



# 2014 ANNUAL WHOLESALE TRADE REPORT MANUFACTURERS' SALES BRANCHES AND OFFICES

## DUE DATE

## WORKSHEET

### Need help or have questions?

**Call** 1-877-787-9860, option "3"  
(8:00 a.m. - 5:00 p.m. ET, M-F)  
or **Visit**

<https://econhelp.census.gov/awts>

DO NOT use this worksheet to respond to the survey, it is intended to assist you with gathering and preparing your data prior to reporting online.

Please view the online report for specific instructions that may apply to your EIN or firm.

Return to <https://econhelp.census.gov/awts> when you are ready to report online.

**YOUR RESPONSE IS REQUIRED BY LAW.** Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the U.S. Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. Under the same law, information that you report cannot be used for taxation, regulation, or investigation and are exempt from release under the Freedom of Information Act. Further, copies of your response retained in your files are immune from legal process.

### GENERAL INSTRUCTIONS

- This report should cover ALL manufacturers' sales branches and offices in the United States reporting payroll **under the Employer Identification Number (EIN)** as referenced in **1** on page 2.
- **Include** data for auxiliary facilities primarily engaged in supporting services to this EIN's establishment(s) such as warehouses, garages, and central administrative offices.
- Any significant change in this EIN's operations should be noted in **11** on page 6.
- For establishments sold or acquired in 2014, report data only for the period the establishments were operated by this EIN.
- Estimates are acceptable if book figures are not available.
- Enter "0" where applicable.

### ANNOUNCEMENTS AND SPECIAL INSTRUCTIONS

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**1 FEDERAL EMPLOYER IDENTIFICATION NUMBER (EIN)**

**Does this firm report payroll under EIN**

Yes - Go to **2**

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

EIN (9 digits)		
	-	
Month	Day	Year

**2 ORGANIZATIONAL CHANGE**

**A. Did this EIN experience any acquisitions, sales, mergers, and/or divestitures in 2014?**

Yes

No - Go to **3**

**B. Which of the following organizational changes occurred in 2014?**

Check all that apply. If more than one organizational change occurred during the reporting period, explain in **11** on page 6.

Acquisition

Sale

Merger

Divestiture

Date of organizational change . . . . .

AND

Enter detailed information below ↴

Month	Day	Year

Name of company	EIN (9 digits)	
		-
Address (Number and street, P.O. Box, etc.)		
City, town, village, etc.	State	ZIP Code
		-

**3 NUMBER OF MANUFACTURERS' SALES BRANCHES AND OFFICES**

**INCLUDE**

- Sales locations where more than half of the goods sold consist of goods manufactured, assembled or mined in the United States by this EIN or by a parent, subsidiary, or affiliated manufacturer or mine
- Sales locations that are co-located with manufacturing plants, but for which separate records are kept
- Sales locations located separately from a warehouse, manufacturing, or other operating location
- Sales locations regardless of whether they held inventory
- Centers where orders are taken or solicited, and offices of marketing or sales managers, for which records are kept separately from those of manufacturing plants

**EXCLUDE**

- Agents or brokers primarily selling goods on consignment
- Locations where more than half of the goods sold consist of goods manufactured outside the United States and/or goods purchased from other companies
- Manufacturing locations without separate sales personnel
- Locations selling directly to the general public

**What was the total number of sales branches and offices that met the criteria above on December 31, 2014?** . . . . .

<b>2014</b>
Number

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**4 MANUFACTURING OR MINING IN THE UNITED STATES**

**A. Did this EIN or its parent, subsidiaries, or affiliates have any manufacturing or mining operations in the United States in 2014?**

- Yes
- No - Describe your type of business in **11** on page 6.

**B. Did this EIN or its subsidiaries have any sales locations that sold (or distributed) products manufactured or mined in the United States either by this firm, or by a parent, subsidiary, or affiliated company in 2014?**

- Yes
- No - Describe your type of business in **11** on page 6.

**5 REPORTING PERIOD**

NOTE: Calendar year data is preferred. If it is not available, please report for the fiscal year that includes at least six months of data for the 2014 calendar year.

**What time period is covered by the data provided in this report?**

- Calendar year - Go to **6**
- Fiscal or partial year - Report beginning and ending dates . . . . .

2014		
Beginning Date		
Month	Day	Year
Ending Date		
Month	Day	Year

**6 SALES, RECEIPTS, OR REVENUE**

**INCLUDE**

- All sales of your sales branches and offices whether they are your own products or products you purchased
- **Gross value** of sales made on a commission basis for non-affiliated firms
- Receipts from freight, installations, rentals, maintenance, repairs, alterations, storage, and other such services
- Excise taxes (such as those on gasoline, liquor, and tobacco) that are levied on the manufacturer and included in the cost of products purchased by this EIN
- Value of liquor and tobacco tax stamps for only the sales branches and offices

**EXCLUDE**

- Direct sales made by manufacturing plant personnel
- Foreign sales of products that are not owned by establishments in the United States
- Commissions or fees for products that never entered the United States
- Nonoperating receipts (such as interest income, income from investments, and receipts from the rental or sale of real estate)
- Finance charges

Mark "X" if None

2014			
\$ Bil.	Mil.	Thou.	Dol.

**A. What were this EIN's sales and other operating receipts in 2014?**

**7 E-COMMERCE, INCLUDING EDI**

E-commerce is the sale of goods and services where the buyer places an order, or the price and terms of the sale are negotiated, over an Electronic Data Interchange (EDI), the Internet, mobile device (M-Commerce), or any other online system. Payment may or may not be made online.

**A. Did this EIN have any e-commerce sales in 2014?**

- Yes
- No - Go to **8** on the next page

**B. What were the total e-commerce sales in 2014?**

*This amount should equal the sum of **7B1** and **7B2** shown below.*

**1. What were the EDI network sales in 2014, if any?**

- EDI is the exchange of documents in standardized electronic form between organizations in an automated manner directly from a computer application in one organization to an application in another. . . . .

**2. What were the online system sales in 2014, if any?**

- Online systems include the Internet, mobile device (M-commerce), extranets, e-mail, and instant messaging. . . . .

2014			
\$ Bil.	Mil.	Thou.	Dol.

Mark "X" if None

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**8 VALUE OF INVENTORIES**

**INCLUDE**

- All inventories of products covered by this report, including auxiliary locations (such as warehouses, garages, and central administrative offices) servicing these establishments, regardless of where held
- Inventory held in Foreign Trade Zones or in bond warehouses in the United States
- Report at cost or market value as of December 31 (or the end of the period for which you are reporting)

**EXCLUDE**

- Items such as fixtures, equipment, and supplies not held for resale
- Products owned by others that are being held on consignment

**A. Did this EIN own inventories, regardless of where held, at the end of 2014 (or the end of the period for which you are reporting)?**

- Yes
- No - Go to **10** on the next page

**B. What was the value of inventories?**

Mark "X" if None

- 1. Total inventories (if applicable, before Last-in, First-out (LIFO) adjustment)** . . . . .
- 2. LIFO reserve (if applicable)** . . . . .
- 3. Book value of inventories**  
**8B1 minus 8B2.** . . . . .

2014			
\$ Bil.	Mil.	Thou.	Dol.

**C. Were inventories reported as of December 31?**

- Yes - Go to **8E**
- No

2014		
Month	Day	Year

**D. If not December 31, inventories were reported as of what date?** . . . . .

**E. Were any of the inventories reported in 8B1 stored outside, or en route to, the 50 states and the District of Columbia in 2014?**

- Yes
- No - Go to **9**

**F. What was the value of the inventories stored outside, or en route to, the 50 states and the District of Columbia in 2014?**

Exclude inventory held in Foreign Trade Zones or in bond warehouses in the U.S. . . . .

2014			
\$ Bil.	Mil.	Thou.	Dol.

**9 INVENTORY VALUATION METHOD**

**A. Were any of the inventories reported in 8B1 subject to the LIFO valuation method?**

- Yes
- No - Go to **10** on the next page

**B. How much of the inventory reported in 8B1 was subject to:**

Mark "X" if None

- 1. LIFO valuation method before adjustment** . . . . .
- 2. Any other valuation method** . . . . .
- 3. Verify Total**  
 Sum of **9B1** and **9B2**. Total must equal **8B1**. . . . .

2014			
\$ Bil.	Mil.	Thou.	Dol.

**10 OPERATING EXPENSES**

**INCLUDE**

- Expenses arising from the normal course of business, including non-manufacturing payroll

**EXCLUDE**

- Bad debt/customer related loss
- Interest expense
- Purchases of goods for resale or cost of goods sold
- Income taxes
- Impairment (reduction in value of long-lived assets due to reappraisal)
- Transfers made within the company

Mark "X" if None

2014			
\$ Bil.	Mil.	Thou.	Dol.

What were the total operating expenses for this EIN in 2014? . . . .

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

**12 CONTACT INFORMATION**

Name of person to contact regarding this report <i>(Please print)</i>					Title			
Telephone	Area code	Number		Extension	Fax	Area code	Number	
		-					-	
E-mail address					Website			
					www.			

**THANK YOU**  
**for completing your Annual Wholesale Trade Report.**  
 We suggest you keep a copy for your records.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for assembling data from existing records and completing the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0195, 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 0607-0195" as the subject. Respondents are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget. This 8-digit number appears in the top right corner of this form.

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