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U.S. DEPARTMENT OF COMMERCE
U.S. CENSUS BUREAU

FORM
ABS-1 (06/22/2020)

2020 ANNUAL BUSINESS SURVEY

OMB No. 0607-1004: Approval Expires 05/31/2023
OMB No. 0607-1015: Approval Expires 11/30/2020

DUE DATE:

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- **Call** 1-888-824-9954, between 8 a.m. and 6 p.m., Eastern time, Monday through Friday.

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COMPLETE THIS SURVEY ONLINE

- Go to: https://portal.census.gov

SECTION A: COMPANY INFORMATION

The following section collects information on the operations and structure of this business. All businesses that receive this survey should answer questions in the upcoming section. The reporting unit for the survey is the U.S.-located company, including all majority-owned subsidiaries and divisions regardless of location. **Report only for domestic operations.**

A.1 Ceased Operations

Has this business ceased operations?

☐ Yes

☐ No – **Skip to A.3 Business Ownership – Foreign-Owned Entity**

A.2 Date Ceased Operations

Print the month and year this business ceased operations.

MM	YYYY

Reporting Instructions: If date ceased operations is before January 2019, **skip to SECTION F: CONTACT INFORMATION** on page 31.

If the ceased operations date is after January 1, 2020, you are still required to complete this survey covering any business activity for 2019; even though this business is not currently operating.

A.3 Business Ownership – Foreign-Owned Entity

In 2019, was this business a majority-owned subsidiary of a foreign company?

☐ Yes

☐ No

Reporting Instructions for Foreign-Owned Companies: If this business is owned by a foreign parent, the reporting unit for the survey is the U.S. located company, including all majority-owned subsidiaries and divisions located in the domestic United States (50 states and the District of Columbia). For reporting purposes, the foreign parent and any foreign affiliates this company does not own, should be treated the same as any business partner, customer, or supplier this business does not own.

A.4 Business Ownership – U.S. Entity

In 2019, did another U.S. company or other entity own more than 50 percent of this business?
Examples of other entities include estates, trusts, employee stock ownership plans (ESOPs), associations, membership clubs, and cooperatives.

☐ Yes – **Skip to A.6 Business – 10% or More Ownership**

☐ No

A.5 Business Ownership – Government or Tribal Entity

In 2019, was this business owned by a government or tribal entity?

☐ Yes

☐ No

A.6 Business – 10% or More Ownership

In 2019, did at least one person own 10% or more of this business? ***Do not count parent companies, estates, trusts or other entities.***

☐ Yes

☐ No – *Select "No"* ***ONLY*** *if no person owned 10% or more of this business.*

A.7 Number of Owners

In 2019, how many people owned this business?

- *Do not combine two or more owners to create one owner.*
- *Count spouses and partners as separate owners.*

☐ 1 person

☐ 2 people

☐ 3 people

☐ 4 people

☐ 5 - 10 people

☐ 11 or more people

☐ Business is owned by a parent company, estate, trust or other entity

☐ Do not know

A.8 Number of W-2 Paid Domestic Employees or Employee/Owners

For the pay period including March 12, 2019, how many people worked for this business, including those paid through grants? *Include both full-time and part-time employees as well as yourself. Include only persons in the United States.*

Count each person only once. If none, report zero.

	Number of People
a. Owners who received a W-2 issued by this business for salary or wages	
b. Employees who received a W-2 issued by this business for salary or wages	
c. Total	

A.9 Number of Domestic Workers Who Did Not Receive a W-2

Not including employees or employee/owners included in the previous question, how many other people worked for this business, including those paid through grants? *Include both full-time and part-time workers as well as yourself, if applicable. Include only persons in the United States.*

Count each person only once. If none, report zero.

	Number of People
a. Individuals whose work was directed by this business who received payment in other ways (for example, contractors, consultants, temporary workers who receive a 1099 from this business or payment from another business)	
b. Unpaid individuals who worked for this business (for example, friends, volunteers, family members)	

A.10 Total Worldwide and Domestic Sales and Operating Revenues

In 2019, what was the amount of this business's worldwide and domestic sales and operating revenues, including grants?

Round to the nearest one thousand dollars. If none, report zero.

	$Bil.	Mil.	Thou.	Dol.
2019 sales, revenues, and grants				0 0 0

Reporting Instructions: Report amount using U.S. Generally Accepted Accounting Principles (U.S. GAAP) as recognized by the Financial Accounting Standard Board (FASB). If this business follows International Financial Reporting Standards (IFRS), we request that you estimate any adjustments that would be required to conform to U.S. GAAP.

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A.11 Domestic Sales and Revenues

How much of the **'A.10 Total Worldwide Sales and Operating Revenues'** in 2019 sales, revenue, and grants was attributable to or originated from domestic operations? *Include sales and operating revenues to foreign customers, including foreign subsidiaries.*

Round to the nearest one thousand dollars. If none, report zero.

	$Bil.	Mil.	Thou.	Dol.
Revenues Domestic operations				0 0 0

Reporting Instructions: For example, a U.S. manufacturing corporation sells parts to customers around the world; however, because all of its operations are located inside the United States, it reports all of its sales in this question.

A.12 Types of Customers

In 2019, which of the following types of customers accounted for 10% or more of this business's total sales of goods and/or services? ***Select all that apply.***

- ☐ U.S. Federal government
- ☐ State and local government, including school districts, transportation authorities, etc.
- ☐ Other businesses, including distributors of your product(s)
- ☐ Other organizations (foreign governments, nonprofits, etc.)
- ☐ Individuals

A.13 Types of Workers

In 2019, which of the following types of workers were used by this business? ***Select all that apply.***

- ☐ Full-time paid employees (workers who received a W-2)
- ☐ Part-time paid employees (workers who received a W-2)
- ☐ Paid day laborers
- ☐ Temporary staffing obtained from a temporary help service
- ☐ Leased employees from a leasing service or a professional employer organization
- ☐ Contractors, subcontractors, independent contractors, or outside consultants (workers who received a 1099 or payment from another company)
- ☐ None of the above

A.14 Franchise Operation

In 2019, did all or part of this business operate as a franchise?

- ☐ Yes
- ☐ No

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A.15 Working From Home

In 2019, did this business allow any employees to work from home?

☐ Yes

☐ No – **Skip to A.17 – Factors Affecting Working From Home**

A.16 Percent of Employees Working From Home

In 2019, what percent of all employees at this business worked from home at the following frequencies?
If none, report zero. Estimates are acceptable.

a. Never . . . . . 0 %

b. Less than one day per week . . . . . 0 %

c. One day per week . . . . . 0 %

d. Two to four days per week . . . . . 0 %

e. Five days per week. . . . . 0 %

Total = 100%

A.17 Factors Affecting Working From Home

In 2019, did any of the following factors limit the ability of this business's employees to work from home?
Select all that apply.

☐ Job or parts of job cannot be performed from home

☐ Management of employees working from home too costly or complicated

☐ Security (IT or other) concerns

☐ Other (specify) ➜

☐ No limiting factors

A.18 Primary Business Activity

Describe this business's primary business activity during 2019.

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SECTION B: OWNER CHARACTERISTICS

The following section collects information on the owners of this business. Based on the number of owners you reported, you may be asked to complete this section for up to four owners of this business. If this business had no owners, then you will **proceed to SECTION C: GOODS, SERVICES, AND BUSINESS PROCESSES** on page 16.

Unless otherwise indicated, the reporting period for this section is calendar year 2019.

B.1 Percent Ownership

For the person(s) owning the largest percentage(s) in this business in 2019, list each person's name and percentage owned.

- *Do not report percentages owned by parent companies, estates, trusts, or other entities.*
- *If more than 4 people owned this business equally, select any 4 people.*
- *Round percentages to whole numbers. For example, report 1/3 ownership as 33%.*

Name of Owner		Percentage Owned (Estimates are acceptable.)		
Name 1:		**Owner 1:**		. 0 %
Name 2:		**Owner 2:**		. 0 %
Name 3:		**Owner 3:**		. 0 %
Name 4:		**Owner 4:**		. 0 %

If percent entered for Owner 1 is more than 0%, then answer questions for Owner 1 on pages 7 and 8.
If percent entered for Owner 2 is more than 0%, then answer questions for Owner 2 on pages 9 and 10.
If percent entered for Owner 3 is more than 0%, then answer questions for Owner 3 on pages 11 and 12.
If percent entered for Owner 4 is more than 0%, then answer questions for Owner 4 on pages 13 and 14.

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OWNER 1

If applicable, if not **Skip to SECTION C** on page 16.

B.1.1 Sex

What is the sex of *Owner 1*?

☐ Male ☐ Female

Note: Please answer BOTH B.1.2 Ethnicity and B.1.3 Race questions.

B.1.2 Ethnicity

Is *Owner 1* of Hispanic, Latino, or Spanish origin?

☐ No, not of Hispanic, Latino, or Spanish origin

☐ Yes, Mexican, Mexican American, Chicano

☐ Yes, Puerto Rican

☐ Yes, Cuban

☐ Yes, another Hispanic, Latino, or Spanish origin – *Print, for example, Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on.*

B.1.3 Race

What is *Owner 1's* race? ***Select all that apply.***
(For this survey, Hispanic origins are not races.)

☐ White ☐ Black or African American

☐ American Indian or Alaska Native – *Print name of enrolled or principal tribe below.*

☐ Asian Indian ☐ Chinese

☐ Filipino ☐ Japanese

☐ Korean ☐ Vietnamese

☐ Other Asian – *Print race, for example, Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.*

☐ Native Hawaiian ☐ Guamanian or Chamorro

☐ Samoan

☐ Other Pacific Islander – *Print race, for example, Fijian, Tongan, and so on.*

B.1.4 Military Service

Has *Owner 1* ever served in any branch of the U.S. Armed Forces, including the Coast Guard, the National Guard, or a Reserve component of any service branch?

☐ Yes ☐ No – **Skip to B.1.7 Initial Acquisition Year**

B.1.5 Military Service Disability

Is *Owner 1* disabled as the result of illness or injury incurred or aggravated during military service?

☐ Yes ☐ No

B.1.6 Other Military Service

Do any of the following characteristics describe *Owner 1's* military service? ***Select all that apply.***

☐ Served on active duty military service, not including training for the Reserves or National Guard

☐ Served on active duty military service after September 11, 2001

☐ Served on active duty military service in 2019

☐ Served in the National Guard or as a reservist of any branch of the U.S. Armed Forces in 2019

☐ None of the above

B.1.7 Initial Acquisition Year

In what year did *Owner 1* initially acquire ownership of this business?

Year

☐ Don't know

B.1.8 Primary Income Source

In 2019, did this business provide *Owner 1's* primary source of personal income?

☐ Yes ☐ No

B.1.9 Prior Business Ownership

Not including this business, what is the status of the previous business *Owner 1* started most recently?

☐ This is the owner's first business

☐ Business is still operating and *Owner 1* still owns it

☐ Business is no longer in operation

☐ Business was purchased by another company

☐ Business was purchased by another individual

☐ Other (specify)

B.1.10 Education Prior to Owning the Business

Prior to establishing, purchasing, or acquiring this business, what was the highest degree or level of school *Owner 1* completed?

- ☐ Less than high school / secondary school graduate – **Skip to B.1.12 Age**
- ☐ High school / secondary school graduate – Diploma or GED – **Skip to B.1.12 Age**
- ☐ Technical, trade, or vocational school – **Skip to B.1.12 Age**
- ☐ Some college, but no degree – **Skip to B.1.12 Age**
- ☐ Associate Degree (for example, AA, AS)
- ☐ Bachelor's Degree (for example, BA, BS)
- ☐ Master's Degree (for example, MA, MEng, Med, MSW, MBA)
- ☐ Doctorate Degree (for example, PhD, EdD)
- ☐ Professional Degree, beyond a Bachelor's Degree (for example, MD, DDS, DVM, LLB, JD)

B.1.11 Field of Highest Degree Prior to Owning the Business

Prior to establishing, purchasing, or acquiring this business, what was the field of the highest degree completed for *Owner 1*? ***Select all that apply.***

- ☐ Biological, agricultural and environmental life sciences
- ☐ Chemistry, except biochemistry
- ☐ Computer and mathematical sciences and other technology and technical fields
- ☐ Earth, atmospheric and ocean sciences
- ☐ Economics, political science, psychology, sociology and other social sciences
- ☐ Engineering
- ☐ Health
- ☐ Physics and astronomy
- ☐ Science and mathematics teacher education
- ☐ Other science and engineering related fields, not listed above
- ☐ Art and humanities fields
- ☐ Education, except science and math teacher education
- ☐ Management and administration fields
- ☐ Sales and marketing fields
- ☐ Social service and related fields
- ☐ Other non-science and non-engineering related fields, not listed above

B.1.12 Age

What was the age of *Owner 1* as of December 31, 2019?

- ☐ Under 25
- ☐ 25 - 34
- ☐ 35 - 44
- ☐ 45 - 54
- ☐ 55 - 64
- ☐ 65 or over

B.1.13 Place of Birth

Was *Owner 1* born in the United States?

☐ Yes ☐ No

B.1.14 U.S. Citizenship

Is *Owner 1* a citizen of the United States?

☐ Yes ☐ No

B.1.15 Reasons for Owning the Business

How important to *Owner 1* are each of the following reasons for owning this business?
Select one for each row.

	Very Important	Somewhat Important	Not Important
Wanted to be my own boss	☐	☐	☐
Flexible hours	☐	☐	☐
Balance work and family	☐	☐	☐
Opportunity for greater income	☐	☐	☐
Best avenue for my ideas / goods / services	☐	☐	☐
Unable to find employment	☐	☐	☐
Working for someone else didn't appeal to me	☐	☐	☐
Always wanted to start my own business	☐	☐	☐
An entrepreneurial friend or family member was a role model	☐	☐	☐
Wanted to carry on the family business	☐	☐	☐
Wanted to help and/or become more involved in my community	☐	☐	☐
Other (specify)	☐	☐	☐

OWNER 2

If applicable, if not **Skip to B.5 One Family Majority Ownership** on page 15.

B.2.1 Sex

What is the sex of *Owner 2*?

☐ Male ☐ Female

Note: Please answer BOTH B.2.2 Ethnicity and B.2.3 Race questions.

B.2.2 Ethnicity

Is *Owner 2* of Hispanic, Latino, or Spanish origin?

☐ No, not of Hispanic, Latino, or Spanish origin

☐ Yes, Mexican, Mexican American, Chicano

☐ Yes, Puerto Rican

☐ Yes, Cuban

☐ Yes, another Hispanic, Latino, or Spanish origin – *Print, for example, Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on.*

B.2.3 Race

What is *Owner 2's* race? ***Select all that apply.*** *(For this survey, Hispanic origins are not races.)*

☐ White ☐ Black or African American

☐ American Indian or Alaska Native – *Print name of enrolled or principal tribe below.*

☐ Asian Indian ☐ Chinese

☐ Filipino ☐ Japanese

☐ Korean ☐ Vietnamese

☐ Other Asian – *Print race, for example, Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.*

☐ Native Hawaiian ☐ Guamanian or Chamorro

☐ Samoan

☐ Other Pacific Islander – *Print race, for example, Fijian, Tongan, and so on.*

B.2.4 Military Service

Has *Owner 2* ever served in any branch of the U.S. Armed Forces, including the Coast Guard, the National Guard, or a Reserve component of any service branch?

☐ Yes ☐ No – **Skip to B.2.7 Initial Acquisition Year**

B.2.5 Military Service Disability

Is *Owner 2* disabled as the result of illness or injury incurred or aggravated during military service?

☐ Yes ☐ No

B.2.6 Other Military Service

Do any of the following characteristics describe *Owner 2's* military service? ***Select all that apply.***

☐ Served on active duty military service, not including training for the Reserves or National Guard

☐ Served on active duty military service after September 11, 2001

☐ Served on active duty military service in 2019

☐ Served in the National Guard or as a reservist of any branch of the U.S. Armed Forces in 2019

☐ None of the above

B.2.7 Initial Acquisition Year

In what year did *Owner 2* initially acquire ownership of this business?

Year

☐ Don't know

B.2.8 Primary Income Source

In 2019, did this business provide *Owner 2's* primary source of personal income?

☐ Yes ☐ No

B.2.9 Prior Business Ownership

Not including this business, what is the status of the previous business *Owner 2* started most recently?

☐ This is the owner's first business

☐ Business is still operating and *Owner 2* still owns it

☐ Business is no longer in operation

☐ Business was purchased by another company

☐ Business was purchased by another individual

☐ Other (specify)

B.2.10 Education Prior to Owning the Business

Prior to establishing, purchasing, or acquiring this business, what was the highest degree or level of school *Owner 2* completed?

- ☐ Less than high school / secondary school graduate – **Skip to B.2.12 Age**
- ☐ High school / secondary school graduate – Diploma or GED – **Skip to B.2.12 Age**
- ☐ Technical, trade, or vocational school – **Skip to B.2.12 Age**
- ☐ Some college, but no degree – **Skip to B.1.12 Age**
- ☐ Associate Degree (for example, AA, AS)
- ☐ Bachelor's Degree (for example, BA, BS)
- ☐ Master's Degree (for example, MA, MEng, Med, MSW, MBA)
- ☐ Doctorate Degree (for example, PhD, EdD)
- ☐ Professional Degree, beyond a Bachelor's Degree (for example, MD, DDS, DVM, LLB, JD)

B.2.11 Field of Highest Degree Prior to Owning the Business

Prior to establishing, purchasing, or acquiring this business, what was the field of the highest degree completed for *Owner* 2? ***Select all that apply.***

- ☐ Biological, agricultural and environmental life sciences
- ☐ Chemistry, except biochemistry
- ☐ Computer and mathematical sciences and other technology and technical fields
- ☐ Earth, atmospheric and ocean sciences
- ☐ Economics, political science, psychology, sociology and other social sciences
- ☐ Engineering
- ☐ Health
- ☐ Physics and astronomy
- ☐ Science and mathematics teacher education
- ☐ Other science and engineering related fields, not listed above
- ☐ Art and humanities fields
- ☐ Education, except science and math teacher education
- ☐ Management and administration fields
- ☐ Sales and marketing fields
- ☐ Social service and related fields
- ☐ Other non-science and non-engineering related fields, not listed above

B.2.12 Age

What was the age of *Owner 2* as of December 31, 2019?

- ☐ Under 25
- ☐ 25 - 34
- ☐ 35 - 44
- ☐ 45 - 54
- ☐ 55 - 64
- ☐ 65 or over

B.2.13 Place of Birth

Was *Owner 2* born in the United States?

☐ Yes ☐ No

B.2.14 U.S. Citizenship

Is *Owner 2* a citizen of the United States?

☐ Yes ☐ No

B.2.15 Reasons for Owning the Business

How important to *Owner 2* are each of the following reasons for owning this business?
Select one for each row.

	Very Important	Somewhat Important	Not Important
Wanted to be my own boss	☐	☐	☐
Flexible hours	☐	☐	☐
Balance work and family	☐	☐	☐
Opportunity for greater income	☐	☐	☐
Best avenue for my ideas / goods / services	☐	☐	☐
Unable to find employment	☐	☐	☐
Working for someone else didn't appeal to me	☐	☐	☐
Always wanted to start my own business	☐	☐	☐
An entrepreneurial friend or family member was a role model	☐	☐	☐
Wanted to carry on the family business	☐	☐	☐
Wanted to help and/or become more involved in my community	☐	☐	☐
Other (specify)	☐	☐	☐

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OWNER 3

If applicable, if not **Skip to B.5 One Family Majority Ownership** on page 15.

B.3.1 Sex

What is the sex of *Owner 3*?

☐ Male ☐ Female

Note: Please answer BOTH B.3.2 Ethnicity and B.3.3 Race questions.

B.3.2 Ethnicity

Is *Owner 1* of Hispanic, Latino, or Spanish origin?

☐ No, not of Hispanic, Latino, or Spanish origin

☐ Yes, Mexican, Mexican American, Chicano

☐ Yes, Puerto Rican

☐ Yes, Cuban

☐ Yes, another Hispanic, Latino, or Spanish origin – *Print, for example, Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on.*

B.3.3 Race

What is *Owner 3's* race? ***Select all that apply.*** *(For this survey, Hispanic origins are not races.)*

☐ White ☐ Black or African American

☐ American Indian or Alaska Native – *Print name of enrolled or principal tribe below.*

☐ Asian Indian ☐ Chinese

☐ Filipino ☐ Japanese

☐ Korean ☐ Vietnamese

☐ Other Asian – *Print race, for example, Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.*

☐ Native Hawaiian ☐ Guamanian or Chamorro

☐ Samoan

☐ Other Pacific Islander – *Print race, for example, Fijian, Tongan, and so on.*

B.3.4 Military Service

Has *Owner 3* ever served in any branch of the U.S. Armed Forces, including the Coast Guard, the National Guard, or a Reserve component of any service branch?

☐ Yes ☐ No – **Skip to B.3.7 Initial Acquisition Year**

B.3.5 Military Service Disability

Is *Owner 3* disabled as the result of illness or injury incurred or aggravated during military service?

☐ Yes ☐ No

B.3.6 Other Military Service

Do any of the following characteristics describe *Owner 3's* military service? ***Select all that apply.***

☐ Served on active duty military service, not including training for the Reserves or National Guard

☐ Served on active duty military service after September 11, 2001

☐ Served on active duty military service in 2019

☐ Served in the National Guard or as a reservist of any branch of the U.S. Armed Forces in 2019

☐ None of the above

B.3.7 Initial Acquisition Year

In what year did *Owner 3* initially acquire ownership of this business?

Year

☐ Don't know

B.3.8 Primary Income Source

In 2019, did this business provide *Owner 3's* primary source of personal income?

☐ Yes ☐ No

B.3.9 Prior Business Ownership

Not including this business, what is the status of the previous business *Owner 3* started most recently?

☐ This is the owner's first business

☐ Business is still operating and *Owner 3* still owns it

☐ Business is no longer in operation

☐ Business was purchased by another company

☐ Business was purchased by another individual

☐ Other (specify)

B.3.10 Education Prior to Owning the Business

Prior to establishing, purchasing, or acquiring this business, what was the highest degree or level of school *Owner 3* completed?

- ☐ Less than high school / secondary school graduate – **Skip to B.3.12 Age**
- ☐ High school / secondary school graduate – Diploma or GED – **Skip to B.3.12 Age**
- ☐ Technical, trade, or vocational school – **Skip to B.3.12 Age**
- ☐ Some college, but no degree – **Skip to B.3.12 Age**
- ☐ Associate Degree (for example, AA, AS)
- ☐ Bachelor's Degree (for example, BA, BS)
- ☐ Master's Degree (for example, MA, MEng, Med, MSW, MBA)
- ☐ Doctorate Degree (for example, PhD, EdD)
- ☐ Professional Degree, beyond a Bachelor's Degree (for example, MD, DDS, DVM, LLB, JD)

B.3.11 Field of Highest Degree Prior to Owning the Business

Prior to establishing, purchasing, or acquiring this business, what was the field of the highest degree completed for *Owner* 3? ***Select all that apply.***

- ☐ Biological, agricultural and environmental life sciences
- ☐ Chemistry, except biochemistry
- ☐ Computer and mathematical sciences and other technology and technical fields
- ☐ Earth, atmospheric and ocean sciences
- ☐ Economics, political science, psychology, sociology and other social sciences
- ☐ Engineering
- ☐ Health
- ☐ Physics and astronomy
- ☐ Science and mathematics teacher education
- ☐ Other science and engineering related fields, not listed above
- ☐ Art and humanities fields
- ☐ Education, except science and math teacher education
- ☐ Management and administration fields
- ☐ Sales and marketing fields
- ☐ Social service and related fields
- ☐ Other non-science and non-engineering related fields, not listed above

B.3.12 Age

What was the age of *Owner 3* as of December 31, 2019?

- ☐ Under 25
- ☐ 25 - 34
- ☐ 35 - 44
- ☐ 45 - 54
- ☐ 55 - 64
- ☐ 65 or over

B.3.13 Place of Birth

Was *Owner 3* born in the United States?

☐ Yes ☐ No

B.3.14 U.S. Citizenship

Is *Owner 3* a citizen of the United States?

☐ Yes ☐ No

B.3.15 Reasons for Owning the Business

How important to *Owner 3* are each of the following reasons for owning this business?
Select one for each row.

	Very Important	Somewhat Important	Not Important
Wanted to be my own boss	☐	☐	☐
Flexible hours	☐	☐	☐
Balance work and family	☐	☐	☐
Opportunity for greater income	☐	☐	☐
Best avenue for my ideas / goods / services	☐	☐	☐
Unable to find employment	☐	☐	☐
Working for someone else didn't appeal to me	☐	☐	☐
Always wanted to start my own business	☐	☐	☐
An entrepreneurial friend or family member was a role model	☐	☐	☐
Wanted to carry on the family business	☐	☐	☐
Wanted to help and/or become more involved in my community	☐	☐	☐
Other (specify)	☐	☐	☐

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OWNER 4

If applicable, if not **Skip to B.5 One Family Majority Ownership** on page 15.

B.4.1 Sex

What is the sex of *Owner 4*?

☐ Male ☐ Female

Note: Please answer BOTH B.4.2 Ethnicity and B.4.3 Race questions.

B.4.2 Ethnicity

Is *Owner 4* of Hispanic, Latino, or Spanish origin?

☐ No, not of Hispanic, Latino, or Spanish origin

☐ Yes, Mexican, Mexican American, Chicano

☐ Yes, Puerto Rican

☐ Yes, Cuban

☐ Yes, another Hispanic, Latino, or Spanish origin – *Print, for example, Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on.*

B.4.3 Race

What is *Owner 4's* race? ***Select all that apply.*** *(For this survey, Hispanic origins are not races.)*

☐ White ☐ Black or African American

☐ American Indian or Alaska Native – *Print name of enrolled or principal tribe below.*

☐ Asian Indian ☐ Chinese

☐ Filipino ☐ Japanese

☐ Korean ☐ Vietnamese

☐ Other Asian – *Print race, for example, Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.*

☐ Native Hawaiian ☐ Guamanian or Chamorro

☐ Samoan

☐ Other Pacific Islander – *Print race, for example, Fijian, Tongan, and so on.*

B.4.4 Military Service

Has *Owner 4* ever served in any branch of the U.S. Armed Forces, including the Coast Guard, the National Guard, or a Reserve component of any service branch?

☐ Yes ☐ No – **Skip to B.4.7 Initial Acquisition Year**

B.4.5 Military Service Disability

Is *Owner 4* disabled as the result of illness or injury incurred or aggravated during military service?

☐ Yes ☐ No

B.4.6 Other Military Service

Do any of the following characteristics describe *Owner 4's* military service? ***Select all that apply.***

☐ Served on active duty military service, not including training for the Reserves or National Guard

☐ Served on active duty military service after September 11, 2001

☐ Served on active duty military service in 2019

☐ Served in the National Guard or as a reservist of any branch of the U.S. Armed Forces in 2019

☐ None of the above

B.4.7 Initial Acquisition Year

In what year did *Owner 4* initially acquire ownership of this business?

Year

☐ Don't know

B.4.8 Primary Income Source

In 2019, did this business provide *Owner 4's* primary source of personal income?

☐ Yes ☐ No

B.4.9 Prior Business Ownership

Not including this business, what is the status of the previous business *Owner 4* started most recently?

☐ This is the owner's first business

☐ Business is still operating and *Owner 4* still owns it

☐ Business is no longer in operation

☐ Business was purchased by another company

☐ Business was purchased by another individual

☐ Other (specify)

B.4.10 Education Prior to Owning the Business

Prior to establishing, purchasing, or acquiring this business, what was the highest degree or level of school *Owner 4* completed?

- ☐ Less than high school / secondary school graduate – **Skip to B.4.12 Age**
- ☐ High school / secondary school graduate – Diploma or GED – **Skip to B.4.12 Age**
- ☐ Technical, trade, or vocational school – **Skip to B.4.12 Age**
- ☐ Some college, but no degree – **Skip to B.4.12 Age**
- ☐ Associate Degree (for example, AA, AS)
- ☐ Bachelor's Degree (for example, BA, BS)
- ☐ Master's Degree (for example, MA, MEng, Med, MSW, MBA)
- ☐ Doctorate Degree (for example, PhD, EdD)
- ☐ Professional Degree, beyond a Bachelor's Degree (for example, MD, DDS, DVM, LLB, JD)

B.4.11 Field of Highest Degree Prior to Owning the Business

Prior to establishing, purchasing, or acquiring this business, what was the field of the highest degree completed for *Owner 4*? ***Select all that apply.***

- ☐ Biological, agricultural and environmental life sciences
- ☐ Chemistry, except biochemistry
- ☐ Computer and mathematical sciences and other technology and technical fields
- ☐ Earth, atmospheric and ocean sciences
- ☐ Economics, political science, psychology, sociology and other social sciences
- ☐ Engineering
- ☐ Health
- ☐ Physics and astronomy
- ☐ Science and mathematics teacher education
- ☐ Other science and engineering related fields, not listed above
- ☐ Art and humanities fields
- ☐ Education, except science and math teacher education
- ☐ Management and administration fields
- ☐ Sales and marketing fields
- ☐ Social service and related fields
- ☐ Other non-science and non-engineering related fields, not listed above

B.4.12 Age

What was the age of *Owner 4* as of December 31, 2019?

- ☐ Under 25
- ☐ 25 - 34
- ☐ 35 - 44
- ☐ 45 - 54
- ☐ 55 - 64
- ☐ 65 or over

B.4.13 Place of Birth

Was *Owner 4* born in the United States?

☐ Yes ☐ No

B.4.14 U.S. Citizenship

Is *Owner 4* a citizen of the United States?

☐ Yes ☐ No

B.4.15 Reasons for Owning the Business

How important to *Owner 4* are each of the following reasons for owning this business?
Select one for each row.

	Very Important	Somewhat Important	Not Important
Wanted to be my own boss	☐	☐	☐
Flexible hours	☐	☐	☐
Balance work and family	☐	☐	☐
Opportunity for greater income	☐	☐	☐
Best avenue for my ideas / goods / services	☐	☐	☐
Unable to find employment	☐	☐	☐
Working for someone else didn't appeal to me	☐	☐	☐
Always wanted to start my own business	☐	☐	☐
An entrepreneurial friend or family member was a role model	☐	☐	☐
Wanted to carry on the family business	☐	☐	☐
Wanted to help and/or become more involved in my community	☐	☐	☐
Other (specify)	☐	☐	☐

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B.5 One Family Majority Ownership

In 2019, did **two or more members of one family own the majority** of this business? (*Family refers to spouses / unmarried partners, parents / guardians, children, siblings, or close relatives.*)

- ☐ Yes
- ☐ No

B.6 Joint Ownership

In 2019, did spouses / unmarried partners jointly own this business?

- ☐ Yes
- ☐ No – **Skip to SECTION C: GOODS, SERVICES, AND BUSINESS PROCESSES** on page 16.

B.7 Equal Operation

In 2019, was this business operated equally by both spouses / unmarried partners?

- ☐ Yes, equally operated by spouses / unmarried partners
- ☐ No, primarily operated by **Owner 1**
- ☐ No, primarily operated by **Owner 2**

Continue to SECTION C on the next page.

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SECTION C: GOODS, SERVICES, AND BUSINESS PROCESSES

The following section collects information on this business's introduction of new or improved goods, services, or business processes that differed significantly from this business's previous goods, services, or processes.

The goods, services, or business processes must have characteristics or intended uses that are new or which provide a significant improvement over what was previously used or sold by this business. However, they can fail or take time to prove themselves.

The goods, services, or business processes need only be new or improved for this business. They could have been originally developed or used by other businesses or organizations.

The following section asks about the 2017 to 2019 time period, instead of one year as in other sections of this survey.

C.1 New or Improved Goods

During the three years 2017 to 2019, did this business introduce to the market any new or improved goods that differed significantly from this business's previous goods? *(This includes the addition of new functions or improvements to existing functions or user utility. Functions include quality, technical specifications, reliability, durability, economic efficiency during use, affordability, convenience, usability, and user friendliness. User utility includes attributes such as affordability and financial convenience.)*

Goods: usually a tangible object such as a smartphone, furniture, or packaged software, but also includes digital goods such as downloadable software, music, and film. *(Exclude the simple resale of new goods or changes of a solely aesthetic nature.)*

☐ Yes

☐ No

C.2 New or Improved Services

During the three years 2017 to 2019, did this business introduce to the market any new or improved services that differed significantly from this business's previous services? *(This includes the addition of new functions or improvements to existing functions or user utility. Functions include quality, technical specifications, reliability, durability, economic efficiency during use, affordability, convenience, usability, and user friendliness. User utility includes attributes such as affordability and financial convenience.)*

Services: Intangible activities, such as retailing, insurance, educational courses, air travel, consulting, etc., also includes digital services. *(Exclude the simple resale of new services.)*

☐ Yes

☐ No

If "No" is selected for **'C.1 New or Improved Goods'** and "No" is selected for **'C.2 New or Improved Services,' skip to 'C.11 New or Improved Business Processes'** on page 18.

C.3 Novelty of New or Improved Goods or Services

During the three years 2017 to 2019, did this business introduce any new or improved goods or services that differ significantly from goods or services previously offered by this business that were:

Select one for each row.

	Yes	No
a. **New to the market?** This business introduced a new or improved good or service that was not previously offered by any of your competitors (it may have already been available in other markets).	☐	☐
b. **New only to this business?** This business introduced a new or improved good or service that was identical or very similar to products already offered by your competitors	☐	☐

If "No" is selected for both a. and b., **skip to 'C.5 Expectations'** on page 17.

If you reported $0 for **'A.11 Domestic Sales and Revenues'** on page 4, **skip to 'C.5 Expectations'** on page 17.

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C.4 New or Improved Goods or Services as a Percent of Total Sales

In 2019, what percentage of this business's **'A.11 Domestic Sales and Revenues'** on page 4 in domestic sales and revenues were attributable to or originated from domestic operations in the following categories?

*Details must sum to 100% of total dollar amount of **'A.11 Domestic Sales and Revenues'** on page 4. Estimates are acceptable.*

a. New or improved goods or services introduced during 2017 to 2019 that were **new to the market** . . . . . ___ . 0 %

b. New or improved goods or services introduced during 2017 to 2019 that were **new only to this business** . . . . . ___ . 0 %

c. Goods or services that were unchanged or only marginally modified during 2017 to 2019 (include the resale of new goods or services purchased from other companies) . . . . . ___ . 0 %

Total sales in 2019 = 100%

C.5 Expectations

Did the new or improved goods or services introduced during 2017 to 2019 meet this business's expectations, such as market share, sales or profits as of December 2019?

- ☐ Yes, expectations were exceeded.
- ☐ Yes, expectations were met.
- ☐ No, Expectations were not met.
- ☐ Too early to tell.

C.6 Sources of New or Improved Goods or Services

Who developed these new or improved goods or services? ***Select all that apply.***

- ☐ This business by itself
- ☐ This business together with other businesses, universities, research institutes, nonprofits, or other organizations
- ☐ This business by adapting or modifying goods or services originally developed by other businesses or organizations
- ☐ Other businesses or organizations

C.7 Goods or Services Cooperation Partners

During the three years 2017 to 2019, did this business cooperate with any of the following partners in developing new or improved goods or services? ***Select one for each row.***

	Yes	No
a. Parent, affiliated, or subsidiary business	☐	☐
b. Suppliers of equipment, materials, components, or software	☐	☐
c. Other businesses	☐	☐
d. Federal, state, or local government	☐	☐
e. Customers	☐	☐
f. Consultants or commercial laboratories	☐	☐
g. Universities, colleges, or other institutions of higher education	☐	☐
h. Nonprofit organizations	☐	☐
i. Households or individuals	☐	☐

If "No" is selected for a.- i., **skip to 'C.9 Most Important Innovation'** on page 18.

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C.8 Goods or Services Cooperation Partners Location

Where were these businesses or organizations located? ***Select all that apply.***

	United States	Canada or Mexico	Rest of the World
a. Parent, affiliated, or subsidiary business	☐	☐	☐
b. Suppliers of equipment, materials, components, or software	☐	☐	☐
c. Other businesses	☐	☐	☐
d. Federal, state, or local government	☐	☐	☐
e. Customers	☐	☐	☐
f. Consultants or commercial laboratories	☐	☐	☐
g. Universities, colleges, or other institutions of higher education	☐	☐	☐
h. Nonprofit organizations	☐	☐	☐
i. Households or individuals	☐	☐	☐

C.9 Most Important Innovation

Thinking about the most important good or service this business introduced during 2017 to 2019, was that good or service new to the market or new only to this business?

☐ **New to the market -** This business introduced a new or improved good or service that was not previously offered by any of your competitors. (This innovation may have already been available in other markets.)

☐ **New only to this business -** This business introduced a new or improved good or service that was identical or very similar to goods or services already offered by your competitors.

If you reported $0 for **'A.11 Domestic Sales and Revenues'** on page 4, **skip to 'C.11 New or Improved Business Processes'**.

C.10 Most Important Innovation and Sales

In 2019, what percentage of this business's **'A.11 Domestics Sales and Revenues'** on page 4 in domestic sales and revenues were attributed to this business's most important innovation? *Estimates are acceptable*. . . . . ___ . 0 %

C.11 New or Improved Business Processes

During the three years 2017 to 2019, did this business introduce any of the following types of new or improved business processes that differed significantly (i.e., greater efficacy, resource efficiency, reliability and resilience, affordability, convenience and usability) from your previous business processes? ***Select one for each row.***

	Yes	No
a. Methods for producing goods or providing services (including methods related to engineering and related technical testing, analysis and certification)	☐	☐
b. Logistics, delivery or distribution methods	☐	☐
c. Marketing methods for promotion, packaging, pricing, product placement, or after sales services	☐	☐
d. Information and communication systems (including hardware, software and data processing)	☐	☐
e. Administration and management activities (including decision-making, human resource management, and methods for accounting or other administrative operations)	☐	☐
f. Product and business process development activities (including activities to identify, develop, or adapt products or processes, or adopting new methodologies for developing products and processes)	☐	☐

If "No" is selected for a. - f., **skip to 'C.13 Goods, Services, or Business Process Activities'** on page 19.

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C.12 Improved Business Process Developers

Who developed these new or improved business processes? ***Select all that apply.***

- ☐ This business by itself
- ☐ This business together with other businesses, universities, research institutes, nonprofits, or other organizations
- ☐ This business by adapting or modifying business processes originally developed by other businesses or organizations
- ☐ Other businesses or organizations

C.13 Goods, Services, or Business Process Activities

During the three years 2017 to 2019, did this business have any of the following types of innovation activities? *Include all developmental, financial and commercial activities that were intended to result in a new or improved good, service or business process that differed significantly from your previous goods, services, or business processes. (Similar activities that were not intended to result in a new or improved good, service or business process should not be reported here (i.e., employee training intended for general maintenance of skills are not considered "innovation activities." Simple replacement of machinery without enhanced capabilities are not considered "innovation activities.")* ***Select one for each row.***

	Yes	No
a. **Research and development:** Creative and systematic work undertaken in order to increase the stock of knowledge and to devise new applications of available knowledge	☐	☐
b. **Engineering and design activities:** Planning of technical specifications, testing, evaluation, setup and preproduction for goods, services, processes or systems; installing equipment, tooling-up, testing, trials and user demonstrations; and activities to extract knowledge or design information from existing products or process equipment. Also include activities to develop a new or modified function, form or appearance for goods, services, or processes	☐	☐
c. **Marketing and brand equity activities:** Include market research, market testing, methods for pricing, product placement and product promotion; product advertising, the promotion of products at trade fairs or exhibitions, and the development of marketing strategies	☐	☐
d. **Intellectual Property (IP) related activities:** Protection or exploitation of knowledge, often created through R&D, software development, and engineering, design and other creative work, including all related administrative and legal work	☐	☐
e. **Employee training:** Activities that are paid for or subsidized by the firm to develop knowledge and skills required for the specific trade, occupation or vocation of a firm's employees	☐	☐
f. **Software development and database activities:** In-house development and purchase of computer software; collection and analysis of data in proprietary computer databases and data obtained from publicly available reports or the Internet; and activities to upgrade or expand the functions of IT systems, including computer program and databases	☐	☐
g. **Acquisition of machinery, equipment and other tangible assets**	☐	☐
h. **Management related to innovation:** Activities to plan, govern and control internal and external resources	☐	☐

If "No" is selected for a. - h., **skip to 'C.17 Government Support'** on page 20.

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C.14 Results of Innovation Activities

During the three years 2017 to 2019, did this business have any innovation activities that did not result in a goods, services, or business process innovation because the activities were: ***Select one for each row.***

	Yes	No
a. Abandoned or suspended before completion	☐	☐
b. Still ongoing at the end of 2019	☐	☐

C.15 Activity Costs

In 2019, how much did this business spend on the innovation activities selected in **'C.13 Goods, Services or Business Process Activities'** question? *Note that this question refers only to the year 2019 and not the three year period, 2017 – 2019. Estimates are acceptable.*

a. Research and development
b. Engineering and design activities
c. Marketing and brand equity activities
d. Intellectual Property (IP) related activities
e. Employee training
f. Software development and database activities
g. Acquisition of machinery, equipment and other tangible assets
h. Management related to innovation

	$Mil.	Thou.	Dol.
i. **Total**			0 0 0

If "Yes" is selected for a. from **'C.13 Goods, Services, or Business Process Activities'** and Total Number of W-2 Paid Employees or Employee/Owners from **'A.8 Number of W-2 Paid Employees or Employee/Owners'** is greater than or equal to 10 and response to **'C.15 Activity Costs'** does not equal zero, continue to **'C.16 R&D for Activity Costs'**.

All else, **skip to 'C.17 Government Support'**.

C.16 R&D for Activity Costs

	$Mil.	Thou.	Dol.
Of the **'C.15 Activity Costs'** reported, how much was for Research and Development (creative and systematic work undertaken in order to increase the stock of knowledge and to devise new applications of available knowledge) in 2019?			0 0 0

C.17 Government Support

During the three years 2017 to 2019, did this business use any of the following types of government programs (federal, state, or local) to aid innovation activities? ***Select one for each row.***

	Yes	No
a. **Government tax incentive or tax credit programs:** Include programs intended to support innovation activities such as research and development or capital expenditures	☐	☐
b. **Government grants and contributions programs:** Include programs intended to support innovation activities such as research and development, business development or commercialization of intellectual property	☐	☐
c. **Government training and hiring programs:** Include programs intended to support innovation activities such as hiring and training of researchers, interns or other personnel	☐	☐
d. **Government procurement:** Include programs intended to support innovation such as the procurement of new or improved goods, services or business processes	☐	☐
e. **Other government programs:** Include programs and activities to support innovation not included elsewhere such as access to facilities, export incentives, technical assistance, market information or loans	☐	☐

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C.18 Barriers of Innovation

During the three years 2017 to 2019, how, if at all, were each of the following factors in discouraging this business to conduct innovation activities:

Select one for each row.

	Very discouraging	Somewhat discouraging	A little discouraging	Not at all discouraging
a. Lack of internal finance for innovation	☐	☐	☐	☐
b. Lack of credit or private equity	☐	☐	☐	☐
c. Difficulties in obtaining public grants or subsidies	☐	☐	☐	☐
d. Costs too high	☐	☐	☐	☐
e. Lack of skilled employees within this business	☐	☐	☐	☐
f. Lack of collaboration partners	☐	☐	☐	☐
g. Lack of access to external knowledge	☐	☐	☐	☐
h. Uncertain market demand for your ideas	☐	☐	☐	☐
i. Too much competition in your market	☐	☐	☐	☐
j. Different priorities within this business	☐	☐	☐	☐
k. Government regulations	☐	☐	☐	☐

C.19 Business Strategies

During the three years 2017 to 2019, to what extent did this business focus on the following business strategies?

Select one for each row.

	A great extent	To some extent	To a small extent	Not at all
a. Improve existing goods or services	☐	☐	☐	☐
b. Introduce new goods or services	☐	☐	☐	☐
c. Reduce prices for goods or services	☐	☐	☐	☐
d. Increase the quality of goods or services	☐	☐	☐	☐
e. Develop a broad range of products	☐	☐	☐	☐
f. Develop one or a small number of key products	☐	☐	☐	☐
g. Satisfy established customers	☐	☐	☐	☐
h. Reach out to new customers	☐	☐	☐	☐
i. Develop standardized goods or services (i.e., goods or services are the same regardless of market or customer type)	☐	☐	☐	☐
j. Develop customer-specific solutions (i.e., customized goods or services)	☐	☐	☐	☐

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C.20 Use of Digital Technologies

During the three years 2017 to 2019, to what extent does this business use the following digital technologies for innovation activities?

Select one for each row.

	A great extent	To some extent	To a small extent	Not at all
a. Computer infrastructure (server technologies)	☐	☐	☐	☐
b. Cloud computing	☐	☐	☐	☐
c. Artificial Intelligence	☐	☐	☐	☐
d. Automation	☐	☐	☐	☐
e. Internet-connected devices	☐	☐	☐	☐
f. Mobile communication technologies	☐	☐	☐	☐
g. The use of digital technologies for collaboration	☐	☐	☐	☐
h. Communication (i.e., through social media)	☐	☐	☐	☐
i. Digital technologies for planning and management (i.e., enterprise resource planning, customer relationship management)	☐	☐	☐	☐
j. Digital technologies for distributed ledgers (blockchain)	☐	☐	☐	☐

C.21 Capabilities for Using Digital Technologies

During the three years 2017 to 2019, to what extent does this business use any of the following for innovation activities?

Select one for each row.

	A great extent	To some extent	To a small extent	Not at all
a. Digital integration within and across different business functions	☐	☐	☐	☐
b. Access to and ability to use data analytics to design, develop, commercialize and improve products, including data about the users of the firm's products and their interactions with such products	☐	☐	☐	☐
c. Access to networks and the use of solutions and architectures (hardware and software)	☐	☐	☐	☐
d. Effective management of privacy and cybersecurity risks	☐	☐	☐	☐
e. Adoption of business models for digital environments, such as e-commerce, participative platforms, etc.	☐	☐	☐	☐

C.22 Technology Capabilities

During the three years 2017 to 2019, did this business obtain the necessary technical expertise for its innovation activities through any of the following means? ***Select one for each row.***

	Yes	No
a. Acquired technology products (machinery, equipment, software) from other firms or organizations	☐	☐
b. Acquired intellectual property (IP) rights, including patents, copyrights, and trademarks that give ownership, exclusion rights or rights to use technical knowledge	☐	☐
c. Modified or adapted existing technology to the firm's specific needs	☐	☐
d. Developed new technology (both hardware and software) in-house	☐	☐

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SECTION D: RESEARCH AND DEVELOPMENT

The following section collects information on research and development activity from businesses with W-2 employment between 1 and 9.

What is Research and Development (R&D)?

Research and development (R&D) comprise creative and systematic work undertaken in order to increase the stock of knowledge and to devise new applications of available knowledge.

The term R&D does NOT include expenditures for:

- Costs for routine product testing, quality control, and technical services unless they are an integral part of an R&D project
- Market research
- Efficiency surveys or management studies
- Literary, artistic, or historical projects, such as films, music, or books and other publications
- Prospecting or exploration for natural resources

R&D activity in software INCLUDES:

- Software development or improvement activities that expand scientific or technological knowledge
- Construction of new theories and algorithms in the field of computer science

R&D activity in software EXCLUDES:

- Software development that does not depend on a scientific or technological advance, such as
  - supporting or adapting existing systems
  - adding functionality to existing application programs, and
  - routine debugging of existing systems and software
- Creation of new software based on known methods and applications
- Conversion or translation of existing software and software languages
- Adaptation of a product to a specific client, unless knowledge that significantly improved the base program was added in that process

Reporting unit
The reporting unit is this business, including all subsidiaries and divisions. Include subsidiary companies where there is more than 50 percent ownership.

Reporting period
Report data for the calendar year 2019, if possible, or for this business's fiscal year ending between April 2019 and March 2020.

Estimates are acceptable.

Report all items to the best of your ability.

D.1 R&D Activities

During 2019, did this business do any of the following R&D activities? Include activities that:
Select one for each row.

- This business performed
- Others paid this business to do
- This business paid others to do

	Yes	No
a. Conducted activities aimed at acquiring new knowledge or understanding without specific immediate commercial applications or uses	☐	☐
b. Conducted activities aimed at acquiring new knowledge for solving a specific problem or meeting a specific commercial objective	☐	☐
c. Conducted systematic work, drawing on research and practical experience and resulting in additional knowledge, which is directed to producing new products or processes or to improving existing products or processes	☐	☐
d. Developed and tested goods, services, or processes that were derived from scientific research or technical findings	☐	☐
e. Developed software that advanced scientific or technological knowledge	☐	☐
f. Produced findings that could be published in academic journals or presented at scientific conferences	☐	☐
g. Applied scientific or technical knowledge in a way that has never been done before	☐	☐
h. Created new scientific or technical solutions that can be generalized to other situations	☐	☐
i. Conducted work to discover previously unknown technological facts, structures, or relationships	☐	☐
j. Conducted work to extend the understanding of scientific facts, relationships, or principles in ways that could be useful to others	☐	☐

If **"No"** is selected for a. – j., **skip to SECTION E: DOMESTIC AND FOREIGN TRANSACTIONS** on page 28.

D.2 R&D Costs

What was the total cost (both direct and indirect) in 2019 for all the R&D activities reported as "Yes" in the **'R&D ACTIVITIES'** question? *Your best estimate is acceptable.*
Report dollar amount in thousands. If none, report zero.

Include the following costs:
- Salaries, wages, fringe benefits
- Plant, machinery, and equipment, except that which was capitalized because it had an alternative future use
- Materials, supplies, software
- Rent, utilities
- Consultants, contractors
- Depreciation expense from plant, machinery, and equipment that was capitalized because it had an alternative future use

Do not include:
- Costs for routine product testing, quality control, and technical services unless they are an integral part of an R&D project
- Market research
- Efficiency surveys or management studies
- Literary, artistic, or historical projects, such as films, music, or books and other publications
- Prospecting or exploration for natural resources

	$Mil.	Thou.	Dol.
Total costs for **'R&D Activities'** reported in the **'R&D Activities'** question for 2019			0 0 0

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D.3 Foreign R&D Costs

During 2019, what amount, if any, of the **'D.2 R&D COSTS'** was performed outside the U.S. by this business or others? ***Round to the nearest thousand dollars.*** . . . . . .

$Mil.	Thou.	Dol.
		0 0 0

D.4 Domestic R&D Costs

Calculate this business's domestic R&D costs by subtracting the amount entered for R&D costs outside the U.S. (question **'D.3 Foreign R&D Costs'**) from all R&D costs (question **'D.2 R&D Costs'**). This value will be used in other questions in this survey.

This business's domestic R&D cost in 2019 . . . . . .

$Mil.	Thou.	Dol.
		0 0 0

If **'D.4 Domestic R&D Costs'** equals $0, **skip to 'D.9 R&D Employees'** on page 27.

D.5 Types of R&D Costs

During 2019, how much of the **'D.4 Domestic R&D Costs'** in domestic R&D costs was for each of the following types of costs? ***Round to the nearest thousand dollars.***

	$Mil.	Thou.	Dol.
a. Salaries, wages, and fringe benefits			0 0 0
b. Expensed machinery and equipment (not capitalized).			0 0 0
c. Materials and supplies			0 0 0
d. Payments to others for R&D, including purchased R&D services			0 0 0
e. Depreciation on R&D property and equipment			0 0 0
f. All other costs (for example, consultants, contractors, travel, rent)			0 0 0
Total = **'D.4 Domestic R&D Costs'**.			0 0 0

D.6 Domestic R&D Performance Costs

Calculate this business's domestic R&D performance cost by subtracting the payments for R&D services (item d. in question **'D.5 Types of R&D Costs'**) from domestic R&D costs (question **'D.4 Domestic R&D Costs'**). Use this value in the next question.

This business's domestic R&D performance cost in 2019. . . . . .

$Mil.	Thou.	Dol.
		0 0 0

If **'D.6 Domestic R&D Performance Costs'** equals $0, **skip to 'D.9 R&D Employees'** on page 27.

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D.7 Funding Sources for R&D Activities

During 2019, of the **'D.6 Domestic R&D Performance Costs'** in total R&D domestic performance costs, how much was paid for by the following sources? ***Round to the nearest thousand dollars.***

	$Mil.	Thou.	Dol.
a. This U.S. business			0 0 0
b. Your foreign owner (if this business is foreign-owned)			0 0 0
c. Other businesses located within the United States			0 0 0
d. Other businesses located outside the United States			0 0 0
e. Universities or colleges located within the United States			0 0 0
f. Nonprofit organizations located within the United States			0 0 0
g. U.S. Federal government (including R&D grants)			0 0 0

Which agency provided the largest share? ***Select one from the list below.***

- ☐ Department of Defense
- ☐ National Science Foundation
- ☐ Department of Health and Human Services including the National Institutes of Health
- ☐ Department of Energy
- ☐ NASA
- ☐ Other agencies

h. U.S. State or local government (not including state universities)			0 0 0
i. All other organizations outside the United States			0 0 0
Total = **'D.6 Domestic R&D Performance Costs'**			0 0 0

D.8 R&D Categories

During 2019, of the **'D.6 Domestic R&D Performance Costs'** in R&D domestic performance costs, how much was for the following categories?

	$Mil.	Thou.	Dol.
a. **Basic research** – activities aimed at acquiring new knowledge or understanding without specific immediate commercial applications or uses			0 0 0
b. **Applied research** – activities aimed at solving a specific problem or meeting a specific commercial objective			0 0 0
c. **Development** – systematic work, drawing on research and practical experience and resulting in additional knowledge, which is directed to producing new products or processes or to improving existing products or processes			0 0 0
Total = **'D.6 Domestic R&D Performance Costs'**			0 0 0

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D.9 R&D Employees

For the pay period including March 12, 2019, how many employees from this business's domestic operations were **R&D employees** and how many were **all other employees**? Include owners who receive a W-2. ***If none, report zero.***

R&D employees include all employees who work on R&D or who provide direct support to R&D, such as researchers, R&D managers, technicians, clerical staff, and others assigned to R&D groups. **Exclude** employees who provide only indirect support to R&D, such as corporate personnel, security guards, and cafeteria workers.

Previously you reported this business's total number of employees in **'A.8 Number of W-2 Paid Employees or Employee/Owners'** on page 3. Reponses below should not exceed the number of employees reported in A.8.

Employees

a. How many of those employees and owner/employees were R&D employees? . . . . . .

b. Of the R&D employees, how many were female? . . . . . .

c. Of the R&D employees, how many were male? . . . . . .

The sum of b. and c. should equal the amount entered in a.

If you reported 0 for item a. in question **'D.9 R&D Employees'**, **skip to 'D.13 Tax Credit for Research Activities'.**

D.10 R&D Employee Occupations

Of the **'D.9 a. R&D Employees'**, how many were? ***If none, report zero.***

Employees

a. Researchers (including R&D scientists, engineers, and their managers) . . . . . .

b. R&D technicians and equivalent staff . . . . . .

c. R&D support staff (clerical and other) . . . . . .

d. Total R&D employees (Total from **'D.9 a. R&D Employees'**) . . . . . .

e. Of the researchers reported in line **D.10 a.**, how many had PhDs? . . . . . .

D.11 Domestic R&D Employees Full-Time Equivalent

What was the full-time equivalent of the **'D.9 a. R&D Employees'**, R&D employees? *For full-time R&D employees use the number of employees for the FTEs. For other full-time employees not working solely on R&D or part-time employees working on R&D, use the share of full-time workweek they work on R&D.* ***Report partial FTEs in decimals. For example, report 1/2 FTE as .5.***

Number

Total FTEs . . . . . .

D.12 Domestic Researchers Full-Time Equivalent

What was the full-time equivalent of the **'D.10 a. R&D Employee Occupations'** researchers? ***Report partial FTEs in decimals. For example, report 1/2 FTE as .5.***

Number

Total FTEs . . . . . .

D.13 Tax Credit for Research Activities

Did this business file for the tax credit for increasing research activities (IRS Form 6765) in 2019?

☐ Yes

☐ No

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SECTION E: DOMESTIC AND FOREIGN TRANSACTIONS

This section collects information on selected domestic and global transactions. The section includes questions about costs and business activities and transactions involving contract manufacturing and design activities. The data will be used to assist public and private organizations better understand, plan, and make decisions affected by the relationship between domestic and foreign activities.

For questions requiring dollar amounts, estimates are acceptable.

E.1 Operating Expenses

In 2019, what was this business's total domestic operating expenses or costs?

INCLUDE:

- Cost of goods sold
- Cost of services sold
- Selling, general, and administrative (SG&A) costs so long as they are incurred to promote the selling and delivery of this businesses products and services, i.e., advertising expense, sales commission expenses, office salaries, rent expense
- Depreciation expense
- Research and development expense

EXCLUDE

- Capitalized expenses
- Interest expense
- Income taxes
- Impairment reserves
- Losses on sales of assets

	$Bil.	Mil.	Thou.	Dol.
Total domestic operating expenses or costs				0 0 0

E.2 Activities Conducted by Unaffiliated Companies

In 2019, did any unaffiliated companies located in the United States conduct any of the following activities for this business? *Unaffiliated companies include firms such as independent contractors and suppliers.*
Select one for each row.

	Yes	No
a. Core production (cost of goods and services in your primary business activities).	☐	☐
b. Distribution and logistics (include transportation costs)	☐	☐
c. Marketing, sales/after sales services	☐	☐
d. Administrative or management functions	☐	☐
e. Research and development (R&D; includes creative and systematic work undertaken in order to increase the stock of knowledge and to devise new applications of available knowledge).	☐	☐
f. Engineering and other technical services (includes testing and design other than R&D)	☐	☐
g. Information and Communication Technology (ICT) services.	☐	☐
h. All other operating expenses..	☐	☐

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E.3 Activities Conducted by Foreign Companies

In 2019, did any companies located outside the United States conduct any of the following activities for this business? *(Companies located outside the United States may be unaffiliated or affiliated (such as a foreign affiliate or a foreign parent).* ***Select one for each row.***

	Yes	No
a. Core production (cost of goods and services in your primary business activities)	☐	☐
b. Distribution and logistics (include transportation costs)	☐	☐
c. Marketing, sales/after sales services	☐	☐
d. Administrative or management functions	☐	☐
e. Research and development (R&D; includes creative and systematic work undertaken in order to increase the stock of knowledge and to devise new applications of available knowledge)	☐	☐
f. Engineering and other technical services (includes testing and design other than R&D)	☐	☐
g. Information and Communication Technology (ICT) services	☐	☐
h. All other operating expenses	☐	☐

E.4 Manufacturing Activities

In 2019, did this business manufacture any goods in the United States? *Includes processing, assembly, labeling, packing and related services on materials and physical components.*

☐ Yes

☐ No

E.5 Contracting Out Manufacturing

In 2019, did this business contract out any manufacturing tasks or otherwise purchase manufacturing services (processing, assembly, labeling, packing or related services on materials and physical components) from any unaffiliated company or from affiliated companies located outside the United States?

☐ Yes

☐ No – **Skip to 'E.8 Contracting In Manufacturing'** on page 30.

E.6 Contracting Out Manufacturing by Company Type

In 2019, who performed the manufacturing for this business's U.S.-located units or establishments? ***Select all that apply.***

☐ U.S.-located unaffiliated companies

☐ Foreign affiliated companies

☐ Foreign unaffiliated companies

E.7 Design for Contracting Out

In 2019, did this business provide or determine the design or specifications for goods, finished or in-process, manufactured for this business by any company type identified in the previous question.

☐ Yes

☐ No

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E.8 Contracting In Manufacturing

In 2019, did this business perform any manufacturing tasks for any unaffiliated company or affiliated companies located outside the United States?

- ☐ Yes
- ☐ No – **Skip to SECTION F: CONTACT INFORMATION** on page 31.

E.9 Contracting In Manufacturing by Company Type

In 2019, on behalf of what types of companies did this business's U.S.-located units or establishments perform manufacturing activities? ***Select all that apply.***

- ☐ U.S.-located unaffiliated companies
- ☐ Foreign affiliated companies
- ☐ Foreign unaffiliated companies

E.10 Design for Contracting In

In 2019, did this business provide or determine the design or specifications for any of the goods, finished or in-process, that were manufactured by your business for any company type identified in the previous question?

- ☐ Yes
- ☐ No

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SECTION F: CONTACT INFORMATION

Enter the first and last name of the person who is filling out this survey. We request a telephone number so we can contact you if there is a question.

Contact Name

Title

Area code

Phone number

Ext.

Email address

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

Thank you for completing the 2020 Annual Business Survey form.

Definitions

Affiliated (company or business):

An entity that is owned 10 percent or more (based on voting interest or an equivalent interest) directly or indirectly by your company.

Business processes:

Business process includes the following: (1) methods for producing goods or providing services; (2) distribution and logistics; (3) marketing and sales; (4) information and communication systems; (5) administration and management activities; and (6) product and business process development (including activities to identify, develop or adapt products or a firm's processes).

Core production activity:

This term refers to your primary business activities. For manufacturing companies, core production typically involves production of physical goods. For service companies and other companies, core production refers to the main services or activities provided by your business such as Information and Communication Technology services, marketing services, etc.

Domestic (or U.S.-located):

Refers to a location in any of the U.S. 50 states and the District of Columbia.

Exported goods:

Value of goods including the value of equipment, supplies, materials, etc. This should equal the amounts reported in the Automated Export System's (AES) Electronic Export Information (EEI) filed with U.S. Customs and Border Protection plus the cost of transporting the goods to customers located in foreign destinations (i.e., outside the United States).

Exported services:

An exported service is a service-related product (i.e., services performed, including digital service, license agreement) that is sold or transferred to, or performed for customers (individual, government, business establishment, etc.) located in foreign destinations (i.e., outside the United States).

Foreign affiliate:

A foreign affiliate is an entity located outside the United States that is owned at least 10% (based on voting interest or an equivalent interest) directly or indirectly by the U.S. reporter.

Foreign parent (of a U.S.-located business):

The first entity outside the United States in an affiliate's ownership chain that has a direct or indirect investment interest of more than 50 percent of the affiliate's voting securities.

Goods:

Usually a tangible object such as a smartphone, furniture, or packaged software, but also includes digital goods such as downloadable software, music and film. (Exclude the simple resale of new goods and changes of a solely aesthetic nature.)

Imported goods:

The value of goods purchased from customers located in foreign destinations (i.e., outside the United States) as indicated in import declarations filed with the U.S. Customs and Border Protection.

Imported services:

An imported service is a service-related product (i.e., service performed, including digital service, license agreement) that is purchased from customers located in foreign destinations (i.e., outside the United States).

Intellectual property:

Includes patents, processes, and trade secrets; books and music; trademarks; recorded performances and events such as radio and television programs and motion pictures; broadcast and recorded live performances and events and their content; general use computer software; franchise fees; and other (for example, digital media).

Definitions - *continued*

Research and Development (R&D):

Research and development (R&D) comprise creative and systematic work undertaken in order to increase the stock of knowledge and to devise new applications of available knowledge.

The term R&D does NOT include expenditures for:

- Costs for routine product testing, quality control, and technical services unless they are an integral part of an R&D project
- Market research
- Efficiency surveys or management studies
- Literary, artistic, or historical projects, such as films, music, or books and other publications
- Prospecting or exploration for natural resources

R&D activity in software INCLUDES:

- Software development or improvement activities that expand scientific or technological knowledge
- Construction of new theories and algorithms in the field of computer science

R&D activity in software EXCLUDES:

- Software development that does not depend on a scientific or technological advance, such as
  - supporting or adapting existing systems
  - adding functionality to existing application programs, and
  - routine debugging of existing systems and software
- Creation of new software based on known methods and applications
- Conversion or translation of existing software and software languages
- Adaptation of a product to a specific client, unless knowledge that significantly improved the base program was added in that process

Services:

Intangible activities, such as retailing, insurance, educational courses, air travel, consulting, etc., also includes digital services. (Exclude the simple resale of new services.)

Services are intangible activities that are produced and consumed simultaneously and that change the conditions (i.e., physical, psychological, etc.) of users.

Services are the result of a production activity that changes the conditions of the consuming units or facilitates the exchange of products or financial assets. They cannot be traded separately from their production. Services can also include some knowledge-capturing products.

Unaffiliated (company or business):

Entity that is owned less than 10 percent, directly or indirectly, by your company (i.e., independent contractors and suppliers).

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