2019 ANNUAL WHOLESALE TRADE SURVEY
WHOLESALE DISTRIBUTORS

GENERAL INSTRUCTIONS

• This survey should cover ALL wholesale distributor establishments 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 6.
• 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

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.

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.

INTERNET REPORTING - This survey should be completed online at: https://portal.census.gov

Authentication Code:

To view Survey Results: https://census.gov/awts

Worksheet

WORKSHEET

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**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 . . . . . . . . . . . . . . . . . . .

<table>
<thead>
<tr>
<th>EIN (9 digits)</th>
<th>Month</th>
<th>Day</th>
<th>Year</th>
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**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 ⑭ on page 6.

- [ ] Acquisition
- [ ] Sale
- [ ] Merger
- [ ] Divestiture
- [ ] Ceased Operation - Date of ceased operation/closure . . . . . . . . .

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<thead>
<tr>
<th>Date of organizational change</th>
<th>Month</th>
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Enter detailed information below:

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Name of company

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

City, town, village, etc.

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<tr>
<th>State</th>
<th>ZIP Code</th>
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**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 . . . . . . . . .

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<tr>
<th>2019 Beginning Date</th>
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**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 2019?

The remainder of this survey refers to the establishments reported here. . . . . . . . . . . . . . .
### 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 survey
- **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

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**What were this EIN’s sales and other operating receipts in 2019?**

Mark "X" if None

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### 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 9 on the next page

**B. What were the total e-commerce sales in 2019?**

This amount should equal the sum of B1 and B2 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.

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7 and 8 Not Applicable.
VALUE OF INVENTORIES

INCLUDE
• All inventories of products covered by this survey, 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 2019 (or the end of the period for which you are reporting)?

☐ Yes
☐ No - Go to 11 on the next page

B. What was the value of inventories as of December 31 in 2019?

1. Total inventories (if applicable, before Last-in, First-out (LIFO) adjustment) ...........................................

2. LIFO reserve (if applicable) ...........................................

3. Total inventories after LIFO adjustment

B1 minus B2. ...........................................

C. Were inventories reported as of December 31?

☐ Yes - Go to E
☐ No

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

E. Were any of the inventories reported in B1 stored outside, or en route to, the 50 states and the District of Columbia in 2019?

☐ Yes
☐ No - Go to F

F. What was the value of the inventories stored outside, or en route to, the 50 states and the District of Columbia in 2019?

Exclude inventory held in Foreign Trade Zones or in bond warehouses in the U.S. ...........................................

INVENTORY VALUATION METHOD

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

☐ Yes
☐ No - Go to 11 on the next page

B. How much of the inventory reported in B1 was subject to:

1. LIFO valuation method before adjustment ...........................................

2. Any other valuation method ...........................................

3. Verify Total

Sum of B1 and B2. Total must equal B1. ...........................................

CONTINUE ON PAGE 5
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 2019?

If purchases are greater than sales, please explain in 19 on page 6.

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 2019?

17 and 18 Not Applicable.
REMARKS - Please use this space to explain any significant year-to-year changes, to clarify responses, or indicate where data were estimated.

CONTACT INFORMATION

Name of person to contact regarding this survey *(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.