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## Appendix D. **Questionnaires**

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The sample report forms are shown on the following pages.



U.S. DEPARTMENT OF COMMERCE  
BUREAU OF THE CENSUS

FORM  
**MB-1**

# 1992 ECONOMIC CENSUSES

## SURVEY OF BUSINESS OWNERS AND SELF-EMPLOYED PERSONS

OMB No. 0607-0767: Approval Expires 04/30/95

**DUE DATE: 30 DAYS AFTER RECEIPT OF FORM**

If you have questions about completing this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right. Please return your completed report to:

**BUREAU OF THE CENSUS**  
1201 East 10th Street  
Jeffersonville, IN 47134-0001

Toll-free assistance, 8 a.m. to 8 p.m., eastern time. Monday through Friday:  
1-800-233-6136

*Please read the instructions before answering the questions.*

In correspondence pertaining to this report, please refer to this Census File Number (CFN)

MB-1

**CENSUS USE**

901      902      903      904

*Please correct errors in name, address, and ZIP Code. ENTER street and number if not shown.*

Dear Respondent:

The Census Bureau conducts an economic census every 5 years. The census provides our single most important measure of economic performance and basic information about your industry and geographic area for use by the business community and government agencies.

The 1992 Survey of Business Owners and Self-Employed Persons is part of the economic census. We made a concerted effort to lessen your reporting burden and, at the same time, meet the needs of the government and the public for information. On the back of this form are answers to the most frequently asked questions regarding this survey. Please read all instructions before completing the form.

Title 13, United States Code, requires your response to this survey. By the same law, your response is confidential. Only sworn Census Bureau employees will see your form, and the information will be used only for statistical purposes.

Thank you for your cooperation.

Sincerely,

Harry A. Scarr  
Deputy Director  
Bureau of the Census

**NOTE — Be sure to make a copy of this form for your records.**

**• INSTRUCTIONS — Please read •**

The purpose of this questionnaire is to collect information about the sex, race, and ethnic background of business owners in the United States for the year 1992. The business owner(s) must complete this questionnaire even if the business has since been sold, reorganized, or discontinued. (Complete this form only for the primary business owner; if a husband and wife own the business EQUALLY, complete for both owners.) Data provided by you will be used only for statistical purposes and will be kept strictly confidential. The race and ethnic categories described in items 3 and 4 have been established by the Office of Management and Budget to assure uniform reporting to all Federal agencies.

**INDIVIDUAL PROPRIETORSHIP** — An unincorporated business owned by an individual. The business may be the only occupation of an individual or the secondary activity of an individual who works for someone else.

**SELF-EMPLOYED** — Persons in professions such as lawyers or physicians, direct salespersons (party or door-to-door salespersons), other independent commission workers (insurance and real estate salespersons, etc.), independent contractors (truckers, private duty nurses, etc.) and investors.

**IMPORTANT — How to Fill Out This Form**

Please use a #2 black lead pencil . Most questions ask you to CHECK (✓) IN THE BOX, or to print the information. See EXAMPLE →

Yes  
 No

**ITEM 1 — SCHEDULE C STATUS**

Your selection in this survey was based on administrative records information which indicated that you claimed income from some business or self-employment activity in 1992. Please review your 1992 tax return and check the appropriate box below.

- I filed a Schedule C claiming business or self-employed income. Please SKIP to item 2 and complete the questionnaire.
- The business activity from the Schedule C was reorganized to another legal form of organization during 1992. **NOTE** — For the purposes of this survey, your business will still be included in the overall number of businesses active in 1992, but only as a part year activity. Please SKIP to item 2 and complete the questionnaire to reflect the business activity reported on your 1992 Schedule C.
- I filed a Schedule C for 1992, but the income claimed was from one of the following sources: interest or dividend income; beneficiary income from a trust; retirement plan payments (including IRAs); deferred wages; longevity payments; disability or workman's compensation income; or vacation or bonus payments from an employer for which you had to pay withholding taxes. This income is not within the scope of our survey. Please SKIP to item 5 and return the questionnaire.
- I did not file a Schedule C with my 1992 1040 tax return. Please SKIP to item 5 and return the questionnaire.

**ITEM 2 — OWNERSHIP OF BUSINESS**

If there are two names in the mailing address of this questionnaire, is this business owned EQUALLY by both parties?

- Yes — Complete items 3 and 4
- No — Complete item 3 for the primary business owner

If there is one name in the mailing address, COMPLETE item 3

**ITEM 3 — PRIMARY OR 1ST LISTED BUSINESS OWNER**

Complete items a, b, and c below for the primary (or only) business owner or self-employed person listed on the address label. If the business is owned EQUALLY by husband and wife, complete the items for the first person listed.

a. SEX →

Male  
 Female

It is important to answer BOTH questions b and c.

b. **SPANISH/HISPANIC/LATINO BACKGROUND OR ORIGIN** — Refers to a person of Mexican, Cuban, Puerto Rican, Hispanic Latin American, or other Spanish/Hispanic/Latino origin or culture, regardless of race.

- Non-Hispanic/Non-Latino/Non-Spanish
- Cuban
- Mexican/Mexican-American/Chicano
- Puerto Rican
- Hispanic Latin American (e.g., Panamanian, Peruvian, Venezuelan, Ecuadorian, Guatemalan, etc.) — Specify country ↘
- Spaniard (origin from Spain)
- Other Spanish/Hispanic/Latino origin or culture — Specify ↘

**ITEM 3 — PRIMARY OR 1ST LISTED BUSINESS OWNER — Continued**

**c. RACE** — *If you are of mixed racial background, choose the category with which you most closely identify.*

**AFRICAN AMERICAN/BLACK/NEGRO** — A person having origins (ancestry) in any of the Black racial groups of Africa or the Caribbean.

**ASIAN OR PACIFIC ISLANDER** — A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

<input type="checkbox"/> Asian Indian (from the country India)	<input type="checkbox"/> Vietnamese
<input type="checkbox"/> Chinese	<input type="checkbox"/> Filipino
<input type="checkbox"/> Japanese	<input type="checkbox"/> Hawaiian
<input type="checkbox"/> Korean	<input type="checkbox"/> Other Asian or Pacific Islander — <i>Specify</i> ↘

33

**INDIAN (AMERICAN) OR ALASKA NATIVE** — A person having origins (ancestry) in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

<input type="checkbox"/> Aleut	<input type="checkbox"/> Eskimo
<input type="checkbox"/> American Indian — <i>Specify enrolled or principal tribe</i> ↘	

34

**WHITE** — A person having origins (ancestry) in any of the original peoples of Europe, North Africa, or the Middle East.

**OTHER** — A person having origins in a racial group not listed above.

Other race — *Specify* ↘

35

**ITEM 4 — 2ND LISTED BUSINESS OWNER**

Complete items a, b, and c below for the 2nd person listed on the address label if the business is owned EQUALLY by husband and wife.

**a. SEX** →

Male  
 Female

*It is important to answer BOTH questions b and c.*

**ITEM 4 — 2ND LISTED BUSINESS OWNER — Continued**

**b. SPANISH/HISPANIC/LATINO BACKGROUND OR ORIGIN** — Refers to a person of Mexican, Cuban, Puerto Rican, Hispanic Latin American, or other Spanish/Hispanic/Latino origin or culture, regardless of race.

Non-Hispanic/Non-Latino/Non-Spanish

Cuban

Mexican/Mexican-American/Chicano

Puerto Rican

Hispanic Latin American (e.g., Panamanian, Peruvian, Venezuelan, Ecuadorian, Guatemalan, etc.) — *Specify country* ↘

41

Spaniard (origin from Spain)

Other Spanish/Hispanic/Latino origin or culture — *Specify* ↘

42

**c. RACE** — *If you are of mixed racial background, choose the category with which you most closely identify.*

**AFRICAN AMERICAN/BLACK/NEGRO** — A person having origins (ancestry) in any of the Black racial groups of Africa or the Caribbean.

**ASIAN OR PACIFIC ISLANDER** — A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

<input type="checkbox"/> Asian Indian (from the country India)	<input type="checkbox"/> Vietnamese
<input type="checkbox"/> Chinese	<input type="checkbox"/> Filipino
<input type="checkbox"/> Japanese	<input type="checkbox"/> Hawaiian
<input type="checkbox"/> Korean	<input type="checkbox"/> Other Asian or Pacific Islander — <i>Specify</i> ↘

43

**INDIAN (AMERICAN) OR ALASKA NATIVE** — A person having origins (ancestry) in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

<input type="checkbox"/> Aleut	<input type="checkbox"/> Eskimo
<input type="checkbox"/> American Indian — <i>Specify enrolled or principal tribe</i> ↘	

44

**WHITE** — A person having origins (ancestry) in any of the original peoples of Europe, North Africa, or the Middle East.

**OTHER** — A person having origins in a racial group not listed above.

Other race — *Specify* ↘

45

## QUESTIONS AND ANSWERS REGARDING THE 1992 SURVEY OF BUSINESS OWNERS AND SELF-EMPLOYED PERSONS

- **Why is this survey being taken?**

To help provide valuable economic data about businesses owned by minorities and women as well as comparable data for businesses owned by nonminorities. This survey is part of the economic census program, which the Census Bureau is required to conduct every 5 years by law (Title 13 of the United States Code). The Census Bureau combines data from this survey with data from the other economic censuses and presents them in the Survey of Minority-Owned Business Enterprises and Women-Owned Businesses publication series. The published data include number of firms, sales and receipts, paid employees, and annual payroll and are presented by geographic area, industry, firm size, and form of organization.

- **Who uses the survey data?**

Persons and institutions in both the public and private sectors extensively use these survey data. Accurate data regarding business ownership are critical to informed decision making by Federal, State, and local governments regarding business assistance programs. In addition, private companies and trade associations use the data to analyze industry trends; educators use them in teaching and research; and the media use them in news articles.

- **Why was I selected for this survey?**

You are part of a small sample of businesses and self-employed persons that we randomly selected to represent your type of business and geographic area. The use of a sample substantially limits the reporting burden on small businesses and reduces the survey cost; however, it also greatly increases the importance of receiving a report from each business selected.

- **What businesses are included in this survey?**

Businesses were eligible to be selected for this survey if they reported any business activity on the 1992 Internal Revenue Service tax Form 1040 (Schedule C), "Profit or Loss from Business" (Sole Proprietorship). Many self-employed individuals do not consider the activity reported on their Schedule C to be an actual business (for example, babysitter, sales representative, construction contractor, and so forth). Any activity reported on Form 1040 (Schedule C) meets the definition of a business for purposes of this survey.

- **Can I be paid for completing this report?**

No. The law (Title 13 of the United States Code) that directs the Census Bureau to conduct the economic census and requires firms to report does not authorize payment for completing census reports. In addition, no funds have been appropriated for this purpose.

- **Is each survey response kept confidential?**

Yes. By law, the Census Bureau cannot give individual responses to anyone (including government agencies) for any purpose. Survey responses are immune from legal action and exempt from the provisions of the Freedom of Information Act. Census Bureau publications summarize responses so that the confidentiality of respondents and their business activities is fully protected.

- **Why is the Census Bureau asking questions about the sex, race, and ethnicity of business owners?**

These business owner characteristics are important for assistance program officials, industry organizations, economic and social analysts, and entrepreneurs. They are important to understanding conditions of business success and failure, showing census-to-census changes in business performances, and comparing minority/nonminority- and women/men-owned businesses.

- **Who establishes the race and ethnic categories listed on this form?**

The racial and ethnic categories and definitions used in this survey are consistent with the Office of Management and Budget's Circular No. A-46, "Revised Race and Ethnic Standards for Federal Statistics and Administrative Reporting," issued May 12, 1977. These standards were developed by both the Executive Branch and Congress.

- **Why is the Census Bureau asking questions now about 1992?**

The complete sample for this survey cannot be selected until all tax records for 1992 are available. Use of these tax records delays the mailout of this survey, but allows us to reduce significantly the number of survey questions and the survey cost.

- **How can I get more information?**

Call 1-800-233-6136 Monday through Friday, 8 a.m. to 8 p.m. eastern time. Our telephone staff can answer survey questions as well as provide you with additional forms and instructions.

We estimate that it will take 10 minutes or less to complete this questionnaire. If you have any comments regarding these estimates or any other aspect of this survey, send them to the Associate Director for Administration, Paperwork Reduction Project 0607-0767, Room 3104, FB 3, Bureau of the Census, Washington, DC 20233; and to the Office of Management and Budget, Paperwork Reduction Project 0607-0767, Washington, DC 20503.

**ITEM 5 — CERTIFICATION — Please print name of person responsible for completing this report.**

Name	Telephone number (Include Area Code)
Signature	Date



U.S. DEPARTMENT OF COMMERCE  
BUREAU OF THE CENSUS

FORM  
**MB-2**

# 1992 ECONOMIC CENSUSES SURVEY OF BUSINESS OWNERS

OMB No. 0607-0767: Approval Expires 04/30/85

**DUE DATE: 30 DAYS AFTER  
RECEIPT OF FORM**

If you have questions about completing this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right. Please return your completed report to:

**BUREAU OF THE CENSUS  
1201 East 10th Street  
Jeffersonville, IN 47134-0001**

Toll-free assistance, 8 a.m. to 8 p.m.,  
eastern time. Monday through Friday:  
1-800-233-0136

*Please read the instructions before  
answering the questions.*

In correspondence pertaining to this report,  
please refer to this Census File Number (CFN)

MB-2

**CENSUS USE**

901	902	903	904

*Please correct errors in name, address, and ZIP Code. ENTER street and number if not shown.*

Dear Respondent:

The Census Bureau conducts an economic census every 5 years. The census provides our single most important measure of economic performance and basic information about your industry and geographic area for use by the business community and government agencies.

The 1992 Survey of Business Owners is part of the economic census. We made a concerted effort to lessen your reporting burden and, at the same time, meet the needs of the government and the public for information. On the back of this form are answers to the most frequently asked questions regarding this survey. Please read all instructions before completing the form.

Title 13, United States Code, requires your response to this survey. By the same law, your response is confidential. Only sworn Census Bureau employees will see your form, and the information will be used only for statistical purposes.

Thank you for your cooperation.

Sincerely,

Harry A. Scarr  
Deputy Director  
Bureau of the Census

**NOTE — Be sure to make a copy of this form for your records.**

**• INSTRUCTIONS — Please read •**

The purpose of this questionnaire is to collect information about the sex, race, and ethnic background of business owners in the United States for the year 1992. The business owner(s) must complete this questionnaire even if the business has since been sold, reorganized, or discontinued. Data provided by you will be used only for statistical purposes and will be kept strictly confidential. The race and ethnic categories described in item 3 have been established by the Office of Management and Budget to assure uniform reporting to all Federal agencies.

**IMPORTANT — How to Fill Out This Form**

*Please use a #2 black lead pencil. Most questions ask you to CHECK (✓) IN THE BOX, or to print the information. See EXAMPLE* →

<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> No

**ITEM 1 — LIMITED PARTNERSHIP** — A limited partnership is a partnership composed of at least one general partner and one or more limited partners.

Is your business a limited partnership? →

<input type="checkbox"/> Yes
<input type="checkbox"/> No

**ITEM 2 — NUMBER OF PARTNERS**

**a.** How many partners are there in your firm?

<input type="checkbox"/> 1	<input type="checkbox"/> 5	<input type="checkbox"/> 9	<input type="checkbox"/> 100+
<input type="checkbox"/> 2	<input type="checkbox"/> 6	<input type="checkbox"/> 10	
<input type="checkbox"/> 3	<input type="checkbox"/> 7	<input type="checkbox"/> 11—35	
<input type="checkbox"/> 4	<input type="checkbox"/> 8	<input type="checkbox"/> 36—100	

**b.** For limited partnerships, how many general partners are there in your firm?

<input type="checkbox"/> 1	<input type="checkbox"/> 5	<input type="checkbox"/> 9	<input type="checkbox"/> 100+
<input type="checkbox"/> 2	<input type="checkbox"/> 6	<input type="checkbox"/> 10	
<input type="checkbox"/> 3	<input type="checkbox"/> 7	<input type="checkbox"/> 11—35	
<input type="checkbox"/> 4	<input type="checkbox"/> 8	<input type="checkbox"/> 36—100	

**ITEM 3 — DESCRIPTION OF PARTNERS**

*Complete items a, b, and c, checking (✓) the ONE box in each category which best describes the majority of partners in your firm. For limited partnerships, check (✓) the ONE box which best describes the general partner(s) in your firm. The ethnic and race categories described on page 3 have been established by the Office of Management and Budget to assure uniform reporting to all Federal agencies.*

**a. SEX** →

<input type="checkbox"/> Male
<input type="checkbox"/> Female

**ITEM 3 — DESCRIPTION OF PARTNERS — Continued**

Complete items b and c, checking (✓) the ONE box in EACH category which best describes the majority of partners in your firm. For limited partnerships, check (✓) the ONE box in EACH category which best describes the general partner(s) in your firm.

**b. SPANISH/HISPANIC/LATINO BACKGROUND OR ORIGIN** — Refers to a person of Mexican, Cuban, Puerto Rican, Hispanic Latin American, or other Spanish/Hispanic/Latino origin or culture, regardless of race. Check (✓) ONE box only.

Non-Hispanic/Non-Latino/Non-Spanish

Cuban

Mexican/Mexican-American/Chicano

Puerto Rican

Hispanic Latin American (e.g., Panamanian, Peruvian, Venezuelan, Ecuadorian, Guatemalan, etc.) — Specify country ↴

31

Spaniard (origin from Spain)

Other Spanish/Hispanic/Latino origin or culture — Specify ↴

32

**c. RACE** — Check (✓) ONE box only.

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ASIAN OR PACIFIC ISLANDER — A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

Asian Indian (from the country India)

Chinese

Japanese

Korean

Vietnamese

Filipino

Hawaiian

Other Asian or Pacific Islander — Specify ↴

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INDIAN (AMERICAN) OR ALASKA NATIVE — A person having origins (ancestry) in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

Aleut

Eskimo

American Indian — Specify enrolled or principal tribe ↴

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Name	Telephone number (Include Area Code)
Signature	Date

## QUESTIONS AND ANSWERS REGARDING THE 1992 SURVEY OF BUSINESS OWNERS

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- **Why was I selected for this survey?**

You are part of a small sample of businesses that we randomly selected to represent your type of business and geographic area. The use of a sample substantially limits the reporting burden on small businesses and reduces the survey cost; however, it also greatly increases the importance of receiving a report from each business selected.

- **What businesses are included in this survey?**

Businesses were eligible to be selected for this survey if they reported any business activity on the 1992 Internal Revenue Service tax Form 1065, "U.S. Partnership Return of Income."

- **Can I be paid for completing this report?**

No. The law (Title 13 of the United States Code) that directs the Census Bureau to conduct the economic census and requires firms to report does not authorize payment for completing census reports. In addition, no funds have been appropriated for this purpose.

- **Is each survey response kept confidential?**

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