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](https://portal.census.gov) when you are ready to report online.

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 19 on page 5.
- For establishments sold or acquired in 2019, 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

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
1. Not Applicable.

2. ORGANIZATIONAL CHANGE
   A. Did this firm 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 3 on page 5.
      □ Acquisition
      □ Sale
      □ Merger
      □ Divestiture
      □ Ceased Operation - Date of ceased operation/closure

      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

4. NUMBER OF LOCATIONS
   How many agent or broker locations (including auxiliary facilities primarily engaged in supporting services) did this firm operate in 2019?
   The remainder of this survey refers to the locations reported here.
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 firm

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 firm'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 firm on a commission basis in 2019? (Include in Item A)

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 D)

C. What were product sales of goods that this firm owned (took title to), if any, or other operating revenue earned in 2019? (Include in Item A)

D. What were this firm's commissions and selling or listing fees earned in 2019?

E. What was the AVERAGE commission rate earned in 2019?
- For this response, you may report up to two decimal places.

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 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 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.

7–14 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 firm’s agent, broker, representative and electronic market locations ONLY took title, whether or not payment was made, in 2019?

If purchases are greater than sales, please explain in 16 on page 5.

<table>
<thead>
<tr>
<th>Mark “X” if None</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ Bil.</td>
</tr>
</tbody>
</table>

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 firm’s agent, broker, representative and electronic market locations ONLY in 2019?

<table>
<thead>
<tr>
<th>Mark “X” if None</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ Bil.</td>
</tr>
</tbody>
</table>

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

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