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

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

Worksheet

SA-42 (11-28-2018)

2018 ANNUAL WHOLESALE TRADE SURVEY
WHOLESALE DISTRIBUTORS

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.

Report Online - Do Not Return

GENERAL INSTRUCTIONS

- This report should cover ALL wholesale distributor establishments in the United States reporting payroll **under the Employer Identification Number (EIN)** as referenced in ❶ on page 2.
- **Include** data for auxiliary facilities primarily engaged in supporting services to this EIN's establishment(s) such as warehouses, garages, and central administrative offices.
- Any significant change in this EIN'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 EIN.
- Estimates are acceptable if book figures are not available.
- Enter "0" where applicable.

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 - *Go to* 2

☐ 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 19 *on page 6.*

☐ 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, town, village, etc.	State	ZIP Code

3 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* 4

☐ 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 wholesale establishments (including auxiliary facilities primarily engaged in supporting services such as warehouses, garages, and central administrative offices) did this EIN operate in 2018?

The remainder of this report refers to the establishments reported here. . . . . . | 2018 |
|---|
| Number |
| |

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CONTINUE ON PAGE 3

5 SALES, RECEIPTS, OR REVENUE

INCLUDE

- Sales of products that are shipped on this EIN's orders directly to customers
- Retail sales made by wholesale establishments covered by this report
- **Gross value** of sales made on a commission basis (not your actual commissions)
- 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 EIN

EXCLUDE

- Sales from establishments that are primarily selling products manufactured or mined in the United States by this EIN
- Foreign sales of products that are not owned by establishments in the United States
- Nonoperating receipts (such as interest income, income from investments, and receipts from the rental or sale of real estate)
- Commissions earned for the sale of products
- Receipts from customers for carrying or other credit charges

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

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 EIN have any e-commerce sales in 2018?

☐ Yes

☐ No - *Go to* **9** *on the next page*

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

CONTINUE ON PAGE 4

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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 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* 15 *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* 15 *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.					

CONTINUE ON PAGE 5

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11–**14** Not Applicable.

15 PURCHASES OF PRODUCTS

INCLUDE

- Amounts allowed for trade-ins
- Both raw and finished goods
- Products in transit to you for which you have taken title
- Freight, delivery, and other transportation costs included in product cost
- Import duties (if paid separately)
- Value of goods shipped from any foreign manufacturing plants
- The cost of services resold without processing
- Parts and supplies used in repair work or other service type activities

EXCLUDE

- Returns, allowances, and trade and cash discounts
- Purchases of containers, wrapping, packaging, and selling supplies
- Expenditures for supplies, equipment, and parts purchased for this company's use
- Taxes (sales, excise, and other) collected directly from customers and paid directly to a local, State, or Federal tax agency
- Intra-company purchases between establishments of this reporting unit

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

If purchases are greater than sales, please explain in **19** on page 6. . . . . ☐ *Mark "X" if None*

2018			
$ Bil.	Mil.	Thou.	Dol.

16 OPERATING EXPENSES

INCLUDE

- Expenses arising from the normal course of business, including 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

What were the total operating expenses for this EIN in 2018? . . . . ☐ *Mark "X" if None*

2018			
$ Bil.	Mil.	Thou.	Dol.

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

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

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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.