Accountants' Guide to the 1997 Economic Census

Making Sure Business is Counted

U.S. Department of Commerce
Economics and Statistics Administration
BUREAU OF THE CENSUS

EC97/PR-2
Accountants' Guide to the 1997 Economic Census...

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ACCOUNTANTS GUIDE TO THE 1997 ECONOMIC CENSUS
We realize your time is valuable. Most businesses can complete their economic census form in about an hour. The information you provide will help build economic indicators, like the GDP, that America uses to chart its future.

In December 1997, 5 million businesses will receive an economic census form. If you get one, fill it out. **Send it in by February 12.** Your company’s response is confidential. It’s important, and it’s required by law.

Make sure your business is counted. Help us provide the information America needs.

To learn more, visit our web site: [www.census.gov/econ97](http://www.census.gov/econ97).

For assistance or questions about your form, call **1-800-233-6136.**
Questions Frequently Asked About the Economic Census

What is the economic census?

The Economic Census gathers detailed information about the Nation’s economy once every 5 years.

In December 1997, the Census Bureau will mail economic census questionnaires to more than 5 million businesses, possibly including your business clients with paid employees. We will combine the important information that these businesses provide with that supplied by other businesses, and publish summary reports on industries and geographic areas from the national to the local level.

These reports are central to the work of economic policymakers, the business community, researchers, and directly or indirectly, the general public.

The 1997 Economic Census introduces the North American Industrial Classification System (NAICS). Census forms will reflect the old Standard Industrial Classification System, but data will be published on the NAICS basis. The 1997 Economic Census reports will be the first in North America based on this new classification system.

There are nearly 500 versions of the census form, each tailored to the particular industries or types of activity. The content of the forms was developed in consultation with representative trade associations and other data users; data suppliers; accounting organizations; and the Office of Management and Budget.

What is the legal authority for the economic census?

Title 13, United States Code, requires firms to complete census questionnaires sent to them.

Title 13 directs the Census Bureau to publish no data that reveal the identity or activities of any individual or company. Individual responses may be seen only by sworn Census Bureau employees, and are exempt from the Freedom of Information Act. The law also protects from disclosure any photocopies of the census questionnaires that a company retains in its own records.

Will my client receive a census form?

All large companies will receive census forms.

Your client probably will not receive a form —

If it has no employees. Fifteen million companies with no employees will not receive a census form. This alleviates the burden on small businesses.

If it is an entity owned by another company. In that case, the census form requiring information on your client’s activity most likely will go to the “parent” company.

The economic census measures activity at the “establishment” level, generally, a single physical location. Companies operating more than one establishment will receive a separate form for each physical location. All of these questionnaires will be mailed to the company headquarters.

(This differs from reporting for financial and income tax purposes, where the reporting unit may be a legal entity consisting of more than one establishment.)

In some industries, companies will receive separate forms that consolidate certain activities on a statewide basis. In such cases, a separate form covering each state in which the company operates will cover all of the establishments in the state.

When will the forms be mailed? When are they due?

The Census Bureau will mail economic census questionnaires in mid-December 1997. Completed reports are due February 12, 1998.
### What period is covered?
Each form requests data for calendar year 1997. Your fiscal year is acceptable if it includes both March and October of 1997. However, employment and payroll still should relate to the calendar year.

### Can my client's company be excused?
No. Federal law requires every company that receives a census form to complete and return it.

### Can I use estimates?
Yes. We accept estimates where the information requested is not readily available from actual business records.

### What if I do not have some records for my client's business?
Your client may need to supply certain operating statistics, such as product lines, kinds of service, or merchandise lines, from records that are not available to you. In such cases, give your client a copy of the form to supply the required data, and then consolidate the information onto one form.

*Please, remind your client that estimates are acceptable, as indicated above.*

### What if the form does not apply?
If you receive a form that does not seem to apply to your client's operations, **complete all items that do apply** and return the form along with a description of the activity actually performed.

### Can I submit the completed form electronically?
Yes, in some cases. Electronic reporting can reduce your client's cost to complete the economic census, and we are offering electronic options in selected industries. Available formats include EDI (Electronic Data Interchange) and diskette-based reporting. The best tools are available for retail trade, foodservices and accommodations businesses.

If you are interested in reporting for your client on electronic media (regardless of industry) please contact:

Electronic Reporting Staff  
U.S. Census Bureau  
Washington, DC 20233-6100  
Telephone: 301-457-4125  
e-mail: ers@census.gov

If you require additional time to complete the economic census form for your client, call the toll-free help line: 1-800-233-6136

- Please, do not call to request an extension before your clients receive census forms.
- Have ready the 11-digit Census File Number (CFN).

### How do I request an extension?

### How will the 1997 forms differ from the ones my client’s firm completed for 1992?
Many census forms have been shortened and ask fewer questions.

The company summary report, Form ES-9100, has been dropped.

Questions on some forms are changed to accommodate the North American Industrial Classification System.

The questionnaires for various sectors have been made more standardized.

For the first time, sample forms are available on the Internet.

**Alert!**

Make a file copy of the completed census forms for your client’s records before returning them to the Census Bureau!
What Will My Client Receive, and When?

Economic census forms will be mailed in December 1997. The due date is February 12, 1998.

The economic census mailing package will contain:
An inventory list of all establishments that constitute your client’s company and its subsidiaries. The list will identify the specific forms that must be completed for its economic activity in 1997. If any corrections are necessary, you may convey them to us by telephone or email, or by returning a corrected list via FAX.

A separate questionnaire for each establishment of your client’s company. The numbers and types of report forms your client’s company receives will depend on the company’s size and diversity.
(Remember: businesses without paid employees will not receive a form.)

How Can I Use the World Wide Web to Learn More About the 1997 Economic Census, so I am Better Able to Complete the Census Forms my Client’s Company May Receive?

The Census Bureau’s web site has a page devoted to the economic census:


You can use this site to learn more about the economic census and about why it is important to the Nation — and to your client. The economic census web page provides links to

Key dates in the economic census
Sample forms
Questions and answers about the economic census
Information about the new North American Industry Classification System
The latest census results, for 1997 (when available) and 1992

There also is a link to the Economic Briefing Room, which provides up-to-the-minute information about the U.S. economy.

System Requirements

The 1997 Economic Census web page provides a link to sample copies of every questionnaire being used in the census. The list is organized by form number within sector.

Sample forms are stored as page images in PDF format. You need an Internet browser to retrieve the files, and PDF reader software (available for free downloading from the World Wide Web) to view the files. Once files are downloaded to the reader you can view them on screen, or print them on a local printer. Most census forms are legal length (8-1/2" by 14"). If your printer has letter size paper (8-1/2" by 11") you can print the forms on a single sheet by checking “Shrink to fit” at the bottom of the print window.

Remember: please complete and return ONLY the forms we send to your client, even if the company is involved in a different activity. And, please do not complete a census form until we send one to your client.
# Major Data Items at a Glance

Collected at the establishment level, by industry group

<table>
<thead>
<tr>
<th>Item</th>
<th>Service-sector industries (except wholesale)</th>
<th>Wholesale trade</th>
<th>Manufacturing, mining, construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All employees</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Production or construction workers</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Worker hours</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>By principal activity</td>
<td></td>
<td>☐</td>
<td>MI MI MI MI MI MI MI MI MI MI MI</td>
</tr>
<tr>
<td>Labor costs:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total payroll</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Worker wages</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Supplemental costs</td>
<td></td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Measures of output:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total value</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Detailed products or lines of service</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Class of customer</td>
<td>☐</td>
<td>RS</td>
<td>☐</td>
</tr>
<tr>
<td>Type of structure</td>
<td></td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Expenses:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Cost of materials, parts, etc.</td>
<td></td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Cost of fuels</td>
<td></td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Energy consumed</td>
<td></td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Cost of electricity</td>
<td></td>
<td>☐</td>
<td>MI</td>
</tr>
<tr>
<td>Products bought for resale</td>
<td></td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Purchased services</td>
<td></td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Advertising</td>
<td></td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Rental payments</td>
<td></td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Legal services</td>
<td></td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Accounting services</td>
<td></td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Data processing services</td>
<td></td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Refuse removal</td>
<td></td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Communication services</td>
<td></td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Purchased repairs</td>
<td></td>
<td>☐</td>
<td>MI MI MI MI MI MI MI MI MI MI MI</td>
</tr>
<tr>
<td>Assets, Capital expenditures, inventories:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital expenditures, total</td>
<td></td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Structures</td>
<td></td>
<td>☐</td>
<td>☐ MI MI MI MI MI MI MI MI MI MI MI</td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td>☐ MI MI MI MI MI MI MI MI MI MI MI MI MI</td>
<td></td>
</tr>
<tr>
<td>Depreciable assets, gross value</td>
<td></td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Value of inventories</td>
<td></td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Data are collected for this industry group</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐  Data are collected for this industry group</td>
</tr>
<tr>
<td>MI  Mining only</td>
</tr>
<tr>
<td>C   Construction only</td>
</tr>
<tr>
<td>R   Retail trade only</td>
</tr>
<tr>
<td>S   Services only</td>
</tr>
</tbody>
</table>
Basic Data Items

There are nearly 500 different 1997 Economic Census forms, each tailored to specific industries and activities. The sample forms on the following pages, which cover services and construction, illustrate the format that is common to nearly every census form.

You can retrieve sample copies of any census questionnaire from the Census Bureau’s World Wide Web site, www.census.gov/econ97 (see page 5). The number and types of forms that we send to your client’s company will be determined by the number of establishments it operates and its principal activities. Your client will receive a separate census form for each physical location (establishment). The examples below are for illustration only. Since some concepts differ across industries, each individual form or questionnaire package provides detailed instructions.

### Item Description

**Number of employees** as of March 12, 1997

Manufacturing, mining, and construction forms also may ask for workers and worker hours by quarter.

**Annual payroll** (in thousands of dollars)

Manufacturing, mining, and construction forms also may ask for worker wages by quarter.

**Measure of output** (value, in thousands of dollars)

Sales – retail trade; drinking places and foodservices and accommodations; wholesale trade

Receipts/revenue – service industries; finance and insurance industries, and real estate and rental and leasing industries; transportation, information; utilities

Value of shipments – manufacturing; mineral industries

Value of construction work done – construction

**Detailed output measures** (value, in thousands of dollars)

Merchandise lines – retail trade; drinking places and foodservices and accommodations

Commodity lines – wholesale trade

Receipts/revenue lines – service industries; finance and insurance industries, and real estate and rental and leasing industries; transportation, information; utilities

Products – manufacturing; mineral industries

Type of construction – construction industries

**Estimates**

Estimates are acceptable for any of the information requested if actual data records are not available.

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### Sample Inquiry

(Examples shown are from a retail trade questionnaire)

#### Item 6. EMPLOYMENT

<table>
<thead>
<tr>
<th>Number of paid employees for pay period</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>including March 12, 1997 (Include both full- and part-time employees)</td>
<td>032</td>
</tr>
</tbody>
</table>

#### Item 5. PAYROLL

<table>
<thead>
<tr>
<th>Payroll in 1997, BEFORE DEDUCTIONS</th>
<th>Mil. Thou. Dol.</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Annual</td>
<td>030</td>
</tr>
<tr>
<td>b. First quarter (January–March)</td>
<td>031</td>
</tr>
</tbody>
</table>

#### Item 4. DOLLAR VOLUME OF BUSINESS

<table>
<thead>
<tr>
<th>Sales of merchandise and other operating receipts for 1997 (Exclude sales or other taxes collected)</th>
<th>Mil. Thou. Dol.</th>
</tr>
</thead>
<tbody>
<tr>
<td>010</td>
<td></td>
</tr>
</tbody>
</table>

#### Item 10. MERCHANDISE LINES

Report sales for each merchandise line sold by this establishment, either as a dollar figure or as a whole percent of total sales. (See HOW TO REPORT DOLLAR FIGURES on page 1 and HOW TO REPORT PERCENTS below)

<table>
<thead>
<tr>
<th>Merchandise lines</th>
<th>Census use</th>
<th>ESTIMATES are acceptable. Report dollars OR percents.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Automotive tires, tubes, batteries, parts, accessories (Report parts installed in repair on line 23a)</td>
<td>230</td>
<td>231</td>
</tr>
<tr>
<td>a. New automobile tires and tubes</td>
<td>0745</td>
<td></td>
</tr>
<tr>
<td>b. New truck and bus tires (Include industrial, off-the-road, and farm tractor tires)</td>
<td>0746</td>
<td></td>
</tr>
<tr>
<td>c. Retreaded automobile tires</td>
<td>0747</td>
<td></td>
</tr>
<tr>
<td>d. Retreaded truck and bus tires (include industrial, off-the-road, and farm tractor tires)</td>
<td>0748</td>
<td></td>
</tr>
</tbody>
</table>

HOW TO REPORT PERCENTS

If figure is 38.76% of total sales:

- Report whole percent: 38
- Not acceptable: 39
How Do Businesses Use Census Data?

Average Sales per Location:
1987–1997

Select new sites, locate new markets

Compare their performance to industry averages

Lay out sales territories, set sales targets

Calculate market share

ACCOUNTANTS’ GUIDE TO THE 1997 ECONOMIC CENSUS
1992 CENSUS OF RETAIL TRADE

EATING, DRINKING

DUE DATE: FEBRUARY 15, 1993

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:

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
1201 East 10th Street
Jeffersonville, IN 47134-0001

Toll-free assistance, 8:00 a.m. to 8:00 p.m., eastern time, Monday through Friday:
1-800-233-6136

Please read the accompanying instructions before answering the questions.

Census use

(Please correct any errors in name, address, and ZIP Code.)

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 Census Bureau. By the same law, YOUR CENSUS REPORT IS CONFIDENTIAL. It may be seen only by Census Bureau employees and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

Item 1. EMPLOYER IDENTIFICATION NUMBER
Is the Employer Identification (EI) Number shown in the label the same as the one used for this establishment on its latest 1992 Employer's Quarterly Federal Tax Return, Treasury Form 941?

a. Yes b. No – Report current EI No. below

EMPLOYER IDENTIFICATION NUMBER Item 2. PHYSICAL LOCATION
a. Is this establishment's physical location the same as the address shown in the label? (F.O. box and rural route addresses are not physical locations)

• Yes • No – Report physical location below

b. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.?

• Yes • No – Report city, town, village, etc.

Number and street
City, town, village, etc. State ZIP Code

c. In what type of municipality is this establishment physically located?

1 City, village, or borough
2 Town or township
3 Other – Specify
4 Do not know

d. In what county is this establishment physically located?

Item 3. OPERATIONAL STATUS
How many months during 1992 was this establishment actively operated?

a. First quarter (January–March)

b. Second quarter (April–June)

c. Third quarter (July–September)

d. Fourth quarter (October–December)

b. Which of the following best describes this establishment's status at the end of 1992? Mark (X) only ONE box.

a. In operation
b. Temporarily or seasonally inactive
3 Ceased operation – Give date at right
4 Sold or leased to another operator – Give date at right AND enter name, etc., below

Item 4. DOLLAR VOLUME OF BUSINESS
Sales of merchandise and other operating receipts for 1992 (Exclude sales or other taxes collected)

Item 5. PAYROLL
Payroll in 1992, BEFORE DEDUCTIONS (Include both full- and part-time employees)

Item 6. EMPLOYMENT
Number of paid employees for pay period including March 12, 1992

Item 7. KIND OF BUSINESS
What was this establishment’s PRINCIPAL kind of business in 1992? Mark (X) only.ONE box.

Restaurant (full menu provided with waiter/waitress service and patrons seated) .

Refreshment place or other quick service eating place providing a limited menu of food items (hamburgers, chicken, etc.) .

Drinking place (tavern, bar, nightclub, etc.) .

Cafeteria (sales primarily to general public) .

Social caterer (banquets, weddings, etc.) .

Industrial/institutional/in-plant feeding .

Ice cream/soft serve shop .

Frozen yogurt shop .

Ice cream/soft serve shop .

Dairy products store .

Convenience food store .

Mobile food service (ice cream, sandwiches, snacks, and meals distributed from trucks, carts, or other vehicles) .

Name of new owner or operator
Number and street
City State ZIP Code

Item 7 CONTINUED ON PAGE 2

CONTINUE ON PAGE 2
**Item 7. KIND OF BUSINESS – Continued**

<table>
<thead>
<tr>
<th>070</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social or fraternal organization operating bar or restaurant for members</td>
</tr>
<tr>
<td>Dinner theater</td>
</tr>
<tr>
<td>Other kind of business – Describe</td>
</tr>
</tbody>
</table>

**Item 8. METHOD OF SELLING**

**What was this establishment’s PRINCIPAL method of selling in 1992? Mark (X) only ONE box.**

- Selling at this establishment | ✅ 235 |
- Mail order (include catalog selling and home shopping via television or computer) | ✅ 2 |
- Telemarketing | ✅ 3 |
- Direct selling (include selling from house-to-house and nonfixed or temporary locations) | ✅ 4 |
- Operating merchandise vending machines | ✅ 5 |

**Item 9. Not applicable to this report**

**Item 10. MERCHANDISE LINES – Continued**

**Report sales for each merchandise line sold by this establishment, either as a dollar figure or as a whole percent of total sales. (See HOW TO REPORT DOLLAR FIGURES on page 1 and HOW TO REPORT PERCENTS below)**

**SALES AND OTHER TAXES**

<table>
<thead>
<tr>
<th>Merchandise lines</th>
<th>Cen sus use</th>
<th>ESTIMATES are acceptable, Report dollars OR percents.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Meals, snacks,</td>
<td>Mil</td>
<td>Thou</td>
</tr>
<tr>
<td>sandwic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>h, nonalcoholic beverages generally served for immediate consumption (include ice cream and yogurt served for immediate consumption)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Food/nonalcoholic beverages prepared for carryout and consumption off the premises</td>
<td>121</td>
<td></td>
</tr>
<tr>
<td>b. Food/nonalcoholic beverages prepared for consumption on the premises</td>
<td>122</td>
<td></td>
</tr>
<tr>
<td>c. Sum of lines 1a and 1b</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td>2. Alcoholic drinks (served at this establishment)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Distilled spirits</td>
<td>131</td>
<td></td>
</tr>
<tr>
<td>b. Wine</td>
<td>132</td>
<td></td>
</tr>
<tr>
<td>c. Beer and ale</td>
<td>133</td>
<td></td>
</tr>
<tr>
<td>d. Sum of lines 2a through 2c</td>
<td>130</td>
<td></td>
</tr>
<tr>
<td>3. Packaged liquor, wine, and beer</td>
<td>140</td>
<td></td>
</tr>
<tr>
<td>4. Groceries and other food items for human consumption off the premises (include bottled, canned, or packaged soft drinks; candy; gum; etc.)</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>5. Tobacco products and accessories (exclude sales from vending machines operated by others)</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>6. Automotive fuels</td>
<td>720</td>
<td></td>
</tr>
<tr>
<td>7. Automotive lubricants (oil, greases, etc.)</td>
<td>730</td>
<td></td>
</tr>
<tr>
<td>8. All other merchandise (Report receipts for services on line 9)</td>
<td>890</td>
<td></td>
</tr>
<tr>
<td>Specify principal lines and estimated sales below</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>891</td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>892</td>
<td></td>
</tr>
<tr>
<td>c.</td>
<td>893</td>
<td></td>
</tr>
</tbody>
</table>

**Item 11. SPECIAL INQUIRIES**

**a. Type of food service**

Mark (X) the ONE primary type of service offered at this location (the type of service from which this establishment derives the largest share of its sales).

- Table, booth, and/or counter seats with waiter or waitress service | ☐ 1 |
- leggings | ☐ 2 |
- Takeout drive through | ☐ 3 |
- Delivery | ☐ 4 |
- Cafeteria line with separate inside seating provided | ☐ 5 |
- Other – Describe | ☐ 6 |

**b. Estimated average expenditure per person per meal – Mark (X) only ONE box.**

- Under $2.00 | ☐ 1 |
- $2.00 – $4.99 | ☐ 2 |
- $5.00 – $6.99 | ☐ 3 |
- $7.00 – $9.99 | ☐ 4 |
- $10.00 – $14.99 | ☐ 5 |
- $15.00 – $29.99 | ☐ 6 |
- $30.00 or more | ☐ 7 |

**c. Did this establishment provide any seats for customers in 1992?**

- If “Yes,” complete d and e | ☐ 1 |
- If “No,” skip to f | ☐ 2 |

**d. How many customers could be seated in this establishment at one time in 1992?**

- Number of seats provided | ☐ 330 |
- ☐ 2 |

**e. Did a waiter or waitress take most orders while the patron was seated in 1992?**

- Yes | ☐ 332 |
- No | ☐ 2 |

**f. Did this establishment use a trade name authorized by a franchisor in 1992?**

- If “Yes,” complete (1) and (2) | ☐ 333 |
- If “No,” skip to g | ☐ 2 |

**Name**

- Please specify the name authorized by the franchisor in 1992 | ☐ 334 |
- ☐ 2 |

**OWNED OR OPERATED by the franchisor in 1992?**

- Yes | ☐ 335 |
- No | ☐ 2 |
### Items 11 and 14

#### Item 11. SPECIAL INQUIRIES - Continued

9. Mark (X) the ONE box which best describes the principal menu-type (specialty) of this establishment.

- (1) Italian (Report pizza on line (7))
- (2) Mexican
- (3) Chinese
- (4) Other ethnic specialty
- (5) Seafood
- (6) Steak
- (7) Pizza
- (8) Chicken
- (9) Hamburger
- (10) Sandwich/sub shop
- (11) Other food specialty (barbeque, vegetarian, ice cream/yogurt shop, etc.)
- (12) American (none of the above food types should account for more than 50% of the menu)

#### Item 14. OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION - Continued

d. How many establishments operated under the Employer Identification Number shown in the label (or as corrected in item 1) at THE END of 1992?

If more than one, provide the physical location address and other information indicated below for each establishment. The headquarters location should be first, followed by all other locations. If more room is needed, continue in the same format in REMARKS or on a separate sheet of paper.

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

### Legal Form of Organization

Which of the following best describes this establishment's legal form of organization during 1992? Mark (X) only ONE box.

- 003 Individual owner (sole proprietorship)
- 004 Partnership
- 005 Cooperative association (taxable)
- 006 Cooperative association (tax-exempt)
- 007 Government – Specify
- 008 Corporation (Do not mark if any form of cooperative association)
- 009 Other – Specify

### Remarks

Please use this space for any explanations that may be essential in understanding your reported data.

**PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS**
**1992 CENSUS OF CONSTRUCTION INDUSTRIES**

**DUE DATE: FEBRUARY 15, 1993**

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. Return your completed form to:

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

Toll-free assistance, 8:00 a.m. to 8:00 p.m., eastern time, Monday through Friday;

1-800-233-6136

**Please read the accompanying instruction guide before answering the questions.**

Census use only

(Please correct any error in name, address, and ZIP Code)

**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 Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by Census Bureau employees and may be used only for statistical purposes. Further, copies retained in respondents’ files are immune from legal process.

---

**Item 1. EMPLOYER IDENTIFICATION NUMBER**

Is the Employer Identification (EI) Number shown in the label the same as that used for this establishment on its latest 1992 Employer's Quarterly Federal Tax Return, Treasury Form 941?

<table>
<thead>
<tr>
<th>094</th>
<th>a. Yes</th>
<th>b. No – Enter current EI Number (9 digits)</th>
<th>c. No legal boundaries</th>
<th>d. Do not know</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Item 2. PHYSICAL LOCATION**

a. Is this establishment’s physical location the same as the address shown in the label?

<table>
<thead>
<tr>
<th>093</th>
<th>a. Yes</th>
<th>b. No – Enter physical location below</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

b. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.?

<table>
<thead>
<tr>
<th>095</th>
<th>a. Yes</th>
<th>b. No legal boundaries</th>
<th>c. No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

c. In what type of municipality is this establishment located?

<table>
<thead>
<tr>
<th>096</th>
<th>a. City, village, or borough</th>
<th>b. Town or township</th>
<th>c. Other or do not know</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

d. In what county is this establishment located?

<table>
<thead>
<tr>
<th>Name of new owner or operator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number and street</td>
</tr>
</tbody>
</table>

**Item 3. OPERATIONAL STATUS**

a. How many months during 1992 did this firm or organization actively operate this establishment?

b. Mark (X) the ONE box which best describes this establishment at the end of 1992

<table>
<thead>
<tr>
<th>001</th>
<th>a. In operation</th>
<th>b. Temporarily or seasonally inactive</th>
<th>c. Ceased operation – Give date</th>
<th>d. Sold or leased to another operator – Give date, AND enter name, etc., below</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Item 4. ORGANIZATIONAL STATUS**

Mark (X) the ONE box which best describes this establishment during 1992

<table>
<thead>
<tr>
<th></th>
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</tr>
</tbody>
</table>

If this company is not primarily engaged in construction activities as shown on the Kind of Construction Activities List enclosed, please complete items 9, 6, and 12, describe your business in item 13, and enter your name and telephone number in item 21.

**Item 5. EMPLOYMENT IN 1992**

Your answers should be based on all employees included on your Employer’s Quarterly Federal Tax Return, Treasury Form 941. Do not include your subcontractors or their employees.

During the pay periods including the 12th of March, May, August, and November 1992 –

a. How many construction workers were on the payroll of this establishment?

b. How many other employees were on the payroll of this establishment?

<table>
<thead>
<tr>
<th>098</th>
<th>a. Apprentices</th>
<th>b. Working foremen</th>
<th>c. Equipment operators and mechanics</th>
<th>d. Executives</th>
<th>e. Others engaged directly in construction activities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>100</th>
<th>a. Supervisors above working foremen</th>
<th>b. Office staff</th>
<th>c. Architects</th>
<th>d. Engineers</th>
<th>e. Others engaged in nonconstruction activities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
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<td></td>
</tr>
</tbody>
</table>

**YOUR RESPONSE IS REQUIRED BY LAW.**

CONTINUE ON PAGE 2
How to Report Dollar Figures

Report dollars rounded to thousands.

Example: If a value is $1,025,739.00 – REPORT 1 025 739

If a value is 0 (or less than $500.00) – MARK (X)

Key

Mill. | Thou. | Mark (X) if “0”
--- | --- | ---

Item 6. Payroll in 1992 Before Dedications

What were the annual payroll costs to this establishment for -
Exclude fringe benefits listed in item 8.

a. construction workers (as defined in item 5a)?
117

b. other employees (as defined in item 5b)?
118

c. all employees? Sum lines a and b
119

Item 7. First Quarter Payroll

What were the first quarter payroll costs (January to March) for all employees before deductions in 1992?
120

Item 8. Fringe Benefits

What were your employer costs of this establishment in 1992 for -
Include employer payments for Social Security, unemployment compensation, workman’s compensation, and State disability programs, if required.

a. legally required fringe benefits?
121

b. voluntarily provided fringe benefits? Include such items as payments for life insurance, medical insurance, pensions, welfare benefits, and union-negotiated benefits.
122

c. all fringe benefits? Sum lines a and b
123

Item 9. Construction Work Subcontracted Out

What was the total cost to this establishment for construction work subcontracted out in 1992?
124

Exclude the cost of materials purchased by this establishment for subcontractors.

Item 10. Materials, Components, and Supplies

What were the job-site, general office, and all other costs to this establishment for materials, components, and supplies in 1992?
125

Include the cost of materials purchased by this establishment for subcontractors.

Exclude the cost of -

a. items purchased by this establishment that were installed in a building but were not part of its structure, such as production machinery, furniture, etc.

b. items listed in item 11.

Item 11. Selected Costs

What were the job-site, general office, and all other costs to this establishment in 1992 for -

Where items are combined on your books, separate estimates are preferred.

a. purchased electricity?
126

b. natural gas and manufactured gas (propane)?
127

c. gasoline and diesel fuel – ON highway?
128

d. gasoline and diesel fuel – OFF highway?
129

e. all other fuels and lubricants, including heating oils, lubricating oils and greases?
130

f. communication services, including telephone, data transmission, telegraph, telex and teletype, and related service contracts?
131

g. purchased maintenance and repair of construction equipment and tools; machinery; office equipment, furniture, and fixtures; and vehicles, including related service contracts?
132

h. purchased maintenance and repair of buildings, job-site trailers, and other structures?
133

i. the rental or lease of construction equipment and tools; machinery; office equipment, furniture and fixtures; and vehicles? Exclude capital leases (leases with a contract to own at the end of the lease).
134

j. the rental or lease of buildings, job-site trailers, and other structures? Exclude capital leases (leases with a contract to own at the end of the lease).
135

Item 12. Dollar Value of Business Done in 1992

For this establishment in 1992 -

a. (1) what were the receipts (or billings) for contract construction work done for others?
136

(2) what was the estimated dollar value of speculative construction work done on residential and other building projects which you sold or intended to sell, rent, or lease?

INCLUDE the estimated dollar value of –

• all improvements to land associated with these building projects done by or for you in 1992.

• work actually done in 1992, whether buildings were sold or not.

• subdividing and preparing your own land into lots.

EXCLUDE the estimated dollar value of –

• land. Even though land would generally be included in the value of your building project, the value of the land is not considered construction work done.

(3) what was the estimated dollar value of construction work done for this establishment’s own use, i.e., not intended for sale, rent, or done under contract for others?
138

(4) what was the total dollar value of construction work done? Sum lines (1) through (3)
139

b. what were the receipts for all other business activities done by this establishment in 1992?

INCLUDE –

• architectural services

• construction management services

• engineering services

• manufacturing

• mining

• rental or lease of properties

• real estate commissions and management fees

• rental of construction machinery or equipment to others

• retail trade

• transportation

• wholesale trade

• other business activities

140

c. what was the total dollar value of all business done by this establishment in 1992?

Sum lines 12a(4) and 12b
141
### Item 13. KIND OF BUSINESS IN 1992

What percent of the amount you reported in item 12c (the total dollar value of business done in 1992) was due to –

<table>
<thead>
<tr>
<th>a. each of the following construction activities? (As reported in item 12a)</th>
<th>Percent of total business done</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building sprinkler system installation contractor</td>
<td>992</td>
</tr>
<tr>
<td>Heating, ventilation, and air conditioning contractor</td>
<td>9701</td>
</tr>
<tr>
<td>Mechanical contractor</td>
<td>9707</td>
</tr>
<tr>
<td>Plumbing contractor</td>
<td>9708</td>
</tr>
<tr>
<td>Refrigeration contractor</td>
<td>9709</td>
</tr>
<tr>
<td>Septic system installation contractor</td>
<td>7110</td>
</tr>
<tr>
<td>Steam fitting and piping contractor</td>
<td>7111</td>
</tr>
<tr>
<td>Sheet metal contractor</td>
<td>7613</td>
</tr>
<tr>
<td>Other kinds of construction – Refer to list of construction activities – Specify kind(s) of construction and enter code(s)</td>
<td></td>
</tr>
</tbody>
</table>

b. each of the following other business activities? (As reported in item 12b)

| Engineering services | 9914 |
| Manufacturing – products manufactured and sold to others – Specify kind | 9915 |
| Retail trade – Specify kind | 9920 |
| Wholesale trade – Specify kind | 9922 |
| Other business activities – Specify kind | 9999 |

The sum of the percentages reported should equal 100%.

| 100% |

### Item 14. TYPE OF CONSTRUCTION

What percent of the amount you reported in item 12a(4) (the dollar value of construction work done by this establishment in 1992) involved the following types of construction? Report these percentages in column (1) of the table below. Then in columns (2), (3), and (4) allocate this percent according to the three categories of construction. The sum of columns (2) through (4) should equal the entry in column (1). Refer to the Instruction Guide for a step by step example and for definitions of the three categories of construction.

<table>
<thead>
<tr>
<th>Type of construction</th>
<th>Percent of dollar value of construction work done</th>
<th>Three categories of construction</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BUILDING CONSTRUCTION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single-family houses, detached</td>
<td>301</td>
<td>% 401 % 501 % 601</td>
</tr>
<tr>
<td>Single-family houses, attached, including townhouses and townhouse type condominiums</td>
<td>302</td>
<td>% 402 % 502 % 602</td>
</tr>
<tr>
<td>Apartment buildings with two or more units, including rentals, apartment type condominiums, and cooperatives</td>
<td>303</td>
<td>% 403 % 503 % 603</td>
</tr>
<tr>
<td>Hotels, motels, and tourist cabins</td>
<td>304</td>
<td>% 404 % 504 % 604</td>
</tr>
<tr>
<td>Other residential buildings – Specify kind</td>
<td>305</td>
<td>% 405 % 505 % 605</td>
</tr>
<tr>
<td>Office buildings</td>
<td>306</td>
<td>% 406 % 506 % 606</td>
</tr>
<tr>
<td>Other commercial buildings, such as stores, restaurants, and automobile service stations</td>
<td>307</td>
<td>% 407 % 507 % 607</td>
</tr>
<tr>
<td>Industrial buildings</td>
<td>308</td>
<td>% 408 % 508 % 608</td>
</tr>
<tr>
<td>Warehouses</td>
<td>309</td>
<td>% 409 % 509 % 609</td>
</tr>
<tr>
<td>Religious buildings</td>
<td>310</td>
<td>% 410 % 510 % 610</td>
</tr>
<tr>
<td>Educational buildings</td>
<td>311</td>
<td>% 411 % 511 % 611</td>
</tr>
<tr>
<td>Hospitals and institutional buildings</td>
<td>312</td>
<td>% 412 % 512 % 612</td>
</tr>
<tr>
<td>Farm buildings, nonresidential</td>
<td>313</td>
<td>% 413 % 513 % 613</td>
</tr>
<tr>
<td>Amusement, social, and recreational buildings</td>
<td>314</td>
<td>% 414 % 514 % 614</td>
</tr>
<tr>
<td>Other nonresidential buildings – Specify kind</td>
<td>315</td>
<td>% 415 % 515 % 615</td>
</tr>
<tr>
<td><strong>NONBUILDING CONSTRUCTION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outdoor swimming pools</td>
<td>332</td>
<td>% 432 % 532 % 632</td>
</tr>
<tr>
<td>Tunnels: highways, pedestrian, railroad, etc.</td>
<td>340</td>
<td>% 440 % 540 % 640</td>
</tr>
<tr>
<td>Urban mass transit: subways, trolleys, streetcars, and light rail systems</td>
<td>350</td>
<td>% 450 % 550 % 650</td>
</tr>
<tr>
<td>Power and cogeneration plants, except nuclear</td>
<td>354</td>
<td>% 454 % 554 % 654</td>
</tr>
<tr>
<td>Power plants, nuclear</td>
<td>353</td>
<td>% 453 % 553 % 653</td>
</tr>
<tr>
<td>Sewers, sewervines, septic systems, and related facilities</td>
<td>347</td>
<td>% 447 % 547 % 647</td>
</tr>
<tr>
<td>Sewage treatment plants</td>
<td>355</td>
<td>% 455 % 555 % 655</td>
</tr>
<tr>
<td>Water mains and related facilities</td>
<td>357</td>
<td>% 457 % 557 % 657</td>
</tr>
<tr>
<td>Water treatment plants</td>
<td>365</td>
<td>% 465 % 565 % 665</td>
</tr>
<tr>
<td>Pipeline construction other than sewer or waterlines</td>
<td>348</td>
<td>% 448 % 548 % 648</td>
</tr>
<tr>
<td>Blast furnaces, petroleum refineries, chemical complexes, etc.</td>
<td>352</td>
<td>% 452 % 552 % 652</td>
</tr>
<tr>
<td>Other nonbuilding construction – Specify kind</td>
<td>399</td>
<td>% 499 % 599 % 649</td>
</tr>
<tr>
<td><strong>TOTAL value of construction work done in 1992</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>

### Item 15. OWNERSHIP OF CONSTRUCTION PROJECTS

What percent of the amount you reported in item 12a(4) (the dollar value of construction work done by this establishment in 1992) was on projects owned by the following?

- Key:
- Percent:
  - Private businesses and individuals: 801%
  - State and local governments: 802%
  - Federal Government: 803%

### Item 16. CONSTRUCTION WORK DONE AS A SUBCONTRACTOR

What percent of the amount that you reported in item 12a(4) (the dollar value of construction work done by this establishment in 1992) represents work you did as a subcontractor? Enter “0” if you did not work as a subcontractor.

- Key:
- Percent: 805%
Item 17. STATES IN WHICH CONSTRUCTION WORK WAS DONE IN 1992
What percent of the amount that you reported in item 12a(4) (the dollar value of construction work done by this establishment in 1992) occurred in each State?

<table>
<thead>
<tr>
<th>Code</th>
<th>State</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>701</td>
<td>Ala.</td>
<td>% 712</td>
</tr>
<tr>
<td>702</td>
<td>Alaska</td>
<td>% 713</td>
</tr>
<tr>
<td>703</td>
<td>Ariz.</td>
<td>% 715</td>
</tr>
<tr>
<td>704</td>
<td>Ark.</td>
<td>% 716</td>
</tr>
<tr>
<td>705</td>
<td>Calif.</td>
<td>% 717</td>
</tr>
<tr>
<td>706</td>
<td>Colo.</td>
<td>% 718</td>
</tr>
<tr>
<td>707</td>
<td>Conn.</td>
<td>% 719</td>
</tr>
<tr>
<td>708</td>
<td>Del.</td>
<td>% 720</td>
</tr>
<tr>
<td>709</td>
<td>D.C.</td>
<td>% 721</td>
</tr>
</tbody>
</table>

This report is substantially accurate and has been prepared in accordance with the instructions.

CERTIFICATION – Print or type

Item 20. OWNERSHIP OR CONTROL – If more space is needed, attach a separate sheet.

a. Does another domestic company own more than 50% of the voting stock of this company OR have the power to direct the management and policies of this company?

b. Does this company own more than 50% of the voting stock of any other domestic companies OR have the power to direct the management and policies of any other domestic companies?

COMMENTS – Please use this space for any explanation that may be essential in understanding your reported data.

Item 21. CERTIFICATION – Print or type

This report is substantially accurate and has been prepared in accordance with the instructions.

PLEASE PHOTOCOPY THIS REPORT FOR YOUR RECORDS
How to use this booklet

In December, more than 5 million businesses nationwide will receive 1997 Economic Census forms. This booklet will help you complete census forms for your clients.

These topics are covered:

- How the economic census will be conducted.
- The legal requirement to report and the guarantee of confidentiality.
- Changes since the last census was conducted.

We answer some of the questions accountants ask most frequently about the economic census—

- Will my client receive a form?
- Can my client be excused?
- How can I get an extension for my client?
- Can I use estimates?
- What non-financial data will I need to get from my client?

The table on page 6 lists the statistics that companies in various industries will be required to report.

Basic measures (employment, payroll, and sales or receipts), are requested on nearly every form. Other items, such as assets, inventories, and product shipments, are collected only from certain industries.

If your client receives a census form, it will relate to the specific industry or activities in which the business operates. In this booklet, however, we are supplying samples from the service sector and the construction sector.

Many of your clients may choose to complete the census form on their own. In such cases, the information in this booklet may come in handy, if they call on you for assistance.

If you need help with Economic Census forms, call our toll-free help line:

1-800-233-6136

You also may call this number to request a filing extension after your clients receive their census forms.

Be sure to have your client’s Census File Number ready when you call.

If you publish a newsletter for your business clients, you can alert them:

- Economic Census forms are coming in December
- Response is required by law
- Completed forms are due February 12, 1998

If you maintain a web site, you can link to the Economic Census web site, www.census.gov/econ97. This page contains details your clients will need:

- Samples of all economic census forms
- Key dates
- Information about the new North American Industry Classification System
- Links to Economic Census results

The Census Bureau prepared this booklet with the help of the America Institute of Certified Public Accountants (AICPA), the National Society of Accountants (NSA). We wish to thank these organizations for their continuing guidance and support over the years.

To request additional copies of this booklet, write:

1997 Economic Census
U.S. Census Bureau
Room 2565–3
Washington, DC 20233-6100

Telephone: 301-457-2547
FAX: 301-457-2058
email: econ97@census.gov
Important Notes

- Census forms will arrive in December 1997.
- The economic census covers activity during calendar year 1997.
- Forms are due February 12, 1998.
- Response is required by law.
- All data are confidential.
- Reasonable estimates are acceptable.
- Make a file copy of the completed economic census form for your client’s records.
- To request an extension, call 1-800-233-6136 after January 1, 1998.