

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU



FORM
SA-721
(12-12-2003)

ANNUAL ACCOMMODATION AND FOOD SERVICES REPORT 2003

**DUE
DATE** ➔

NOTICE — Your report to the Census Bureau is **confidential** by law (Title 13, U.S. Code). It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. The law also provides that copies retained in your files are **immune from legal process**.

RETURN COMPLETED TO
➔ **U.S. CENSUS BUREAU**
1201 East 10th Street
Jeffersonville, IN 47132-0001
FAX 1-800-447-4613

Any questions call
1-800-772-7851 weekdays,
8:30 a.m. to 5:00 p.m. EST

PROMPT RETURN WILL RESULT IN
CONSIDERABLE SAVINGS TO YOUR
GOVERNMENT.

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

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, U.S. Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau.

GENERAL INSTRUCTIONS

Please read all instructions and complete all items in this report. If book figures are not available, carefully prepared estimates, labeled "Est." are acceptable.

If the ID in the address label is an Employer Identification Number (EIN), this report should cover ALL accommodation and food services establishments whose payroll was reported on the Employer's Quarterly Federal Tax Return, Treasury Form 941, **under the EIN** shown. If not, this report should cover ALL accommodation and food services locations operated by your company and its subsidiaries in the United States (all 50 States and District of Columbia), except for subsidiaries or operating units which have been requested to submit separate Annual Accommodation and Food Services Reports to the U.S. Census Bureau.

Data for locations operated by other firms, such as by franchise, should be excluded entirely from this report.

For those locations acquired or sold during 2003, only include data for the period they were operated by your firm.

Include in all items of this report, leased departments and concessions operated by this firm in establishments of others (e.g., restaurants in hotels, concession operations in sports stadiums).

Exclude from all items of this report, departments and concessions operated by other firms in your locations.

INSTRUCTIONS OPERATING RECEIPTS

INCLUDE in item 2A

- Credit and cash sales/receipts of merchandise

EXCLUDE from all parts of item 2A

- Carrying or other credit charges
- Commissions from vending machine operators
- Commissions from sale of government lottery tickets

SPECIFIC INSTRUCTIONS

Contract feeding

If terms of contract are —

- Management fee basis
- Profit-loss basis
- Cost-plus basis

Include as sales —

- Management fees plus reimbursement for the cost of food, labor, and other operating expenses
- All sales to customers
- Sales to customers plus fees or supplements from clients

HOTELS, MOTELS, AND ROOMING HOUSES — Includes commercial and institutional locations engaged in furnishing lodging, or lodging and meals, on a fee basis, such as:

- Hotels, motels, tourist courts
- Rooming and boarding houses

Report receipts from guestroom or unit rentals; rentals of public rooms such as ballrooms, conference rooms, etc.; sales of meals, alcoholic beverages, and other merchandise; your share of gaming operations; and receipts from valet, laundry, parking and other guest services if these services are provided by your firm. Include in your report, hotels owned by others where you provide both management and operating staff.

E-commerce sales and other operating receipts are sales of goods and services, where an order is placed by the buyer or price and terms of the sale are negotiated over an Internet, extranet, EDI network, electronic mail, or other online system. Payment may or may not be made online.

