

**Attachment D**

**Department of Commerce  
United States Census Bureau  
OMB Information Collection Request  
2017-2019 Report of Organization  
OMB Control Number 0607-0444**

**Form NC-99007 Information Sheet**

# Definitions and Instructions for the Report of Organization, NC-99007

**Estimates are acceptable if book figures are not readily available.**

This survey contains questions about the organization, and allows the respondent to add additional locations if needed.

Respondents fill out this survey online using a question by question response driven approach. Respondents will navigate through this survey, based on responses to questions and clicking the 'Save and Continue' button, then review and correct the responses (as needed), and then submit these responses within this instrument.

## **Burden Statement**

We estimate this survey will take an average of 12 minutes to complete, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: ESMD Survey Comments 0607-0444, U.S. Census Bureau, 4600 Silver Hill Road, Room ESMD-5H160, Washington, DC 20233. You may e-mail comments to [ESMD.surveys@census.gov](mailto:ESMD.surveys@census.gov). Be sure to use "ESMD Survey Comments 0607-0444" 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 instrument.

## **Definition of Establishment and other items**

**Establishment** - An establishment is a single physical location where business is conducted or where services or industrial operations are performed. (For example: a factory, mill, store, hotel, movie theater, mine, farm, and administrative office.) If distinctly separate activities are performed at the same location, and if there is significant employment in each activity, then each activity should be treated as a separate establishment, except agricultural production as explained below. (For example: construction activities operated out of the same physical location as a lumber yard.)

For firms engaged in construction, real estate management or operation, transportation, communication, electric, gas, and sanitary services, and similar types of physically dispersed activities, it is not necessary to list separately each individual "site," "project," "field," "network," "line," or "system." It is only necessary to report for main or branch offices, terminals, stations, etc., which are either (a) directly responsible for supervising such activities, or (b) the base from which personnel operate to carry out these activities.

**Census File Number (CFN)** - A CFN has been assigned to your company. Always refer to the complete number in any correspondence with the U.S. Census Bureau.

**Employer Identification Number (EIN)** - The EIN is the nine-digit taxpayer identification number assigned by the Internal Revenue Service (IRS) and used by all business firms and other legal entities to file federal employment tax returns such as Forms 941 and 943; and federal income tax returns such as Forms 1065, 1120, and 990 series.

**Company** - An economic unit comprising one or more establishments under common ownership or control.

## **Mailing Address**

This information is what the U.S. Census Bureau has on file for this establishment and lists the location this survey was mailed to. Respondents may update ATTN, Name 1, Name 2, Street, City, State, and ZIP Code fields if the information displayed is incorrect.

## **Ownership or Control: Voting stock validation**

Select the suitable answer to indicate if another domestic company owns more than 50 percent of the voting stock of your company.

## **Ownership or Control: Management and policy**

Select the suitable answer to indicate if another domestic company has the power to control the management and policies of your company.

## **Ownership or Control: Percent of Voting Stock Held**

Select the suitable answer to indicate the percentage of voting stock held by the owning or controlling company.

## **Ownership or Control: Company Information**

Enter the name, home office address, and EIN of the owning or controlling company.  
Note: Do not list as a controlling company, the company for which you operate a franchise.

## **Physical Location Validation**

Select the suitable answer to indicate if the establishment's physical location listed is accurate.

## **Physical Location Information**

Enter/Update the physical location of the establishment: address (number and street), city, state, and ZIP.

## **Number of Establishments**

List the number of establishments operated under the establishment's Employer Identification Number (EIN).

## **Location List**

If establishments were added, they will appear in the Location List. Select Start to begin reporting data for each location.

## **Establishment Information is included on the Physical Location screen**

For each location under the EIN, enter the following information for that location: Name, Secondary Name, Store/Plant Number, Physical Location, City, State, ZIP, the kind of business at that location, number of employees for the pay period including March 12, first quarter payroll, and annual payroll.

Each location will have an area to enter the above information for that location only. Click 'Save and Return to Location List' to navigate to the next location to add.

**Note: For employees that worked at more than one location, report the employment and payroll data for employees at the ONE location where they spent most of their working time.**

**Number of employees for the pay period including March 12, 2018** - Number of employees, both full- and part-time, whose payroll was reported on your organization's IRS Form(s) 941, Employer's Quarterly Federal Tax Return.

- Include as employees any persons on paid sick leave, paid holidays, and paid vacations; include salaried officers and executives of incorporated firms.
- Exclude full- or part-time leased employees whose payroll was filed under an employee leasing company's EIN and temporary staffing obtained from a staffing service.

**Payroll** - The sum of payroll reported for individual establishments for an EIN should equal the taxable Medicare wages and tips reported on your organization's IRS Form(s) 941, Employer's Quarterly Federal Tax Return plus the spread on stock options that are taxable to employees.

- Include the total of wages paid, tips reported, and other compensation paid to your employees in the calendar year, whether or not subject to income or social security taxes. Include all wages, salaries, commissions, fees, bonuses, vacation allowances, sick leave pay, severance pay, the amount of reported tips, and the value of taxable fringe benefits. Also include any employee contributions to a qualified pension plan, such as the 401(k) plan. Also include the spread on stock options that are taxable to employees as wages.
- Exclude pensions, annuities, supplemental unemployment compensation benefits, nontaxable fringe benefits, and commissions and fees paid to independent contractors. Also, exclude employer contributions for pension plans and for health insurance and qualified benefits under a cafeteria plan. For unincorporated businesses, exclude the profit or compensation paid to proprietors or partners.

### **Special Instructions for Selected Industries**

**Banks** - Report main and branch locations as separate establishments. Individual ATM outlets should not be listed as separate establishments.

**Construction establishment** - A construction establishment is a relatively permanent office, or other place of business, where the usual business activities related to construction are conducted. With some exceptions, a relatively permanent office is one which has been established for the management of more than one project or job and which is expected to be maintained on a continuing basis.

**Retail departments or concessions** - List as a separate establishment (including specific street address) those retail or service outlets operated by your firm as a department of a retail or service establishment, such as shoe departments or beauty salons in department stores, meat or bakery departments in grocery stores or millinery departments in clothing stores.

**Medical** - Part-time offices should not be considered as separate establishments. List only the offices which are staffed on a full-time basis and include the employment and payroll for the part-time offices. Home health care services should not consider the customers' locations as separate establishments. Employment and payroll for these locations should be included with the main or branch office from which the work is supervised.

**Legal** - Part-time, temporary, or special offices should not be considered separate establishments for purposes of this report. Data for such locations should be included with the controlling main or branch location where the service is primarily performed.