OMB No. 0607-0195: Approval Expires 1/31/2021

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

Worksheet

SA-42A-MSBO (11-28-2018)

2018 ANNUAL WHOLESALE TRADE SURVEY
MANUFACTURERS' SALES BRANCHES AND OFFICES

DUE DATE

Need help or have questions?

Call 1-877-787-9860, option "3" (8:00 a.m. - 5:00 p.m. ET, M-F) or **Visit** https://census.gov/awtshelp

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 0607-0195 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.

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GENERAL INSTRUCTIONS

- **Include** data for auxiliary facilities primarily engaged in supporting services to this firm's establishment(s) such as warehouses, garages, and central administrative offices.
- Any significant change in this firm's operations should be noted in ⓳ on page 6.
- For establishments sold or acquired in 2018, report data only for the period the establishments were operated by this firm.
- Estimates are acceptable if book figures are not available.
- Enter "0" where applicable.

ANNOUNCEMENTS AND SPECIAL INSTRUCTIONS

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1 Not Applicable.

2 **REPORTING PERIOD**

NOTE: Calendar year data is preferred. If it 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 - *Go to* **3**

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

2018		
Beginning Date		
Month	Day	Year
Ending Date		
Month	Day	Year

3 **ORGANIZATIONAL CHANGE**

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

☐ Yes

☐ No - *Go to* **4**

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 **19** *on page 6.*

☐ Acquisition
☐ Sale
☐ Merger
☐ Divestiture

Date of organizational change . . . . . *AND* *Enter detailed information below*

Month	Day	Year

Name of company		EIN (9 digits)
Address (Number and street, P.O. Box, etc.)		
City, town, village, etc.	**State**	**ZIP Code**

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4 NUMBER OF MANUFACTURERS' SALES BRANCHES AND OFFICES

INCLUDE

- Sales locations where more than half of the goods sold consist of goods manufactured, assembled or mined in the United States by this firm or by a parent, subsidiary, or affiliated manufacturer or mine
- Sales locations that are co-located with manufacturing plants, but for which separate records are kept
- Sales locations located separately from a warehouse, manufacturing, or other operating location
- Sales locations regardless of whether they held inventory
- Centers where orders are taken or solicited, and offices of marketing or sales managers, for which records are kept separately from those of manufacturing plants

EXCLUDE

- Agents or brokers primarily selling goods on consignment
- Locations where more than half of the goods sold consist of goods manufactured outside the United States and/or goods purchased from other companies
- Manufacturing locations without separate sales personnel
- Locations selling directly to the general public

	2018
	Number
A. What was the total number of sales branches and offices that met the criteria above on December 31, 2018?	

B. Did this firm or its parent, subsidiaries, or affiliates have any manufacturing or mining operations in the United States in 2018?

☐ Yes

☐ No - *Please describe your type of business in* 19 *on page 6 after completing this report.*

C. Did this firm or its subsidiaries have any sales locations that sold (or distributed) products manufactured or mined in the United States either by this firm, or by a parent, subsidiary, or affiliated company in 2018?

☐ Yes

☐ No - *Please describe your type of business in* 19 *on page 6 after completing this report.*

5 SALES, RECEIPTS, OR REVENUE

INCLUDE

- All sales of your sales branches and offices whether they are your own products or products you purchased
- **Gross value** of sales made on a commission basis for non-affiliated firms
- Receipts from freight, installations, rentals, maintenance, repairs, alterations, storage, and other such services
- Excise taxes (such as those on gasoline, liquor, and tobacco) that are levied on the manufacturer and included in the cost of products purchased by this firm
- Value of liquor and tobacco tax stamps for only the sales branches and offices

EXCLUDE

- Direct sales made by manufacturing plant personnel
- Foreign sales of products that are not owned by establishments in the United States
- Commissions or fees for products that never entered the United States
- Nonoperating receipts (such as interest income, income from investments, and receipts from the rental or sale of real estate)
- Finance charges

		2018			
Mark "X" if None		$ Bil.	Mil.	Thou.	Dol.
What were this firm's sales and other operating receipts in 2018?	☐				

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6 E-COMMERCE, INCLUDING EDI

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 Electronic Data Interchange (EDI), the Internet, mobile device (M-Commerce), or any other online system. Payment may or may not be made online.

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

☐ Yes

☐ No - *Go to* 9 *on the next page*

	Mark "X" if None	2018 $ Bil.	2018 Mil.	2018 Thou.	2018 Dol.
B. What were the total e-commerce sales in 2018? *This amount should equal the sum of* 6*B1 and* 6*B2 shown below.*					
1. What were the EDI network sales in 2018, if any? • *EDI is the exchange of documents in standardized electronic form between organizations in an automated manner directly from a computer application in one organization to an application in another.*	☐				
2. What were the online system sales in 2018, if any? • *Online systems include the Internet, mobile device (M-commerce), extranets, e-mail, and instant messaging.*	☐				

7 and 8 Not Applicable.

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9 VALUE OF INVENTORIES

INCLUDE

- All inventories of products covered by this report, including auxiliary locations (such as warehouses, garages, and 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 December 31 (or the end of the period for which you are reporting)

EXCLUDE

- Items such as fixtures, equipment, and supplies not held for resale
- Products owned by others that are being held on consignment

A. Did this firm 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* 16 *on the next page*

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

	Mark "X" if None	2018 $ Bil.	Mil.	Thou.	Dol.
1. Total inventories (if applicable, before Last-in, First-out (LIFO) adjustment)					
2. LIFO reserve (if applicable)	☐				
3. Total inventories after LIFO adjustment (9B1 minus 9B2.)					

C. Were inventories reported as of December 31?

☐ Yes - *Go to* 9E

☐ No

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

2018 Month	Day	Year

E. Were any of the inventories reported in 9B1 stored outside, or en route to, the 50 states and the District of Columbia in 2018?

☐ Yes

☐ No - *Go to* 10

F. What was the value of the inventories stored outside, or en route to, the 50 states and the District of Columbia in 2018?
Exclude inventory held in Foreign Trade Zones or in bond warehouses in the U.S.

2018 $ Bil.	Mil.	Thou.	Dol.

10 INVENTORY VALUATION METHOD

A. Were any of the inventories reported in 9B1 subject to the LIFO valuation method?

☐ Yes

☐ No - *Go to* 16 *on the next page*

B. How much of the inventory reported in 9B1 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 10B1 and 10B2. Total must equal 9B1.)					

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11–**15** Not Applicable.

16 **OPERATING EXPENSES**

INCLUDE

- Expenses arising from the normal course of business, including non-manufacturing payroll

EXCLUDE

- Bad debt/customer related loss
- Interest expense
- Purchases of goods for resale or cost of goods sold
- Income taxes
- Impairment (reduction in value of long-lived assets due to reappraisal)
- Transfers made within the company

	Mark "X" if None	2018			
		$ Bil.	Mil.	Thou.	Dol.
What were the total operating expenses for this firm in 2018? . . .	☐				

17 **and** **18** Not Applicable.

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

20 **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		
					www.		

THANK YOU for completing your Annual Wholesale Trade Survey.
We suggest you keep a copy for your records.

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