1992 ECONOMIC CENSUS
CHARACTERISTICS OF BUSINESS OWNERS SURVEY
PARTNERSHIP OR SUBCHAPTER S CORPORATION — BUSINESS CHARACTERISTICS

INSTRUCTIONS — Please Read

The purpose of this questionnaire is to collect information about the characteristics of self-employed persons, business owners, and their business activities.

The term business in the following questions refers to the self-employment or business activity for which you filed one of the following IRS tax forms in 1992:

a. Form 1065, "U.S. Partnership Return of Income"
b. Form 1120S, "U.S. Income Tax Return for an S Corporation"

Examples of a business enterprise that should complete this questionnaire:

- A partnership, limited partnership, syndicate, group, pool, joint venture, or similar unincorporated business that was not a trust, estate, or sole proprietorship in 1992.
- A corporation that elected to be an S corporation by filing Form 2553, "Election by a Small Business Corporation," the IRS accepted the election; and the election remained in effect during 1992.

The questions apply to business activities during all or part of calendar years 1992 and 1994 and must be completed even if the business has since been sold, reorganized, or discontinued or you are no longer self-employed.

If the information requested is not available, your best estimate is acceptable.

Even if this questionnaire was mailed to your home address and the business is not located at this address, the form is applicable and must be completed.

Data provided by you will be used only for statistical purposes and will be kept strictly confidential.

IMPORTANT — How to Fill Out This Form

Please use a #2 black lead pencil. Most questions ask you to mark ☒ IN THE BOX, or to print the information. See EXAMPLE.

PLEASE OPEN THIS BOOKLET AND BEGIN THE SURVEY WITH QUESTION 1.
### 1a. Is the business that was in existence in 1992, referred to in the mailing label on page 1, still operating?

- Yes — **SKIP to question 2**
- No
- Don’t know — **SKIP to question 2**

#### b. What year did the operations discontinue?

- 1992
- 1993
- 1994
- 1995

#### c. Which item below best describes the status of this business at the time the decision was made to cease operations?

- Successful — **SKIP to question 2**
- Unsuccessful

#### d. Why was this business unsuccessful?

**Mark X all that apply.**

- Inadequate cash flow or low sales
- Lack of access to business loans/credit
- Other — Specify

#### e. What measure(s) did this business take if it was producing inadequate cash flow or low sales after its initial investment of start-up/acquisition capital?

**Mark X all that apply.**

- Did not occur — **SKIP to question 4 on page 3**
- Operated using existing cash reserves
- Invested additional capital
- Delayed payment to suppliers
- Other — Specify

---

### 2. What year was this business established?

- Before 1970
- 1970—1979
- 1980—1985
- 1986—1988
- 1992

### 3a. What was the total amount of capital required to start/acquire this business? (Capital includes assets and money that were required of owners as well as those that the business borrowed.)

**Mark X all that apply.**

- None — **SKIP to question 4 on page 3**
- Less than $5,000
- $5,000—$9,999
- $10,000—$24,999
- $25,000—$49,999
- $50,000—$99,999
- $100,000—$249,999
- $250,000—$999,999
- $1,000,000 or more

#### b. What percent of the total capital, by means of business loans, was borrowed for this business’s start-up/acquisition?

- None — **SKIP to question 3d**
- Less than 10%
- 10%—24%
- 25%—49%
- 50%—74%
- 75%—99%
- 100%

---

1992 ECONOMIC CENSUS

APPENDIX C C–15
4. Did this business receive any grants, management training, or technical assistance in its start-up or operation from any of the following sources? Mark [ ] all that apply.

- No assistance received
- Federal government
- State and/or local government
- College or university
- Other business/franchisor
- Other — Specify ________________

---

5a. What was this business's total sales/gross receipts —

**For the year of 1992?** Mark [ ] ONE box only.
- Less than $5,000
- $5,000—$9,999
- $10,000—$24,999
- $25,000—$49,999
- $50,000—$99,999
- $100,000—$199,999
- $200,000—$499,999
- $500,000—$999,999
- $1,000,000 or more

**For the year of 1994?** Mark [ ] ONE box only.
- Less than $5,000
- $5,000—$9,999
- $10,000—$24,999
- $25,000—$49,999
- $50,000—$99,999
- $100,000—$199,999
- $200,000—$499,999
- $500,000—$999,999
- $1,000,000 or more

5c. Which geographic area(s) best describes the marketplace where this business's goods/services were sold —

**During 1992?** Mark [ ] all that apply.
- Neighborhood
- City/county
- Regional (adjoining counties and/or states)
- National
- International

**During 1994?** Mark [ ] all that apply.
- Neighborhood
- City/county
- Regional (adjoining counties and/or states)
- National
- International

5b. Check any of the following categories if they accounted for 10% or more of this business's total sales of goods/services —

**During 1992?**
- Federal government
- State government
- Local government (including school districts, transportation authorities, etc.)
- Other businesses and/or corporations
- Individuals
- All others

**During 1994?**
- Federal government
- State government
- Local government (including school districts, transportation authorities, etc.)
- Other businesses and/or corporations
- Individuals
- All others

---

6a. What was this business's net profit (OR net loss) BEFORE taxes (as reported on its tax return) — (Net profit or net loss is defined as total sales/gross receipts minus total expenses.)

**For the year of 1992?** Mark [ ] ONE box only.
- NET PROFIT
- NET LOSS
- Less than $10,000
- $10,000—$24,999
- $25,000—$99,999
- $100,000 or more

**For the year of 1994?** Mark [ ] ONE box only.
- NET PROFIT
- NET LOSS
- Less than $10,000
- $10,000—$24,999
- $25,000—$99,999
- $100,000 or more

---

6c. What percent of the customers served by this business were WHITE and NOT of HISPANIC origin —

**During 1992?**
- Less than 10%
- 10%—24%
- 25%—49%
- 50%—74%
- 75% or more
- Don't know

**During 1994?**
- Less than 10%
- 10%—24%
- 25%—49%
- 50%—74%
- 75% or more
- Don't know

---

Continue with question 6b on page 4
6b. What was the impact of the following issues upon the profitability of this business —

**During 1992?** Mark X ONE box for each of lines I—VIII.

<table>
<thead>
<tr>
<th>Issue</th>
<th>Strong positive impact</th>
<th>Minor positive impact</th>
<th>Neutral</th>
<th>Minor negative impact</th>
<th>Strong negative impact</th>
<th>Not applicable</th>
<th>Don't know</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Health insurance costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>II. Credit market conditions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>III. IRS regulations or penalties</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IV. Environmental regulations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>V. The Americans with Disabilities Act</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VI. The Occupational Safety and Health Act (OSHA)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VII. Lack of financial capital</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VIII. Crime</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**During 1994?** Mark X ONE box for each of lines I—VIII.

<table>
<thead>
<tr>
<th>Issue</th>
<th>Strong positive impact</th>
<th>Minor positive impact</th>
<th>Neutral</th>
<th>Minor negative impact</th>
<th>Strong negative impact</th>
<th>Not applicable</th>
<th>Don't know</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Health insurance costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>II. Credit market conditions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>III. IRS regulations or penalties</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IV. Environmental regulations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>V. The Americans with Disabilities Act</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VI. The Occupational Safety and Health Act (OSHA)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VII. Lack of financial capital</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VIII. Crime</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7a. Did this business have any paid employees in 1992 or 1994?

- Yes
- No — SKIP to question 8 on page 5

b. What was this business’s total employment —

**During the pay period including March 12, 1992?**

- No employees
- 1—4 employees
- 5—9 employees
- 10—19 employees
- 20—49 employees
- 50—99 employees
- 100 employees or more

**During the pay period including March 12, 1994?**

- No employees
- 1—4 employees
- 5—9 employees
- 10—19 employees
- 20—49 employees
- 50—99 employees
- 100 employees or more

---

7c. Approximately what percent of this business’s employees were WOMEN —

**During the pay period including March 12, 1992?**

- No women employees
- Less than 10%
- 10%—24%
- 25%—49%
- 50%—74%
- 75% or more
- Don’t know

**During the pay period including March 12, 1994?**

- No women employees
- Less than 10%
- 10%—24%
- 25%—49%
- 50%—74%
- 75% or more
- Don’t know

Continue with question 7d on page 5

---

Page 4
7d. Approximately what percent of this business’s employees (men and women) were WHITE and NOT of HISPANIC origin —

<table>
<thead>
<tr>
<th>During the pay period including March 12, 1992?</th>
<th>During the pay period including March 12, 1994?</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Less than 10%</td>
<td>[ ] Less than 10%</td>
</tr>
<tr>
<td>[ ] 10%—24%</td>
<td>[ ] 10%—24%</td>
</tr>
<tr>
<td>[ ] 25%—49%</td>
<td>[ ] 25%—49%</td>
</tr>
<tr>
<td>[ ] 50%—74%</td>
<td>[ ] 50%—74%</td>
</tr>
<tr>
<td>[ ] 75% or more</td>
<td>[ ] 75% or more</td>
</tr>
<tr>
<td>[ ] Don’t know</td>
<td>[ ] Don’t know</td>
</tr>
</tbody>
</table>

f. Did this business offer any health plan to its employees in either 1992 or 1994?

[ ] Yes, both in 1992 and 1994 — SKIP to question 8
[ ] Yes, in 1992 only
[ ] Yes, in 1994 only
[ ] No, not in 1992 or 1994

7g. Continued

During 1994?

Mark [X] ONE box only.

[ ] Costs/premiums were too high-priced
[ ] Rejected by health insurers
[ ] Dropped by this business’s health insurer
[ ] Not needed to attract or retain employees
[ ] High full-/part-time employee turnover
[ ] Administrative burden
[ ] Not desired by employees
[ ] Don’t know
[ ] Other — Specify

8. Was more than 50% of this business owned or controlled by close relatives — (Close relatives refer to spouses, parents/guardians, brothers, sisters, or immediate family.)

During 1992?
[ ] Yes  [ ] No

During 1994?
[ ] Yes  [ ] No

9. Was this business a franchise —

During 1992?
[ ] Yes  [ ] No

During 1994?
[ ] Yes  [ ] No

10a. Was this business operated primarily from or in a home —

When first established?

[ ] Yes  [ ] No  [ ] Don’t know

During 1992?
[ ] Yes  [ ] No

During 1994?
[ ] Yes  [ ] No

If you answered "X No" to all three questions, SKIP to question 10c on page 6.

Continue with question 7g.
10b. During any of these time periods, which best describes the primary business use of this home? Mark ☑ ONE box only.

☐ To produce goods/services on the premises
☐ To do clerical work (goods/services produced off the premises)
☐ To telecommute (outside employment doing office work at home)

11. In which language(s) can this business conduct its transactions? Mark ☑ all that apply.

☐ Arabic
☐ Chinese
☐ English
☐ French
☐ German
☐ Greek
☐ Hindi (Urdu)
☐ Italian
☐ Japanese
☐ Korean
☐ Polish
☐ Portuguese
☐ Russian
☐ Spanish
☐ Tagalog
☐ Vietnamese
☐ Other — Specify ☐

12a. Were any of this business’s total sales accounted for by exports outside the United States in 1992 or 1994?

☐ No — SKIP to question 13a on page 7
☐ Yes, only during 1992
☐ Yes, only during 1994
☐ Yes, during 1992 and 1994

b. What percent of this business’s total sales were accounted for by exports outside the United States?

For the year 1992?

Mark ☑ ONE box only.

☐ Less than 1%
☐ 1%—9%
☐ 10%—24%
☐ 25%—49%
☐ 50%—74%
☐ 75%—99%
☐ 100%
☐ Don’t know

For the year 1994?

Mark ☑ ONE box only.

☐ Less than 1%
☐ 1%—9%
☐ 10%—24%
☐ 25%—49%
☐ 50%—74%
☐ 75%—99%
☐ 100%
☐ Don’t know

c. Check any of the following markets if they were the destination for 10% or more of this business’s total exports —


☐ Africa
☐ Asia
☐ Australia/Oceania
☐ Canada
☐ Caribbean/ Central America
☐ Europe
☐ Japan
☐ Mexico
☐ Middle East
☐ South America

During 1994.

☐ Africa
☐ Asia
☐ Australia/Oceania
☐ Canada
☐ Caribbean/ Central America
☐ Europe
☐ Japan
☐ Mexico
☐ Middle East
☐ South America

Continue with question 12d on page 7
12d. Were any of the following agencies helpful in starting or increasing this business's exports?

Mark **X** ONE box for each of lines I—VIII.

<table>
<thead>
<tr>
<th>Agency</th>
<th>Yes</th>
<th>No</th>
<th>Not contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. International Trade Administration, U.S. Department of Commerce</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>II. Small Business Development Centers, Small Business Administration</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>III. Minority Business Development Agency, U.S. Department of Commerce</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>IV. Export-Import Bank</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>V. State export promotion agencies</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>VI. Banking or commercial lending institutions</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>VII. Accounting/consulting firms</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>VIII. Other — Specify</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

13a. Is this business planning on starting or increasing its exports in the near future?

- Yes
- No

b. Are the following issues important to this business’s ability to export?

Mark **X** ONE box for each of lines I—IX.

<table>
<thead>
<tr>
<th>Issue</th>
<th>Very important</th>
<th>Somewhat important</th>
<th>Not important</th>
<th>Not applicable</th>
<th>Don’t know</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Export financing</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>II. Information on export opportunities</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>III. Foreign trade restrictions</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>IV. U.S. trade restrictions</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>V. Competition in the foreign market</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>VI. Price of this business’s exports</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>VII. Dollar exchange rate</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>VIII. Local environmental restrictions</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>IX. Other — Specify</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Continue with question 13c on page 8
13c. Will this business’s exports increase substantially as a result of the North American Free Trade Agreement —

To Canada?  
Yes  
No

To Mexico?  
Yes  
No

d. Will this business relocate some of its production facilities as a result of the North American Free Trade Agreement —

To Canada?  
Yes  
No

To Mexico?  
Yes  
No

16. Approximately, what percentage of your total number of employees worked at least 1,250 hours per year —

<table>
<thead>
<tr>
<th>During 1992?</th>
<th>During 1994?</th>
</tr>
</thead>
<tbody>
<tr>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Less than 1%</td>
<td>Less than 1%</td>
</tr>
<tr>
<td>1%—4%</td>
<td>1%—4%</td>
</tr>
<tr>
<td>5%—9%</td>
<td>5%—9%</td>
</tr>
<tr>
<td>10%—24%</td>
<td>10%—24%</td>
</tr>
<tr>
<td>25%—49%</td>
<td>25%—49%</td>
</tr>
<tr>
<td>50%—74%</td>
<td>50%—74%</td>
</tr>
<tr>
<td>75%—100%</td>
<td>75%—100%</td>
</tr>
</tbody>
</table>

Please read

- If this business had no paid employees in either 1992 or 1994, please SKIP to the Certification Box on page 10 of this report form.
- If there were paid employees in either 1992 or 1994, please CONTINUE with question 14.

The following questions relate to family or medical leave taken by employees. In this context, the terms “family leave” and “medical leave” have the same meaning as under the federal Family and Medical Leave Act (FMLA) of 1993 — a law that requires covered employers to provide unpaid, job-protected leave to employees (a) for their own serious health condition, including pregnancy and childbirth (“medical leave”) and (b) to care for a newborn, newly-placed adopted or foster child, or seriously ill child, spouse, or parent (“family leave”).

14. Is your business covered by the federal Family and Medical Leave Act (FMLA) of 1993?

- Yes
- No
- Have not heard of law
- Not sure whether law applies to my business

15. Did this business have 50 or more employees (including full-time and part-time employees, and those on leave of absence) on its payroll for 20 or more calendar workweeks —

<table>
<thead>
<tr>
<th>During 1992?</th>
<th>During 1994?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

16. Approximately, what percentage of your total number of employees worked at least 1,250 hours per year —

<table>
<thead>
<tr>
<th>During 1992?</th>
<th>During 1994?</th>
</tr>
</thead>
<tbody>
<tr>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Less than 1%</td>
<td>Less than 1%</td>
</tr>
<tr>
<td>1%—4%</td>
<td>1%—4%</td>
</tr>
<tr>
<td>5%—9%</td>
<td>5%—9%</td>
</tr>
<tr>
<td>10%—24%</td>
<td>10%—24%</td>
</tr>
<tr>
<td>25%—49%</td>
<td>25%—49%</td>
</tr>
<tr>
<td>50%—74%</td>
<td>50%—74%</td>
</tr>
<tr>
<td>75%—100%</td>
<td>75%—100%</td>
</tr>
</tbody>
</table>

17a. Did any employee of this business take family or medical leave —

- During 1992?
- During 1994?

If you marked "X No" for both years, SKIP to question 18 on page 9.

b. How many employees took family or medical leave —

<table>
<thead>
<tr>
<th>During 1992?</th>
<th>During 1994?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1—4</td>
<td>1—4</td>
</tr>
<tr>
<td>5—9</td>
<td>5—9</td>
</tr>
<tr>
<td>10—19</td>
<td>10—19</td>
</tr>
<tr>
<td>20—34</td>
<td>20—34</td>
</tr>
<tr>
<td>35—49</td>
<td>35—49</td>
</tr>
<tr>
<td>50—99</td>
<td>50—99</td>
</tr>
<tr>
<td>100—499</td>
<td>100—499</td>
</tr>
<tr>
<td>500 or more</td>
<td>500 or more</td>
</tr>
</tbody>
</table>

c. Approximately, what percentage of the employees who took family or medical leave in either year were male —

<table>
<thead>
<tr>
<th>During 1992?</th>
<th>During 1994?</th>
</tr>
</thead>
<tbody>
<tr>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Less than 1%</td>
<td>Less than 1%</td>
</tr>
<tr>
<td>1%—4%</td>
<td>1%—4%</td>
</tr>
<tr>
<td>5%—9%</td>
<td>5%—9%</td>
</tr>
<tr>
<td>10%—24%</td>
<td>10%—24%</td>
</tr>
<tr>
<td>25%—49%</td>
<td>25%—49%</td>
</tr>
<tr>
<td>50%—74%</td>
<td>50%—74%</td>
</tr>
<tr>
<td>75%—100%</td>
<td>75%—100%</td>
</tr>
</tbody>
</table>

Continue with question 17d on page 9
17d. What was the typical length, in weeks, of family or medical leave taken by an employee —

<table>
<thead>
<tr>
<th>During 1992?</th>
<th>During 1994?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Less than 1 week</td>
<td>☐ Less than 1 week</td>
</tr>
<tr>
<td>☐ 1 week</td>
<td>☐ 1 week</td>
</tr>
<tr>
<td>☐ 2 weeks</td>
<td>☐ 2 weeks</td>
</tr>
<tr>
<td>☐ 3—4 weeks</td>
<td>☐ 3—4 weeks</td>
</tr>
<tr>
<td>☐ 5—7 weeks</td>
<td>☐ 5—7 weeks</td>
</tr>
<tr>
<td>☐ 8—12 weeks</td>
<td>☐ 8—12 weeks</td>
</tr>
<tr>
<td>☐ More than 12 weeks</td>
<td>☐ More than 12 weeks</td>
</tr>
</tbody>
</table>

18. Was it necessary for this business to change its following leave policies and practices to comply with the federal Family and Medical Leave Act (FMLA) of 1993?

Mark X ONE box for each of lines I—V.

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Leave by mothers to care for newborn child</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>II. Leave by fathers to care for newborn child</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>III. Leave for newly-placed adopted or foster child</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>IV. Leave for own serious health condition, including childbirth</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>V. Leave for care of seriously ill child, spouse, or parent</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

If you answered “X No” to each of lines I—V, SKIP to the Certification box on page 10; otherwise, please continue with question 19a.

19a. Did the changes in leave policies or practices required by the federal Family and Medical Leave Act (FMLA) of 1993 impose any NEW costs on this business in 1994?

Mark X ONE box for each of lines I—IV.

<table>
<thead>
<tr>
<th></th>
<th>Less than $5,000</th>
<th>$5,000—$9,999</th>
<th>$10,000 or more</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Administrative costs</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>II. Continuation of benefits (health plan, etc.) during leave</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>III. Hiring/training costs</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>IV. Other costs</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

b. Approximately, what percentage of 1994 annual payroll (as reported on line 1 of IRS Form W-3), including costs for salaries, bonuses, and this business’s share of taxable employee benefits does the above cost associated with the federal Family and Medical Leave Act (FMLA) of 1993 represent?

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Continue with question 20 on page 10
20. Have the changes in leave policies or practices required by the federal Family and Medical Leave Act (FMLA) of 1993 had any of the following effects on employees of this business?

Mark ☑ ONE box for each of lines I—V.

<table>
<thead>
<tr>
<th>Effect</th>
<th>Reduced</th>
<th>No noticeable effect</th>
<th>Increased</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Unscheduled absences not related to family and medical leave</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>II. Employee turnover</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>III. Employee productivity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IV. Employee morale</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>V. Employees’ ability to handle family needs</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Certification — Please print name of person responsible for completing this report.

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone number (Include Area Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

Remarks

Please send the questionnaire in the preaddressed return envelope. If you did not receive a return envelope, send the questionnaire to the Bureau of the Census, 1201 East 10th Street, Jeffersonville, IN 47134-0001.

Thank you for completing this questionnaire.

1992 ECONOMIC CENSUS
QUESTIONS AND ANSWERS REGARDING THE 1992 CHARACTERISTICS OF BUSINESS OWNERS SURVEY

Why is this survey being taken?
To provide valuable data for comparing selected economic, demographic, and sociological characteristics of business owners, self-employed persons, and their businesses. 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 1992 Economic Census and presents them in the Characteristics of Business Owners publication. The published data describe business owners and self-employed persons, including their education, capital requirements, owner’s work experience, workforce characteristics, and business characteristics.

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 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 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," or form 1120S, "U.S. Income Tax Return for an S Corporation". To survey its owner characteristics, each selected business is being asked to distribute respectively the Characteristics of Business Owner Survey Form CBO-3 to those partners or shareholders who received a 1992 IRS form 1065, Schedule K-1, "Partner’s Share of Income, Credits, Deductions, etc." or form 1120S, Schedule K-1, "Shareholder’s Share of Income, Credits, Deductions, etc.”.

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 1992 and 1994?
The complete sample for this survey cannot be selected until all collected data from the 1992 Economic Census are available. Use of these data delays the mailout of this survey, but allows us to reduce significantly the number of survey questions and the survey cost. To determine the viability of businesses in existence in 1992 and to improve the timeliness of the Characteristics of Business Owners publication, business owners are being asked about their 1994 economic activities.

How can I get more information?
Call 1-800-354-7271 Monday through Friday, 8 a.m. to 5 p.m. eastern time. Our telephone staff can answer survey questions as well as provide you with additional forms and instructions.

We estimate it will take 30 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 0640-0022, Room 3104, FB 3, Bureau of the Census, Washington, DC 20233; and to the Office of Management and Budget, Paperwork Reduction Project 0640-0022, Washington, DC 20503.