



# 2019 ANNUAL WHOLESALE TRADE SURVEY

## AGENTS, BROKERS, REPRESENTATIVES, AND ELECTRONIC MARKETS

### DUE DATE

### 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.

#### 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>

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.

#### 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.

### GENERAL INSTRUCTIONS

- This survey should cover ALL agent, broker, representative, and electronic market locations in the United States reporting payroll **under the Employer Identification Number (EIN)** as referenced in **1** 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 **19** on page 5.
- For establishments sold or acquired in 2019, 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

This survey applies to firms that primarily arrange for the sale or purchase of goods owned by others, generally on a fee or commission basis. Examples include:

- Auction companies
- Commission merchants
- Electronic markets (business to business)
- Import or export agents
- Manufacturers' agents
- Manufacturers' representatives
- Merchandise brokers
- Purchasing agents
- Selling agents

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**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, divestitures, and/or closures in 2019?**

- Yes
- No - Go to **3**

**B. Which of the following organizational changes occurred in 2019?**

Check all that apply. If more than one organizational change occurred during the reporting period, explain in **19** on page 5.

<input type="checkbox"/> Acquisition <input type="checkbox"/> Sale <input type="checkbox"/> Merger <input type="checkbox"/> Divestiture	} Date of organizational change . . . . . AND Enter detailed information below	Month	Day	Year
		Month	Day	Year
<input type="checkbox"/> Ceased Operation - Date of ceased operation/closure . . . . .		Month	Day	Year

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 2019 calendar year.

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

- Calendar year - Go to **4**
- Fiscal or partial year - Report beginning and ending dates . . . . .

2019		
Beginning Date		
Month	Day	Year
Ending Date		
Month	Day	Year

**4 NUMBER OF LOCATIONS**

**How many agent or broker locations (including auxiliary facilities primarily engaged in supporting services) did this EIN operate in 2019?**

The remainder of this survey refers to the locations reported here. . . . .

2019
Number

Report Online - Do Not Return

**5 SALES, RECEIPTS, OR REVENUE**

**INCLUDE**

- All revenue from locations identified in the special instructions on page 1
- 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**

- Nonoperating receipts (such as interest income, income from investments, and receipts from the rental or sale of real estate)
- Receipts from customers for carrying or other credit charges

- A. What were this EIN's TOTAL sales and operating revenue in 2019?** (Include sales of goods owned and gross selling value.) . . . . .
- B. What was the gross selling value of business conducted by this EIN on a commission basis in 2019?** (Include in Item 5A)  
*Gross selling value is the total value of the goods sold*
- Include any e-commerce sales conducted for others
  - Exclude commissions and fees (Report in Item 5D) . . . . .
- C. What were product sales of goods that this EIN owned (took title to), if any, or other operating revenue earned in 2019?** (Include in Item 5A) . . . . .
- D. What were this EIN's commissions and selling or listing fees earned in 2019?** . . . . .

Mark "X" if None

2019			
\$ Bil.	Mil.	Thou.	Dol.

- E. What was the AVERAGE commission rate earned in 2019?**

• For this response, you may report up to two decimal places. . . . .

2019	
Percent	
.	%

**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 2019?**

- Yes
- No - Go to 15 on the next page

- B. What were the total e-commerce sales in 2019?**  
*This amount should equal the sum of 5B1 and 5B2 shown below.*

- 1. What were the EDI network sales in 2019, 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 2019, if any?**
- Online systems include the Internet, mobile device (M-commerce), extranets, e-mail, and instant messaging. . . . .

Mark "X" if None

2019			
\$ Bil.	Mil.	Thou.	Dol.

- 7-14** Not Applicable.

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Report Online - Do Not Return

**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's agent, broker, representative and electronic market locations ONLY took title, whether or not payment was made, in 2019?**

Mark "X" if None

2019			
\$ Bil.	Mil.	Thou.	Dol.

If purchases are greater than sales, please explain in **19** on page 5. . . . .

**16 OPERATING EXPENSES**

**INCLUDE**

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

**EXCLUDE**

- Bad debt/customer related loss
- Interest expenses
- 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's agent, broker, representative and electronic market locations ONLY in 2019?** . . . . .

Mark "X" if None

2019			
\$ 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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Report Online - Do Not Return

**20 CONTACT INFORMATION**

Name of person to contact regarding this survey <i>(Please print)</i>					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.