### Attachment D-12

### Department of Commerce United States Census Bureau OMB Information Collection Request 2017 Economic Census OMB Control Number 0607-XXXX

### Draft Previews of Standard, Consolidated, and Classification Questionnaires Sector 55

		Instrument	
Attachment	Sector	Path	Instrument Path Title
D-12	55	5511X	Corporate, Subsidiary, and Regional Managing Offices
		55111	Holding Companies

### Location Information

### **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 2017. Report activity for each establishment on a separate form.

### **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.

### 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. MAILING ADDRESS Please update the mailing address if needed. ATTN RECORD\_ATTN\_TXT Name 1 RECORD\_NAME1 Store/Plant RECORD\_STOR Name 2 RECORD\_NAME2 Number and Street ADDR\_STREET ZIP Code City, town, village, etc State Select State or Territory ADDR CITY ADDR\_ZIP PHYSICAL LOCATION Please update the physical location if needed. (P.O. Box and rural route addresses are not physical locations.) Number and Street PHYSLOC\_ADDR\_STREET City, town, village, etc. State ZIP Code Select State or Territory PHYSLOC\_ADDR\_CITY PHYSLOC A For Census Bureau Use Only CFN ELECTRONIC\_B RECORD\_CFN



Legal Boundary and Municipality

LEGAL BOUNDARY AND MUNICIPALITY
Is this establishment physically located inside the legal boundaries of the city, town, village, etc.?
● Yes
◎ No
No legal boundaries
Do not know
In what type of municipality is this establishment physically located?
City, village, or borough
Town or township
Other
Do not know



ITEM 1: EMPLOYER IDENTIFICATION NUMBER

Is the Employer Identification Number (EIN) used on this establishment's latest 2017 Internal Revenue Service Form 941, Employer's Federal Quarterly Tax Return?

Yes

No



Item 1: Employer Identification Number - Continued
ITEM 1: EMPLOYER IDENTIFICATION NUMBER
What is this establishment's 9-digit Employer Identification Number (EIN) used on its latest 2017 Internal Revenue Service Form 941, Employer's Federal Quarterly Tax Return?
EIN



### Additional Reporting Guidelines

### ADDITIONAL REPORTING GUIDELINES

### GENERAL INSTRUCTIONS

- Please report information for each establishment owned or controlled by the company or organization.
- Each report form should cover calendar year 2017. If book figures are not available, **estimates are acceptable.** If your fiscal year covers at least 10 months of calendar year 2017, 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 the exact dates covered when the report form(s) is submitted.

### How to Report Dollar Figures:

Dollar figures should be rounded to thousands of dollars

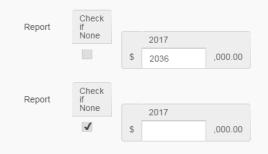
EXAMPLE: If a dollar figure is \$2,036,355.25

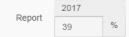
EXAMPLE: If a dollar figure is "0" (or less than \$500.00):

### How to Report Percents:

Percents should be rounded to whole percents

EXAMPLE: If figure is 38.76% of total sales







Item 3: Operational Status

ITEM 3: OPERATIONAL STATUS
Which of the following best describes this establishment's operational status at the end of 2017?
In operation
Temporarily or seasonally inactive
Ceased operation
Sold or leased to another operator
Other
Describe





Item 3: Operational Status - Sold Operation Date and Information

ITEM 3: OPERATIONAL STATUS - SOLD OPERATION DATE A	ND INFORMATION	
When was this establishment sold or leased to another operator	?	
MMDDYYYY		
<b>m</b>		
What is the name, address, and 9-digit Employer Identification N	lumber (EIN) of this establishment's new owner or operator?	
	tamber (Env) of this establishment's new owner or operator:	
Name of new owner/operator		
Mailing Address (Number and Street, P.O. Box, etc.)		
City, town, village, etc.	State	ZIP Code
	Select States and Territories	
EIN		



ITEM 4: MONTHS IN OPERATION

Check if None

What was the number of months in operation during 2017?



Item 5: Sales, Shipments, Receipts, or Revenue

### ITEM 5: SALES, SHIPMENTS, RECEIPTS, OR REVENUE

A. Sales, Receipts, or Revenue

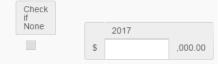
### Include:

• Sales, receipts, or revenue from customers **outside** your enterprise originating from this location.

### Exclude:

• Sales, receipts, or revenue from other establishments within your own enterprise.

What were the sales, receipts, or revenue (exclude billings) from customers **outside** your enterprise originating from this location?



B. Exports of Goods and Services

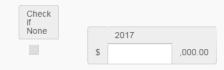
**NOTE** - An export is a tangible or intangible product (e.g., good, license agreement, reproduction right, service) that is sold or transferred to a customer or client (individual, government, business establishment, etc.) located **outside** the United States (i.e., outside the 50 States, District of Columbia, U.S. Commonwealth Territories, or U.S. possessions).

### Include:

• Products transferred to, sold to, or services performed for unaffiliated and affiliated foreign firms (e.g., foreign parent firms, subsidiaries, branches).

### Exclude:

• Products provided to domestic subsidiaries of foreign firms.



What were the receipts or revenue for exported goods or services?



### Item 7: Employment and Payroll

### ITEM 7: EMPLOYMENT AND PAYROLL

### Include:

• Full- and part-time employees working at this establishment whose payroll was reported on Internal Revenue Service Form 941, Employer's Quarterly Federal Tax Return, and filed under the Employer Identification Number (EIN) in Item 1

### Exclude:

- Temporary staffing obtained from a staffing service
- Contractors, subcontractors, or independent contractors
- Full- or part-time leased employees whose payroll was filed under an employee leasing company's EIN
- Purchased or managed services, such as janitorial, guard, or landscape services
- Professional or technical services purchased from another firm, such as software consulting, computer programming, engineering, or accounting services

For further clarification, click the "Additional Information" link above.

A. Employment

What was the number of employees for pay period including March 12?

None 2017

Check

B. Payroll before deductions

(Exclude employer's cost for fringe benefits.)

1. What was the annual payroll?

2. What was the first quarter payroll (January-March 2017)?





Item 8: Support Services

ITEM Q. C	IIDDODT	SERVICES

Was this establishment primarily engaged in providing management, administrative, or support services to other establishments of your enterprise (rather than for the general public or other business firms) in 2017?

Yes

⊚ No



ITEM 8: SUPPORT SERVICES

PRINCIPAL BUSINESS OR ACTIVITY OF THE OPERATING ESTABLISHMENTS SERVICED

What principal kind of business or activity is performed by the establishments of your enterprise that are managed or serviced by this establishment?

Example: If this establishment is a corporate, subsidiary, or regional managing office, data processing service center, or administrative/support office to a chain of clothing stores, please describe "clothing stores" below.

Describe



item 9. Value of inventories
ITEM 9: VALUE OF INVENTORIES
Did this establishment own inventories, regardless of where held, at the end of 2017 and/or 2016?
Yes
○ No



### Item 9: Value of Inventories - Continued

ITEM 9: VALUE OF INVENTORIES						
What were the inventories and Last-in, First	out (LIFO) adjustme	nt, if any, for produc	cts owned by this establi	shment as of Decembe	er 31?	
Total inventories before LIFO adjustment     (if any)	Check if None	End of 2	,000.00	Check if None	End of	,000.00
2. LIFO reserve (if any)		\$	,000.00		\$	,000.00
Total inventories after LIFO adjustment     (Line 1 minus line 2.)		\$	,000.00		\$	,000.00



### Item 10: Inventories by Valuation Method

ITEM 10: INVENTORIES BY VALUATION METHOD			
How much of the inventory reported in Item 9, line 1, for 2017 is subject to the following valuation methods?			
	Check if None	End of 2017	,
A. LIFO valuation method before adjustment		\$	,000.00
B. First-in, First-out (FIFO)		\$	,000.00
C. Average cost		\$	,000.00
D. Standard cost		\$	,000.00
E. Other valuation method - Describe			
Describe		\$	,000.00
F. TOTAL (Sum of lines A through E should equal Item 9, line 1.)		\$	,000.00



### ITEM 16: SELECTED EXPENSES

### Report the payment of selected expenses allocated by category

- Report payments for expenses directly incurred by this establishment in column 1.
- Report payments made by this establishment for expenses incurred by other establishments of your enterprise in column 2 (where applicable).

### Exclude:

- . Transfers made within the company
- Capitalized expenses
- Impairment
- Interest
- Bad debt
- Income tax
- Taxes collected from customers (e.g., sales and excise)
- . Cost of merchandise for resale

### Personnel costs, except payroll

 Employer's cost for employer paid insurance premiums, pension plans, payroll taxes, and other employee benefits More Check if None 2017 Expenses of this establishment ONLY

2. Temporary staff and leased employee expense More

\$ ,000.00

,000.00

### Expensed equipment and materials

- Expensed computer hardware and other equipment More
- Expensed purchases of other materials, parts, and supplies More

### \$ ,000.00

\$ ,000.00

\$

### Expensed purchased services

5. Expensed purchases of software More

fuels.) More

,000.00

- 6. Purchased electricity More
- 7. Purchased fuels (Exclude motor
- \$ ,000.00
- ,000.00

- Data processing and other purchased computer services More
- **9.** Purchased communication services More
- 10. Purchased repairs and maintenance to machinery, vehicles, and equipment More
- 11. Purchased repairs and maintenance to buildings, structures, and offices More
- **12.** Water, sewer, refuse removal, and other utility payments More

,000.00

Check

,000.00

\$

- \$ ,000.00
- \$ ,000.00

Payments
made by this
establishment
on behalf of
other
establishments
of your
enterprise

2017

\$

\$

\$

	,000.00

,000.00

,000.00

\$ ,000.00

\$ ,000.00



40 Development of the division and				
Purchased advertising and promotional services More	\$	,000.00	\$	,000.00
14. Purchased professional and technical services More	\$	,000.00	\$	,000.00
her selected expenses				
<b>15.</b> Lease and rental payments for machinery, equipment, and other tangible items More	\$	,000.00	\$	,000.00
<b>16.</b> Lease and rental payments for land, buildings, structures, store	\$	,000.00	\$	,000.00
spaces, and offices More		,555.55		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
17. Governmental taxes and license fees (Exclude sales, excise, and income taxes.) More	\$	,000.00	\$	,000.00
<b>18.</b> Depreciation and amortization charges More	\$	,000.00		
19. All other selected expenses (Describe - If more than 50% of TOTAL reported on line 20.) More	\$	,000.000		
Describe				
20. TOTAL SELECTED EXPENSES of this establishment ONLY, excluding payroll (Add lines 1				
through 19.)	\$	,000.00		



### ITEM 17: PRINCIPAL BUSINESS OR ACTIVITY

Which ONE of the following best describes this establishment's principal kind of business or activity in 2017?

orporate, subsidia	ary, o	or regional managing offices
551114 001	0	Corporate, subsidiary, or regional managing office engaged in management of, or providing more than one centralized administrative supp functions to, other establishments of the company (Offices engaged in only one type of specific activity should select another kind of business or activity.)
Holding companies	s, exc	cluding bank and financial holding companies
551112 001		Holding company NOT engaged in direct management of held company(ies)
551114 003		Holding company engaged in direct management of held company(ies)
Bank and financial	hold	ing companies (Registered with the Board of Governors of the Federal Reserve.)
551111 001		Bank holding company
551112 002		Financial holding company
Other kind of supp	ort s	ervice or activity
518210 00B		Data processing center or facility
777551 026	0	Accounting, billing, tax preparation, bookkeeping, or payroll - Describe primary services  Describe
777551 027		Sales office that sells directly to customers from this location - Describe product(s) sold  Describe
777551 023	0	Warehouses and storage facilities - Describe type of product or commodity stored  Describe
777551 021		Research and development - Describe type of research or product developed  Describe
777551 022		Maintenance and repair - Describe  Describe
777551 024	0	Local or long distance trucking - Describe normal distance and type of freight  Describe
777551 025		Distribution center - Describe type of product or commodity distributed  Describe
777551 028		Other kind of administrative or support service - Describe primary services performed  Describe
773000 001	0	Other principal business or activity - Describe  Describe



Item 22: Detail of Sales, Shipments, Receipts, or Revenue

00.00 of Sales, Shipments, Receipts, or Revenue reported in Item 5, what product that apply.	
Licensing of rights to use intellectual property protected by patent More	7009600000
Licensing of rights to use intellectual property protected by trademark   More	7009625000
Franchising agreements	7010260000
Basic and applied research in engineering and technology More	7009700000



### Item 22: Detail of Sales, Shipments, Receipts, or Revenue - Continued

Description	Value	Produ Cod
Licensing of rights to use intellectual property protected by patent       More	\$,000.	7009600
Licensing of rights to use intellectual property protected by trademark       More	\$ ,000.	700962
3. Franchising agreements	\$ ,000.	7010260
Basic and applied research in engineering and technology     More	\$ ,000.	700970
5. Wholesaling services for other goods, not elsewhere classified		
a. Wholesaling services for other goods, not elsewhere classified - write-in #1		
Describe	\$,000.	400550
b. Wholesaling services for other goods, not elsewhere classified - write-in #2		
Describe	,000.0	400550
c. Wholesaling services for other goods, not elsewhere classified - write-in #3		
Describe	\$,000.	400550
d. Wholesaling services for other goods, not elsewhere classified - write-in #4		
Describe	\$ ,000.0	00 400550
e. Wholesaling services for other goods, not elsewhere classified - write-in #5		
Describe	\$ ,000.0	00 400550
f. Wholesaling services for other goods, not elsewhere classified - write-in #6		
Describe	\$ ,000.0	00 400550
Retailing services for other goods, not elsewhere classified		
a. Retailing services for other goods, not elsewhere classified - write-in #1		
Describe	\$,000.0	500200
<b>b.</b> Retailing services for other goods, not elsewhere classified - write-in #2		
Describe	,000.0	500200
c. Retailing services for other goods, not elsewhere classified - write-in #3		
Describe	\$ ,000.	500200
7. Other manufacturing revenue, not elsewhere classified		
a. Other manufacturing revenue, not elsewhere classified - write-in #1		
Describe	\$ ,000.0	205410
b. Other manufacturing revenue, not elsewhere classified - write-in #2		
Describe	\$ ,000.	00 205410



	be			\$ ,000.00	20541000
8. Other service	e revenue, not elsewhere	e classified			
a. Other se	rvice revenue, not elsew	here classified - write-in #1			
Descri	be			\$ ,000.00	70175000
b. Other se	rvice revenue, not elsew	here classified - write-in #2			
Descri	be			\$ ,000.00	7017500
c. Other se	rvice revenue, not elsew	here classified - write-in #3			
Descri	be			\$ ,000.00	7017500
	ducts and services, not e	Isewhere classified ot elsewhere classified - write-in :	#1		
Pick on	e	Describe		\$ ,000.00	9000000
b. All other	products and services, r	not elsewhere classified - write-in	#2		
	e	Describe		\$ ,000.00	9000000
Pick on		ot elsewhere classified - write-in a	±3		
	products and services, r	ot cisewifere classified write iii i	70		
		Describe		\$ ,000.00	9000000
c. All other				\$ ,000.00	9000000



Item 27: Manufacturing Activities - Manufacturing at This Location

ITEM 27: MANUFACTURING ACTIVITIES - MANUFACTURING AT THIS LOCATION	
In 2017, did this establishment manufacture any products or produce any goods at this location?	
Yes	
● No	



ITEM 27: MANUFACTURING ACTIVITIES - MANUFACTURING BY OTHER COMPANY LOCATIONS INSIDE THE U.S.

In 2017, did this establishment have any manufacturing done on its behalf by any other locations of your company inside the U.S.?

Item 27: Manufacturing Activities - Manufacturing by Other Company Locations Inside the U.S.

In 2017, did this establishment have any manufacturing done on its behalf by any other locations of your company inside the U.S.?

Yes

No



Item 27: Manufacturing Activities - Manufacturing by Affiliated Companies Inside the U.S.

ITEM 27: MANUFACTURING ACTIVITIES - MANUFACTURING BY AFFILIATED COMPANIES INSIDE THE U.S.
In 2017, did this establishment have any manufacturing done on its behalf by any affiliated companies inside the U.S.?
Yes
● No



ITEM 27: MANUFACTURING ACTIVITIES - MANUFACTURING BY UNAFFILIATED COMPANIES INSIDE THE U.S.

In 2017, did this establishment have any manufacturing done on its behalf by any unaffiliated companies inside the U.S.?

Yes

No

Item 27: Manufacturing Activities - Manufacturing by Unaffiliated Companies Inside the U.S.



ITEM 27: MANUFACTURING ACTIVITIES - MANUFACTURING DONE OUTSIDE THE U.S.

In 2017, did this establishment have any manufacturing done on its behalf outside the U.S.?

Include manufacturing done outside the U.S. by both affiliated and unaffiliated companies.

Yes

No

Item 27: Manufacturing Activities - Manufacturing Done Outside the U.S.



Item 27: Manufacturing Activities - Design or Specification for Products Manufactured on Its Behalf

ITEM 27: MANUFACTURING ACTIVITIES - DESIGN OR SPECIFICATION FOR PRODUCTS MANUFACTURED ON ITS BEHALF
In 2017, did this establishment determine the design or specifications for any of the products that were manufactured on its behalf?
"Design or specifications" refers to the function of the product, not just the appearance or its packaging.
① Yes
○ No



Item 27: Manufacturing Activities - Percentage of Revenue for Products Manufactured on Its Behalf

ITEM 27: MANUFACTURING ACTIVITIES - PERCENTAGE OF REVENUE FOR PRODUCTS MANUFACTURED ON ITS BEHALF			
What percentage of this establishment's total revenue in 2017 was from the sale of products that were manufactured on its behalf, per this establishment's design or specifications?			
Estimates are acceptable.			
○ 0%			
○ 1-25%			
© 26-50%			
O 51-75%			
O 76-99%			
© 100%			



ITEM 27: MANUFACTURING ACTIVITIES - U.S. COMPANY AS A WHOLE - MANUFACTURING DONE OUTSIDE THE U.S.

In 2017, was your U.S. company as a whole responsible for the design of any products that were manufactured outside the U.S.?

Yes

No

Item 27: Manufacturing Activities - U.S. Company as a Whole - Manufacturing Done Outside the U.S.



ITEM 28: SPECIAL INQUIRIES - EMPLOYMENT BY FUNCTION  Enter employment reported on IRS Form 941, Employer's Quarterly Federal Tax Return, by function. The total should equal the number reported in Item 7, line A (number of employees at this location).	
Enter each employee on the <b>one</b> line which best describes his/her position. Where records do not provide actual employee counts in terms of the function listed, estimates of the approximate number in each are acceptable.	
Administrative and management:	
	Number of employees for pay period including March 12, 2017
a. Executive and corporate managers	
b. Other management staff	
c. Accounting, billing, tax preparation, and bookkeeping	
d. Human resources/personnel	
<ul> <li>e. Advertising and market research/marketing (Report sales staff on line 2.)</li> </ul>	
f. Legal	
g. Computer systems design, custom computer programming, and electronic data processing	
h. Other	
Describe	
2. Sales employees (and support staff) selling directly to customers from this location	
3. Procurement/purchasing staff	
A Decearch and development:	
Research and development:     a. Scientists or engineers	
b. Technicians or technologists	
5. Trucking and warehousing	
6. Manufacturing/production workers	
7. All other	
Describe	



8. TOTAL (Sum of lines 1a through 7 should equal Item 7, line A.)	



ITEM 28: SPECIAL INQUIRIES - SOURCE OF RESEARCH AND DEVELOPMENT FUNDS

Did this establishment receive funds for research and development during 2017?

Yes

No

Item 28: Special Inquiries - Source of Research and Development Funds



### Item 28: Special Inquiries - Source of Research and Development Funds - Continued

## ITEM 28: SPECIAL INQUIRIES - SOURCE OF RESEARCH AND DEVELOPMENT FUNDS Source of funds for research and development 1. Federal government contracts and subcontracts 2. Non-federal sources outside your enterprise (Include receipts from other enterprises, state and local governments, and other organizations.) 3. Transfers or other payments from other establishments of your enterprise 4. Total (Add lines 1 through 3.)



### Item 28: Special Inquiries - Research and Development Acquisition

# The United States includes all 50 states, District of Columbia, U.S. Commonwealth Territories, and U.S. possessions. During 2017 did this establishment: Yes No 1. Perform research and development performed by another establishment of your enterprise in the United States? 3. Acquire research and development performed by another establishment of your enterprise outside of the United States? 4. Acquire research and development performed by another company in the United States? 5. Acquire research and development performed by another company outside of the United States? 6. Acquire rights to use patents, inventions, licenses, trademarks, software, or other types of intellectual property from others for use in this establishment's products or processes?



Item 28: Special Inquiries - Merchandise Sales

ITEM 28: SPECIAL INQUIRIES - MERCHANDISE SALES		
NOTE - "Manufacturing" is transforming or otherwise processing materials or components into new products, including assembling of development, blending, and jobbing. Excludes packaging and minor assembly of manufactured goods incidental to distribution or sale Estimate the percent of merchandise sales, shipments, receipts, or revenues reported in Item 22 from:		arts, prototype
	2017	
1. Products manufactured or assembled at this establishment		%
2. Products manufactured or assembled for this establishment by other domestic establishments of your company (i.e., within the 50 States and District of Columbia)		%
3. Products manufactured for this establishment by other companies on a contract basis OR manufactured by your company's foreign plants		%
<ol> <li>Product resales (products purchased by this establishment from others and sold without further processing or transformation; or sold on a commission basis)</li> </ol>		%
5. TOTAL (Sum of lines 1 through 4 should equal 100%.)		%



REMARKS	
(Please use this space for any explanations that may be essential in understanding your reported data.) Maximum length is 1,000 characters.	
	You have
	1000
	characters left.



### Location Information

### **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 2017. Report activity for each establishment on a separate form.

### 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.

### MAILING ADDRESS

Please update the mailing address if needed.

ATTN
RECORD\_ATTN\_TXT

Name 1
RECORD\_NAME1

Store/Plant
RECORD\_STOR

Name 2
RECORD\_NAME2

Number and Street
ADDR\_STREET

City, town, village, etc.

ADDR\_CITY

State
Select State or Territory

ZIP Code

ADDR\_ZIP

### PHYSICAL LOCATION

Number and Street

Please update the physical location if needed. (P.O. Box and rural route addresses are not physical locations.)

PHYSLOC\_ADDR\_STREET

City, town, village, etc.

PHYSLOC\_ADDR\_CITY

State
Select State or Territory

ZIP Code PHYSLOC\_A

## For Census Bureau Use Only

CFN
RECORD\_CFN

ELECTRONIC\_B



Legal Boundary and Municipality

LEGAL BOUNDARY AND MUNICIPALITY
Is this establishment physically located inside the legal boundaries of the city, town, village, etc.?
● Yes
◎ No
No legal boundaries
Do not know
In what type of municipality is this establishment physically located?
City, village, or borough
Town or township
Other
Do not know



Item 1: Employer Identification Number
ITEM 1: EMPLOYER IDENTIFICATION NUMBER
Is the Employer Identification Number (EIN) used on this establishment's latest 2017 Internal Revenue Service Form 941, Employer's Federal Quarterly Tax Return?
Yes
○ No



Item 1: Employer Identification Number - Continued
ITEM 1: EMPLOYER IDENTIFICATION NUMBER
What is this establishment's 9-digit Employer Identification Number (EIN) used on its latest 2017 Internal Revenue Service Form 941, Employer's Federal Quarterly Tax Return?
EIN



### Additional Reporting Guidelines

### ADDITIONAL REPORTING GUIDELINES

### GENERAL INSTRUCTIONS

- Please report information for each establishment owned or controlled by the company or organization.
- Each report form should cover calendar year 2017. If book figures are not available, **estimates are acceptable.** If your fiscal year covers at least 10 months of calendar year 2017, 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 the exact dates covered when the report form(s) is submitted.

### How to Report Dollar Figures:

Dollar figures should be rounded to thousands of dollars

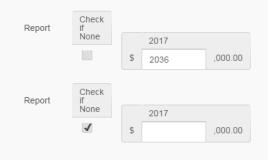
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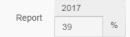
EXAMPLE: If a dollar figure is "0" (or less than \$500.00):

# How to Report Percents:

Percents should be rounded to whole percents

EXAMPLE: If figure is 38.76% of total sales







Tem 24. Camerang of Control
ITEM 2A: OWNERSHIP OR CONTROL
Is your company owned or controlled by another domestic company?
Yes
● No



Item 2A: Ownership or Control - Voting Stock Validation

ITEM 2A: OWNERSHIP OR CONTROL - VOTING STOCK VALIDATION

Does another domestic company own more than 50 percent of the voting stock of your company?

Yes



○ No

ITEM 2A: OWNERSHIP OR CONTROL - MANAGEMENT AND POLICY

Does another domestic company have the power to control the management and policies of your company?

Yes

No



Item 2A: Ownership or Control - Percent of Voting Stock Held

# ITEM 2A: OWNERSHIP OR CONTROL - PERCENT OF VOTING STOCK HELD

What percent of voting stock was held by the owning or controlling company?

Less than 50%

○ 50%



# ITEM 2A: OWNERSHIP OR CONTROL - COMPANY INFORMATION What is the name, address, and 9-digit Employer Identification Number (EIN) of the owning or controlling company? Name of owning or controlling company Home office address (Number and street) City, town, village, etc. State Select States and Territories



Item 2B: Number of Establishments - More Than One Location

ITEM 2B: NUMBER OF ESTABLISHMENTS - MORE THAN ONE LOCATION

Does your company operate in more than one location?

Yes

No



Item 2B: Number of Establishments	
ITEM 2B: NUMBER OF ESTABLISHMENTS	
How many establishments operated under EIN at the end of 2017?	2017



Item 2B: Number of Establishments - Establishments of This Company

### ITEM 2B: NUMBER OF ESTABLISHMENTS - ESTABLISHMENTS OF THIS COMPANY

This company owns and operates establishments under EIN at the end of 2017.

- Use the 'Add Establishment' button to add ALL establishments in the company and their respective data.
- Provide the headquarters location first, then all the other locations.
- Data for establishments operated during 2017, but not in operation at the end of the year, should be included with the headquarters location.
- Please ensure all establishments of this company are listed below with one establishment per row.
- Use the 'Edit' button on each row to update the location's physical address or other information.



Item 2B: Number of Establishments - Establishment Information

lame		
condary Name	Store/Plant Number	
imber and Street		
y, town, village, etc.	State Select States and Territories	ZIP Code
escribe kind of business at this loca	tion	
	than one location, report the employment and payroll data for employees	at the ONE location where they spent most
r employees that worked at more rking time. Number of Employees for Pay Perio		2017
rking time.		2017
rking time.  lumber of Employees for Pay Perio		2017 Number



Item 2B: Number of Establishments - Consolidating Data Instructions

### ITEM 2B: NUMBER OF ESTABLISHMENTS - CONSOLIDATING DATA INSTRUCTIONS

# Consolidating Data for EIN :

- Add the values reported in Sales, Shipments, Receipts, or Revenue for all establishments of the EIN and report the combined total in the questions for Item 5, Sales, Shipments, Receipts, or Revenue and Item 22, Detail of Sales, Shipments, Receipts, or Revenue that follow.
- Add the values reported in Employment, First Quarter Payroll, and Annual Payroll for all establishments of the EIN and report the combined totals in the question for Item 7, Employment and Payroll that follows.
- Report combined data for all other questions that follow.



Item 3: Operational Status

ITEM 3: OPERATIONAL STATUS						
Which of the following best describes this establishment's operational status at the end of 2017?						
In operation						
Temporarily or seasonally inactive						
Ceased operation						
Sold or leased to another operator						
Other						
Describe						





Item 3: Operational Status - Sold Operation Date and Information

TEM 3: OPERATIONAL STATUS - SOLD OPERATION DAT	E AND INFORMATION	
When was this establishment sold or leased to another opera	itor?	
MMDDYYYY		
<b>m</b>		
Vhat is the name, address, and 9-digit Employer Identification	n Number (EIN) of this establishment's new owner or operator?	
Name of new owner/operator		
Mailing Address (Number and Street, P.O. Box, etc.)		
City, town, village, etc.	State	ZIP Code
ony, torri, timege, etc.	Select States and Territories	
	00000 00000 0000	
EIN		



ITEM 4: MONTHS IN OPERATION

Check if None

What was the number of months in operation during 2017?



Item 5: Sales, Shipments, Receipts, or Revenue

ITEM 5: SALES, SHIPMENTS, RECEIPTS, OR REVENUE

What was the income, earnings, or revenue of this establishment only?

Check if None

Income, earnings, or revenue



### Item 7: Employment and Payroll

### ITEM 7: EMPLOYMENT AND PAYROLL

### Include:

• Full- and part-time employees working at this establishment whose payroll was reported on Internal Revenue Service Form 941, Employer's Quarterly Federal Tax Return, and filed under the Employer Identification Number (EIN) in Item 1

### Exclude:

- Temporary staffing obtained from a staffing service
- Contractors, subcontractors, or independent contractors
- Full- or part-time leased employees whose payroll was filed under an employee leasing company's EIN
- Purchased or managed services, such as janitorial, guard, or landscape services
- Professional or technical services purchased from another firm, such as software consulting, computer programming, engineering, or accounting services

For further clarification, click the "Additional Information" link above.

A. Employment

What was the number of employees for pay period including March 12?

None 2017

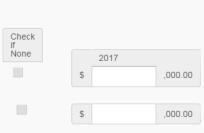
Check

**B.** Payroll before deductions

(Exclude employer's cost for fringe benefits.)

1. What was the annual payroll?

2. What was the first quarter payroll (January-March 2017)?





### Item 17: Principal Business or Activity

# ITEM 17: PRINCIPAL BUSINESS OR ACTIVITY Which ONE of the following best describes this establishment's principal kind of business or activity in 2017? If none of the provided selections seem appropriate, provide a specific description of the primary business activity. Select only ONE. Holding companies, excluding bank and financial holding companies Bank and financial holding companies (Registered with the Board of Governors of the Federal Reserve.) Corporate managing offices and other kind of business activity 551114 001 Ocrporate, subsidiary, or regional managing office engaged in management of, or providing more than one centralized administrative support functions to, other establishments of the company (Offices engaged in only one type of specific activity should select another kind of business 777551 011 Pension fund, retirement plan, profit sharing plan, or employee stock investment/ownership plan - Describe type of plan Describe Describe 777551 013 O Payroll holding account - Describe where employee actually work Describe 533110 901 O Franchise leasing/licensing 777551 014 Other kind of administrative or support services - Describe primary services performed Describe 773000 001 Other principal business or activity - Describe Describe



\$,000.00 of Sales, Shipments, Receipts, or Revenue reported in Item 5, what products and services were included?  ALL that apply.	
Trading securities and commodity contracts on own account (Include interest and dividends.)  More	8000150
2. Gains (losses) from non-financial assets sold More	8000175
3. Loans to financial businesses More	8000075
4. Loans to non-financial businesses	8000100
5. Loans to governments	8000125
6. Bundled head-office services to the enterprise More	7014900
7. Financial management consulting and implementation services for businesses and government	7014575
8. Leasing of rights to explore for and exploit natural resources	7010200
9. Franchising agreements	7010260
10. Licensing of rights to use intellectual property protected by patent More	7009600
11. Licensing of rights to use intellectual property protected by trademark More	7009625
12. Licensing of rights to use intellectual property protected by copyright, excluding audiovisual works and musical compositions and recordings	7009581
13. Government contributions, gifts, and grants	8000025
14. Private contributions, gifts, and grants	8000050
15. Rental and leasing of nonresidential space in buildings or other facilities, except hosting of coin-operated self-service gambling machines	7006575
16. Basic and applied research in engineering and technology	7009700



# Item 22: Detail of Sales, Shipments, Receipts, or Revenue - Continued

Description	Value		Pro
Trading securities and commodity contracts on own account (Include interest and dividends.)  More	\$	,000.00	8000
2. Gains (losses) from non-financial assets sold More	\$	,000.00	8000
3. Loans to financial businesses More	\$	,000.00	8000
4. Loans to non-financial businesses	\$	,000.00	8000
5. Loans to governments	\$	,000.00	8000
6. Bundled head-office services to the enterprise More	\$	,000.00	7014
7. Financial management consulting and implementation services for businesses and government	\$	,000.00	7014
8. Leasing of rights to explore for and exploit natural resources	\$	,000.00	7010
9. Franchising agreements	\$	,000.00	7010
10. Licensing of rights to use intellectual property protected by patent More	\$	,000.00	7009
11. Licensing of rights to use intellectual property protected by trademark More	\$	,000.00	7009
12. Licensing of rights to use intellectual property protected by copyright, excluding audiovisual works and musical compositions and recordings	\$	,000.00	7009
13. Government contributions, gifts, and grants	\$	,000.00	8000
14. Private contributions, gifts, and grants	\$	,000.00	8000
15. Rental and leasing of nonresidential space in buildings or other facilities, except hosting of coin-operated self-service gambling machines	\$	,000.00	7006
16. Basic and applied research in engineering and technology	\$	,000.00	7009
17. Retailing services for other goods, not elsewhere classified			
a. Retailing services for other goods, not elsewhere classified - write-in #1			
Describe	\$	,000.00	5002
b. Retailing services for other goods, not elsewhere classified - write-in #2		94	5000
Describe	\$	,000.00	5002
c. Retailing services for other goods, not elsewhere classified - write-in #3  Describe	\$	,000.00	5002
d. Retailing services for other goods, not elsewhere classified - write-in #4			



е	. Retailing services for other goods, not elsewhere classified - write-in #5		
	Describe	,000.00	50020
f	Retailing services for other goods, not elsewhere classified - write-in #6		
	Describe	,000.00	50020
18. V	Wholesaling services for other goods, not elsewhere classified		
a	Wholesaling services for other goods, not elsewhere classified - write-in #1		
	Describe	,000.00	40058
b	Wholesaling services for other goods, not elsewhere classified - write-in #2		
	Describe	,000.00	40055
c	. Wholesaling services for other goods, not elsewhere classified - write-in #3		
	Describe	,000.00	40055
19. 0	Other manufacturing revenue, not elsewhere classified		
a	a. Other manufacturing revenue, not elsewhere classified - write-in #1		
	Describe	,000.00	2054
b	b. Other manufacturing revenue, not elsewhere classified - write-in #2		
	Describe	,000.00	20541
c	c. Other manufacturing revenue, not elsewhere classified - write-in #3		
	Describe	,000.00	2054
20.	Other service revenue, not elsewhere classified		
а	a. Other service revenue, not elsewhere classified - write-in #1		
	Describe	,000.00	70175
b	o. Other service revenue, not elsewhere classified - write-in #2		
	Describe	,000.00	70175
c	Cother service revenue, not elsewhere classified - write-in #3		
	Describe	,000.00	70175
<b>21</b> . A	All other nonoperating or tax-exempt revenue		
a	a. All other nonoperating or tax-exempt revenue - write-in #1		
	Describe	,000.00	80002
b	s. All other nonoperating or tax-exempt revenue - write-in #2		
	Describe	,000.00	80002
c	. All other nonoperating or tax-exempt revenue - write-in #3		
	Describe	,000.00	80002



Pick one Describe	\$	,000.00	900000003					
b. All other products and services, not elsewhere classified - write-in #2								
Pick one Describe	\$	,000.00	900000006					
c. All other products and services, not elsewhere classified - write-in #3								
Pick one Describe	\$	,000.00	900000009					
Add Additional Products								
TOTAL - Sum of lines should equal total Sales, Shipments, Receipts, or Revenue reported in Item 5	\$	,000.00	9900000000					



# Item 26: Business Cooperative

# ITEM 26: BUSINESS COOPERATIVE

A cooperative is a business or organization owned by, controlled by, and operated for the benefit of members using its services. Members (also known as user-owners) benefit from use of service and product operations and/or earnings generated by the co-op. This includes purchasing co-ops, member/patron organizations, member-controlled non-profits, consumer co-ops, marketing co-ops, worker co-ops, etc.

Is this establishment a cooperative?

○ No



REMARKS	
(Please use this space for any explanations that may be essential in understanding your reported data.) Maximum length is 1,000 characters.	
	You have
	1000
	characters left.

