the provided selections seem appropriate, provide a specific description of the primary business activity.

28. LOCATIONS OF OPERATION

A. Pre-identified Locations of Operation

We prelisted physical locations of your company that are part of this consolidated reporting unit based on Census records. Please bring this list up to date as follows:

- **Column (a)** - Please correct any errors or omissions in the prelisted information. If the major activity listed is not the major activity of the location, correct the major activity and do not include this location in the count, item **28C**.
- **Column (b), 2012 Employment and Payroll** - Report separately the number of employees and payroll for each establishment. Do not combine data for locations.
- **Column (c), Operational Status** - Mark (X) the **one** box that best describes the operational status of the establishment at the **end of 2012**.
 - **In operation** - The establishment was open and actively conducting business on December 31, 2012.
 - **Temporarily or seasonally inactive** - Although not conducting business at the end of 2012, the establishment will eventually reopen and conduct business under the same Employer Identification Number (EIN). Examples include businesses in resort areas that close during the "off-season" or establishments that temporarily close for remodeling.
 - **Ceased operation** - The establishment has gone out of business or closed and does not plan to reopen. Provide the **month, day, and year** that the establishment ceased operation. Complete all items for the portion of 2007 during which the establishment was in operation.
 - **Sold or leased to another operator** - The establishment was sold or leased to another company or organization. Provide the **month, day, and year** that the change occurred and indicate the name and address of the new owner or operator. Complete all items for the portion of 2012 prior to the change in operator.
 - **Other** - The establishment's operational status at the end of 2012 is not accurately described above. Please specify a description of the establishment's operational status in the space provided.

B. Additional Locations of Operation

Provide additional establishments not prelisted in item **28A** that operate in the industry printed in the mailing address section on the first page of the consolidated report form.

- If your company operates at locations for which you receive separate establishment report form(s), do not add them, but rather complete the other report form(s).
- If additional space is needed to add locations, please photocopy a blank page of item **28B** and provide the additional locations.
- **Column (a)** - List separately any locations of your company and its subsidiaries that were not included in item **28A**, but were in operation and engaged in the industry printed in the mailing address section on the first page of the consolidated report form.
- **Column (b), 2012 Employment and Payroll** - Report separately the number of employees and payroll for each establishment. Do not combine data for locations.

- **Column (c1)** - Enter the two-digit code from the MAJOR ACTIVITIES CODES list that best describes the major activity of each location. Please specify the principal products or services.
- **Column (c2)** - Provide the name and address of previous owner and date of purchase for each acquired establishment listed.

- Provide a summation of all establishments prelisted in item **28A** that are in operation or temporarily inactive, minus the establishments closed or sold, plus the establishments added in item **28B**.

C. Number of Locations

Attachment D-7

2012 Economic Census

Management of Companies and Enterprises Sector

**Information Sheet for Management of Companies and Enterprises Sector
Establishments
SV-MN (I)**

2012 ECONOMIC CENSUS Management of Companies and Enterprises Sector INFORMATION SHEET

Need help or have questions about filling out the form?

Visit www.census.gov/econhelp

Or Call 1-800-233-6136, between 8:00 a.m. and 6:00 p.m., Eastern time, Monday through Friday.

This 2012 Economic Census information sheet covers establishments engaged in the following areas of economic activity:

- Management of Companies and Enterprises (including holding companies)

If an establishment is **NOT** engaged in this kind of activity, **DESCRIBE** its business or activity in item **19 AND COMPLETE** the report form as accurately as possible.

DEFINITION OF ESTABLISHMENT

An **establishment** is generally a single physical location where business is conducted or where services or industrial operations are performed. This includes all locations of a company or organization, including administrative offices, warehouses, etc., that were in operation at any time during 2012.

DEFINITION OF HOLDING COMPANY

A **holding company** is a company primarily engaged in holding securities of (or other equity interests in) companies and enterprises for the purpose of owning a controlling interest or influencing the management decisions of these firms. They do not administer, oversee, or manage other establishments of the company or enterprise whose securities they hold.

DEFINITION OF AN ENTERPRISE

An **enterprise** or company is a business, service, or membership organization consisting of one or more establishments within the United States under common ownership or control. It includes all establishments of subsidiary companies, where there is more than 50 percent ownership, as well as establishments of firms which the enterprise has the power to direct or cause the direction of management and policies.

DEFINITION OF ENTERPRISE SUPPORT ESTABLISHMENT

An **enterprise support establishment** is an establishment that is primarily engaged in performing management, supervision, general administrative functions, or supporting services for other establishments of the same enterprise, rather than for the general public or other business firms.

GENERAL INSTRUCTIONS

- Please report information for each establishment owned or controlled by the company or organization. **If** the company or organization has multiple locations and an **Ownership and Control** flyer was included in your mailing package, please complete the enclosed flyer. **If** your mailing package does not include this flyer and separate report forms are not provided for each establishment, visit www.census.gov/econhelp or call 1-800-233-6136 between 8:00 a.m. and 6:00 p.m., Eastern time, Monday through Friday, to request additional report forms for those establishments.
- Enterprise support establishments should report only for that establishment and should not report consolidated data for all establishments of the enterprise.

- Each report form should cover calendar year 2012. If book figures are not available, **estimates are acceptable**. If your fiscal year covers at least 10 months of calendar year 2012, you may report all items except payroll on a fiscal year basis. Calendar year figures for payroll should be available from your Internal Revenue Service (IRS) Form 941, Employer's Quarterly Federal Tax Return, or Form 944, Employer's Annual Federal tax Return. Indicate in item **30** the exact dates covered.
- If an establishment stopped operating before January 1, 2012, mark (X) the box to indicate "None" in item **4**, indicate action and date in item **3**, and return the report form.
- If an establishment was closed, sold, or leased to another company or organization during 2012, complete the report form for the portion of 2012 that the establishment was operating as part of your company or organization.
- Revenue and payroll data should be rounded to the nearest thousand dollars as illustrated on the report form.
- If there are any questions or if any communication regarding a report form is necessary, reference the 11-digit Census File Number (CFN) shown in the mailing address.
- Please photocopy each report form for your records and return the originals.
- Public reporting burden for this collection of information is estimated to vary from 18 minutes to 5 hours and 6 minutes per response, with an average of 1 hour 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: Paperwork Project 0607-0934, U.S. Census Bureau, 4600 Silver Hill Road, AMSD-3K138, Washington, DC 20233. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0934" as the subject.
- Response to this collection of information is not required unless it displays a valid approval number from the Office of Management and Budget (OMB). The OMB eight-digit number appears in the upper right corner of the report form.

INSTRUCTIONS FOR SELECTED ITEMS

2. PHYSICAL LOCATION

Answer all sections (A through C) of item **2** even if the mailing address shown is correct.

3. OPERATIONAL STATUS

Mark (X) the **one** box that best describes the operational status of the establishment at the **end of 2012**.

- **In operation** - The establishment was open and actively conducting business on December 31, 2012.

- **Temporarily or seasonally inactive** - Although not conducting business at the end of 2012, the establishment will eventually reopen and conduct business under the same Employer Identification Number (EIN). Examples include businesses in resort areas that close during the "off-season" or establishments that temporarily close for remodeling.
- **Ceased operation** - The establishment has gone out of business or closed and does not plan to reopen. Provide the **month, day, and year** that the establishment ceased operation. Complete all items for the portion of 2012 during which the establishment was in operation.
- **Sold or leased to another operator** - The establishment was sold or leased to another company or organization. Provide the **month, day, and year** that the change occurred and indicate the name, address, and EIN of the new owner or operator. Complete all items for the portion of 2012 prior to the change in operator.
- **Other** - The establishment's operational status at the end of 2012 is not accurately described above. Please specify a description of the establishment's operational status in the space provided.

5. SALES, SHIPMENTS, RECEIPTS, OR REVENUE

Include:

- Gross receipts from services provided, from the use of facilities, and from merchandise sold in 2012, whether or not payment was received in 2012.
- Income from interest, rental of real estate, or dividends.
- Contributions, gifts, and grants of not-for-profit organizations exempt from federal income tax.
- Receipts from services performed for FOREIGN parent firms, subsidiaries, branches, etc.
- Rental of nonresidential space in buildings and facilities, including this establishment's share of receipts from departments, concessions, and vending and amusement machines operated by others.
- Receipts from the rental and leasing of vehicles, equipment, instruments, tools, etc.
- Total value of service contracts.
- Market value of compensation received in lieu of cash.
- Amounts received for work subcontracted to others.
- Sale or licensing of rights to intellectual property protected by copyright or as industrial property (e.g., patents, trademarks).
- Franchise sales, fees, and royalties.
- Gain or loss from the sale of real estate (land and buildings), investments, or other assets (except inventory held for resale).

Exclude:

- Sales and other taxes (including Hawaii's General Excise Tax) collected directly from customers or clients and paid directly to a local, state, or federal tax agency.
- Gross receipts from departments or concessions operated by others.
- Domestic intracompany transfers.
- Receipts of foreign parent firms and subsidiaries.

7. EMPLOYMENT AND PAYROLL

Definitions are the same as those used on the Internal Revenue Service (IRS) Forms 941 and 944, and as described in Circular E, Employer's Tax Guide.

If employees worked at more than one location, report employment and payroll for employees at the ONE location where they spent most of their working time.

A. Employment

Include:

- All full- and part-time employees on the payroll during the pay period including March 12, 2012.
- Salaried officers and executives of a corporation.
- Salaried members of a professional corporation or association (operating under state professional corporation statutes and filing a corporate federal income tax return).
- Employees on paid sick leave, paid vacations, and paid holidays.

Exclude:

- Proprietors or partners of an unincorporated company.
- Employees of departments or concessions operated by other companies at the establishment.
- Full- and part-time leased employees whose payroll was filed under an employee leasing company's Employer Identification Number (EIN).
- Temporary staffing obtained from a staffing service.
- Independent contractors.

B. Payroll

Include:

- Wages, salaries, tips, vacation allowances, bonuses, commissions, and other compensation paid to employees during 2012 and reported on IRS Forms 941 or 944 as taxable Medicare Wages and tips (even if not subject to income or FICA tax).
- Salaries of officers and executives of a corporation.
- Salaries of members of a professional corporation or association (operating under state professional corporation statutes and filing a corporate federal income tax return).
- Employee contributions to qualified pension plans.
- The spread on stock options that is taxable to employees as income.

Exclude:

- Employer's cost for payroll taxes, employer paid insurance premiums, pension plans, and other employer benefits.
- Payments to or withdrawals by proprietors or partners of an unincorporated company.
- Annuities or supplemental unemployment compensation benefits, even if income tax was withheld.
- Payrolls of departments or concessions operated by other companies at the establishment.

9. VALUE OF INVENTORIES

Report the total value of inventories owned by this establishment on December 31, 2012, and on December 31, 2011, regardless of where held. Exclude the value of inventories held by this establishment but owned by others.

- Answer 'Yes' if this establishment had inventories on the last day of either 2012 or 2011. Answer 'No' if the establishment had no inventories, or had inventories during either year but not on the last day of either year.
- Report the value of inventories owned by this establishment on December 31, 2012, and on December 31, 2011:
 - Report the total value of inventories owned by this establishment for each year. If any part of the inventory is valued using the Last-in, First-out (LIFO) method, report the value of inventories before any adjustment for LIFO reserve.

2. Report the value of LIFO reserve or allowance applicable to any amount on line **B1** that is valued using the LIFO method. Establishments that do not use the LIFO method of inventory valuation should mark (X) the box to indicate "None".
3. Report the total value of inventories after any LIFO adjustment. This should equal line **B1** minus line **B2**. Establishments that do not use the LIFO method of valuation should report the same value on lines **B1** and **B3**.

10. INVENTORIES BY VALUATION METHOD

Report the value of inventories reported in item **9**, line **B1**, for each of the following valuation methods:

- A. Last-in, First-out (LIFO)
- B. First-in, First-out (FIFO)
- C. Average cost
- D. Standard cost
- E. Other valuation method - Specify other method of valuation (including market, specific, or actual cost in the space provided)
- F. Total of lines **10A** through **10E** should equal item **9**, line **B1**.

16. SELECTED EXPENSES

Report only those expenses directly attributable to this establishment in column 1. Establishments engaged in performing management and administrative services for other establishments of the same enterprise should report payments made by this establishment for selected categories of expenses incurred by other establishments of your enterprise in column 2.

19. KIND OF BUSINESS

Choose the **one** kind of business that best describes the establishment in 2012. If none of the provided selections seem appropriate, provide a specific description of the primary business activity.