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

Worksheet

SA-44E (11-27-2018)

2018 ANNUAL RETAIL TRADE SURVEY

DUE DATE

Need help or have questions?

Call 1-877-787-9860 (option 2)
(8:00 a.m. - 5:00 p.m. ET, M-F)
or **Visit**
https://census.gov/artshelp

YOUR RESPONSE IS REQUIRED BY LAW. Title 13 United States Code (U.S.C.), Sections 131 and 182 authorizes this collection. Sections 224 and 225 require your response. The U.S. Census Bureau is required by Section 9 of the same law to keep your information **CONFIDENTIAL** and can use your responses only to produce statistics. The Census Bureau is not permitted to publicly release your responses in a way that could identify your business, organization, or institution. Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0013 and appears at the upper right of this page. Without this approval we could not conduct this survey.

WORKSHEET

DO NOT use this worksheet to respond to the survey, it is intended to assist you with gathering and preparing your data prior to reporting online.

Please view the online report for specific instructions that may apply to your EIN or firm.

Return to **https://portal.census.gov** when you are ready to report online.

Report Online - Do Not Return

GENERAL INSTRUCTIONS

- Any significant change in this Employer Identification Number's (EIN's) operations should be noted in 13.
- For establishments sold or acquired in 2018, report data only for the period the establishments were operated by this EIN.
- Estimates are acceptable if book figures are not available.
- Enter "0" where applicable.

INCLUDE

- All retail establishments located in the U.S. (including the District of Columbia) reporting payroll on its latest Employer's Federal Tax Return (Treasury Form 941 or 944), **under the EIN shown in 1.**
- Data for auxiliary facilities primarily engaged in supporting services to this EIN's establishment(s), such as warehouses, garages, central administrative offices, and repair services.

EXCLUDE

- Data for establishments operated by other firms, such as franchises.
- Departments and concessions operated by other firms in this EIN's establishment(s).
- Data for establishments located in U.S Territories (such as Puerto Rico, American Samoa, Guam, U.S. Virgin Islands and Northern Mariana Islands).

ANNOUNCEMENTS AND SPECIAL INSTRUCTIONS

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CONTINUE ON PAGE 2

1 FEDERAL EMPLOYER IDENTIFICATION NUMBER (EIN)

Does this firm report payroll under EIN

☐ Yes

☐ No - *Enter current 9-digit EIN* ***AND*** *date payroll was first reported for this EIN* . . . . . .

EIN (9 digits)		
	-	

Month	Day	Year

2 ORGANIZATIONAL CHANGE

A. Did this EIN experience any acquisitions, sales, mergers, and/or divestitures in 2018?

☐ Yes

☐ No - *Go to* 3

B. Which of the following organizational changes occurred in 2018?

Check all that apply. If more than one organizational change occurred during the reporting period, explain in 13.

☐ Acquisition

☐ Sale

☐ Merger

☐ Divestiture

Date of organizational change . . . . . .

Month	Day	Year

AND

Enter detailed information below

Name of company	EIN (9 digits)		
		-	

Address (Number and street, P.O. Box, etc.)

City	State	ZIP Code		
			-	

3 REPORTING PERIOD

NOTE: Calendar-year data are preferred. If this is not available, please report for the fiscal year that includes **at least six months** of data for the 2018 calendar year.

What time period is covered by the data provided in this report?

☐ Calendar year

☐ Fiscal or partial year - *Report beginning and ending dates.* . . . . . .

2018		
Beginning Date		
Month	Day	Year
Ending Date		
Month	Day	Year

4 NUMBER OF ESTABLISHMENTS

How many retail establishments (including departments and concessions) did this EIN operate in 2018?

The remainder of this report refers to the establishments reported here. . . . . . .

Mark "X" if None ☐

2018
Number

CONTINUE ON PAGE 3

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5 SALES, RECEIPTS, OR REVENUE

INCLUDE

- Credit and cash net sales of merchandise
- E-commerce sales if not submitted on a separate Annual Retail Trade Survey
- Excise taxes (such as those on gasoline, liquor, and tobacco) which are included in the cost of goods purchased by this EIN
- Wholesale sales made by retail establishment(s) covered by this report
- Receipts from the rental or leasing of vehicles, equipment, instruments, tools, etc.
- Receipts from deliveries
- Receipts from installations, maintenance contracts, repairs, alterations, storage, and other such services
- Value of trade-ins taken as partial payment for other merchandise
- Value of manufacturers' rebates
- Leased departments and concessions operated in other establishments
- Shipping and handling revenue
- Advertising revenues

EXCLUDE

- Sales from auxiliary establishments
- Carrying or other finance charges
- Commissions (such as vending machine operators, government lottery tickets, or other stores)
- Non-operating receipts (such as interest income, income from investments, and receipts from the rental or sale of real estate)
- Sales made by departments and concessions operated by other firms in this EIN's retail establishment(s)

DEDUCT

- The actual value of rebates and discounts granted to the purchaser, even if granted as an increase in trade-in allowances

	Mark "X" if None	2018			
		$ Bil.	Mil.	Thou.	Dol.
A. What were the total sales of merchandise and other operating receipts for this EIN in 2018?	☐				

B. Did this EIN collect any sales taxes in 2018?

☐ Yes

☐ No - *Go to* 6

	2018			
	$ Bil.	Mil.	Thou.	Dol.
C. What were the total sales taxes collected in 2018? *Exclude excise taxes.*				

6 E-COMMERCE

E-commerce is the sale of goods and services where the buyer places an order, or the price and terms of the sale are negotiated, over an Internet, mobile device (M-Commerce), extranet, EDI network, electronic mail, or other comparable online system. Payment may or may not be made online.

A. Did this EIN have any e-commerce sales in 2018?

☐ Yes

☐ No - *Go to* 7

	2018			
	$ Bil.	Mil.	Thou.	Dol.
B. What were the total e-commerce sales in 2018?				

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7 VALUE OF INVENTORIES

INCLUDE

- All inventories of merchandise at locations covered by this report, including all auxiliary locations (such as warehouses, garages, central administrative offices) servicing these establishments, regardless of where held
- Inventory held in Foreign Trade Zones or in bond warehouses in the United States
- Report at cost or market value as of the end of your reporting period

EXCLUDE

- Merchandise owned by others that are being held on consignment

A. Did this EIN own inventories, regardless of where held, at the end of 2018 (or the end of the period for which you are reporting)?

☐ Yes

☐ No - *Go to* 9

B. What was the value of merchandise inventories as of December 31 in 2018?

	Mark "X" if None	2018 $ Bil.	Mil.	Thou.	Dol.
1. Merchandise inventories in retail stores	☐				
2. Merchandise inventories in warehouses, offices, or in transit for distribution to retail stores	☐				
3. Total inventories (before Last-in, First-out (LIFO) adjustment, if applicable) *Sum of 7B1 and 7B2.*	☐				
4. LIFO reserve (if applicable)	☐				
5. Total inventories after LIFO adjustment *7B3 minus 7B4.*	☐				

C. Were inventories reported as of December 31?

☐ Yes - *Go to* 8

☐ No

D. If not December 31, as of what date were inventories reported?

2018 Month	Day	Year

8 INVENTORY VALUATION METHOD

A. Were any of the inventories reported in 7B3 subject to the LIFO valuation method?

☐ Yes

☐ No - *Go to* 9

B. How much of the inventories reported in 7B3 was subject to:

	Mark "X" if None	2018 $ Bil.	Mil.	Thou.	Dol.
1. LIFO valuation method before adjustment	☐				
2. Any other valuation method	☐				
3. Verify Total *Sum of 8B1 and 8B2. Total must equal 7B3.*	☐				

CONTINUE ON PAGE 5

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9 TOTAL PURCHASES

INCLUDE

- Cash and credit purchases by this EIN
- Merchandise owned by, but in transit to, this EIN
- Purchases made by both warehouse(s) and establishment(s)
- Freight, delivery, and other transportation costs
- Import duties (if paid separately)
- Parts and supplies used in repair work or other services

EXCLUDE

- Expenditures for supplies, equipment, and parts purchased for this EIN's own use
- Purchases made by other firms' operating departments and concessions in this EIN's establishment(s)
- Purchases of merchandise held outside the U.S.
- Purchases of containers, wrappings, packaging, and selling supplies for this EIN's own use
- Trade and cash discounts, returns, and allowances

What was the total cost of all merchandise purchased for resale for which this EIN took title, whether or not payment was made, in 2018?

If purchases are greater than sales, explain in 13. . . . . .

Mark "X" if None ☐

2018			
$ Bil.	Mil.	Thou.	Dol.

10 Not Applicable.

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11 SALES BY MERCHANDISE LINES

For clarification regarding merchandise lines call 1-877-787-9860 (option 2).

Description of sales, shipments, receipts, or revenue	Total sales for 2018 Report dollars OR percentages					E-commerce sales for 2018 Report dollars OR percentages				
	$ Bil.	Mil.	Thou.	Dol.	Percent	$ Bil.	Mil.	Thou.	Dol.	Percent
a. Books *Include audio books and e-books.*										
b. Clothing and clothing accessories *Include footwear.*										
c. Computers and peripheral equipment, communications equipment, and related products *Include cellular phones.*										
d. Computer software *Include video game software.*										
e. Drugs, health aids, and beauty aids										
f. Electronics and appliances										
g. Food, beer, and wine										
h. Furniture and home furnishings										
i. Jewelry										
j. Audio and video recordings *Include purchased downloads.*										
k. Office equipment and supplies										
l. Sporting goods										
m. Toys, hobby goods, and games										
n. Other merchandise - *Specify principal line(s)*										
o. Shipping and handling revenues										
p. Advertising revenues										
q. Other non-merchandise receipts - *Specify principal receipt(s)*										
r. TOTAL *Sum of 11a through 11q.*					100					100
	Total should equal 5A for 2018					Total should equal 6B for 2018				

CONTINUE ON PAGE 7

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12 OPERATING EXPENSES

INCLUDE

- Expenses arising from the normal course of business
- Payroll
- Depreciation and amortization

EXCLUDE

- Bad debt
- Purchases of goods for resale or cost of goods sold
- Income taxes
- Interest expenses
- Impairment (reduction in value of long-lived assets due to reappraisal)
- Capitalized expenses (except payroll and fringe benefits)
- Transfers made within the company

What were the total operating expenses for this EIN in 2018?
If operating expenses are greater than sales, explain in 13. . . . . .

Mark "X" if None	2018			
	$ Bil.	Mil.	Thou.	Dol.
☐				

13 REMARKS

REMARKS - Please use this space to explain any significant year-to-year changes, to clarify responses, or indicate where data were estimated.

14 CONTACT INFORMATION

Name of person to contact regarding this report *(Please print)*					Title				
Telephone	Area code	Number		Extension	Fax	Area code	Number		
			-					-	
E-mail address					Website address				
					www.				

THANK YOU for completing your 2018 ANNUAL RETAIL TRADE SURVEY.
We suggest you keep a copy for your records.

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