2017 Economic Census
Instructions

Report of Organization

NC-99001(L):

This survey contains questions about the organization, questions about each of the pre-identified locations of this organization, and questions for any locations being added to this organization (if any).

Estimates are acceptable if book figures are not readily available.

Respondents can fill out this survey via downloading a spreadsheet template or online.

- The 'Download Spreadsheet Template' option requires downloading the spreadsheet from this instrument, filling out the spreadsheet, uploading the completed spreadsheet back to the instrument, reviewing and correcting the responses (as needed), and submitting the responses within this instrument.

- The online option is a question by question response driven approach. Respondents will navigate through this survey, based on responses to questions and clicking the 'Save and Continue' button, then review and correct the responses (as needed) and then submit these responses within this instrument.

Burden Statement

We estimate this survey will take 0.4 hours to complete, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: EWD Survey Comments 0607-0444, U.S. Census Bureau, 4600 Silver Hill Road, Room EWD-8K154, Washington, DC 20233. You may e-mail comments to ewd.surveys@census.gov. Be sure to use "EWD Survey Comments 0607-0444" as the subject.

Response to this collection of information is not required unless it displays a valid approval number from the Office of Management and Budget (OMB). The OMB eight-digit number appears in the upper right corner of the instrument.

Discontinued Operations - If your organization discontinued operations before 2017, complete the Operational Status section of the survey for each location (e.g., Closed or Sold) along with the effective date of the status change. If your organization was in operation for any part of 2017, a completed survey is required for the portion of the year in 2017 in which your organization was in operation.

Census File Number (CFN) - A CFN has been assigned to your company. Always refer to the complete number in any correspondence with the U.S. Census Bureau.

Employer Identification Number (EIN) - The EIN is the nine-digit taxpayer identification number assigned by the Internal Revenue Service (IRS) and used by all business firms and other legal entities to file federal employment tax **returns** such as Forms 941 and 943; and federal income tax returns such as Forms 1065, 1120, and 990 series.

Company - An economic unit comprising one or more establishments under common ownership or control.

Subsidiary - A company that is owned or controlled by another firm or company. Subsidiaries include firms in which your company owns more than 50 percent of the outstanding voting stock, as well as firms in which your company has the power to direct or cause the direction of the management and policies.

Establishment - An establishment is a single physical location where business is conducted or where services or industrial operations are performed. (For example: a factory, mill, store, hotel, movie theater, mine, farm, and administrative office.) If distinctly separate activities are performed at the same location, and if there is significant employment in each activity, then each activity should be treated as a separate establishment, except agricultural production as explained below. (For example: construction activities operated out of the same physical location as a lumber yard.)

For firms engaged in construction, real estate management or operation, transportation, communication, electric, gas, and sanitary services, and similar types of physically dispersed activities, it is not necessary to list separately each individual site, project, field, network, line, or system. It is only necessary to report for main or branch offices, terminals, stations, etc., which are either (a) directly responsible for supervising such activities, or (b) the base from which personnel operate to carry out these activities.

Foreign Locations - Report a foreign location only if any of the employees at the location are reported on an IRS Form 941 for an EIN that is also used to report employees at domestic locations. You only need to report one foreign location for each such EIN. If more than one such establishment exists for an EIN, consolidate the employment and payroll data at the headquarters location, using foreign employees as the secondary name.

MAILING ADDRESS

This information is what the U.S. Census Bureau has on file for this establishment and lists the location this survey was mailed to. Respondents may update ATTN, Name 1, Name 2, Street, City, State, and ZIP Code fields if the information displayed is incorrect.

ITEM 1: OWNERSHIP OR CONTROL

Select the suitable answer to indicate if your company is owned or controlled by another domestic company.

ITEM 1: OWNERSHIP OR CONTROL - VOTING STOCK VALIDATION

Select the suitable answer to indicate if another domestic company owns more than 50 percent of the voting stock of your company.

ITEM 1: OWNERSHIP OR CONTROL - MANAGEMENT AND POLICY

Select the suitable answer to indicate if another domestic company has the power to control the management and policies of your company.

ITEM 1: OWNERSHIP OR CONTROL - PERCENT OF VOTING STOCK HELD

Select the suitable answer to indicate the percentage of voting stock held by the owning or controlling company. Franchisees should not list their franchisor as a controlling company unless they own more than 50 percent of the voting stock.

ITEM 1: OWNERSHIP OR CONTROL - COMPANY INFORMATION

Enter the name, home office address, and Employer Identification Number (EIN) of the owning or controlling company.
Note: Do not list as a controlling company, the company for which you operate a franchise.

ITEM 1: FOREIGN OWNERSHIP OR CONTROL

Select the suitable answer to indicate if a foreign entity (company, individual, government, etc.) owns directly or indirectly 10 percent or more of the voting stock or other equity rights of your company.

ITEM 1: FOREIGN OWNERSHIP OR CONTROL - COMPANY INFORMATION

Enter the name, address, and country of the foreign entity (company, individual, government).

ITEM 1: FOREIGN OWNERSHIP OR CONTROL - PERCENT OF VOTING STOCK OWNED

Select the suitable answer to indicate the percentage of voting stock owned directly or indirectly by a foreign entity (company, individual, government).

All direct and indirect ownership interests held by the foreign entity should be summed to determine the foreign entity's percentage of ownership.

ITEM 1: FOREIGN AFFILIATES

Select the suitable answer to indicate if this company alone, or with its domestic affiliates, owns 10 percent or more of the voting stock of an incorporated foreign business enterprise, or an equivalent interest in an unincorporated business enterprise, including ownership of real estate.

ITEM 2: RESEARCH AND DEVELOPMENT

Select the suitable answer to indicate if your company performed or funded research and development in 2017.

Research and Development (R&D) is planned, creative work aimed at discovering new knowledge or developing new or significantly improved goods and services.

This **includes:**

- activities aimed at acquiring new knowledge or understanding without specific immediate commercial applications or uses (basic research)
- activities aimed at solving a specific problem or meeting a specific commercial objective (applied research)
- systematic use of research and practical experience to produce new or significantly improved goods, services, or processes (development)

The term research and development **excludes:**

- routine product testing, quality control, and technical services unless they are an integral part of an R&D project
- market research
- efficiency surveys or management studies
- literary, artistic, or historical projects
- prospecting or exploration for natural resources

ITEM 2: RESEARCH AND DEVELOPMENT EXPENSES

Select the suitable answer to indicate your company's worldwide expenses for research and development in 2017.

ITEM 3: PROFESSIONAL EMPLOYER ORGANIZATION

Select the suitable answer to indicate if your company leased 50 percent or more of its permanent full- and part-time workforce from a Professional Employer Organization during 2017.

Permanent workforce excludes temporary staffing from a staffing service and contractors.

ITEM 3: BUSINESS COOPERATIVE

Select the suitable answer to indicate if your company is a cooperative.

A cooperative is a business or organization owned by, controlled by, and operated for the benefit of members using its services. Members (also known as user-owners) can be individuals or organizations, and benefit from the use of services, products, and/or earnings generated by the co-op. This includes purchasing co-ops, member/patron organizations, member-controlled non-profits, consumer co-ops, marketing co-ops, worker co-ops, etc.

ITEM 5A: PRE-IDENTIFIED LOCATIONS OF OPERATION

This section of the survey contains questions for all the pre-listed locations of the organization. This company owned or operated locations at the end of 2017 that are out-of-scope to the 2017 Economic Census, but some information on these locations is required.

Out-of-scope locations refers to the following:

- Locations in industries not covered by the Economic Census, such as, railroads, churches, agriculture, forestry, fishing, and public administration.
- Foreign locations where employees at the location are reported on an IRS form 941 for an EIN that is also used at domestic locations.
  NOTE: For each EIN, consolidate all foreign employment and payroll.

A. Location Information

For each location, please update the following information as needed: major activity, Name, Secondary Name, Store or plant No., Physical Location (Number and Street), City, State, and ZIP Code.

Discontinued Operations

If your organization discontinued operations before the survey year, please select "Ceased Operation" and select a date for "CEASED OPERATION OR SOLD OR LEASED INFORMATION" for each Pre-listed location. Return to the Remarks section with an annotation that your organization did not operate in any part of the survey year. If your organization did operate in any part of the survey year, we require a report for the portion of the survey year in which your organization was in operation.

Special Instructions for Selected Industries

Agricultural production

Establishments having any agricultural production regardless of whether it is the major activity should be listed separately and the employment and payroll data allocated if appropriate. Agricultural production includes the raising of/or production of crops (including horticultural products), poultry, or livestock for sale.

B. Employment and Payroll

Enter the number of employees for the pay period including March 12th, the first quarter payroll, and the annual payroll for the location for the survey year.

Employment:

Please use the number of employees, both full- and part-time whose payroll was reported on your organization's Internal Revenue Service Form(s) 941, Employer's Quarterly Federal Tax Return. Include as employees all persons on paid sick leave, paid holidays, and paid vacations; include salaried officers and executives of incorporated firms.

Exclude full- or part-time leased employees whose payroll was filed under an employee leasing company's EIN and temporary staffing obtained from a staffing service.

Payroll:

Include the total of wages paid, tips reported, and other compensation paid to your employees in the calendar year, whether or not subject to income or social security taxes. Include all wages, salaries, commissions, fees, bonuses, vacation allowances, sick leave pay, severance pay, the amount of reported tips, and the value of taxable fringe benefits. Also, include any employee contributions to a qualified pension plan, such as the 401(k) plan. Also, include the spread on stock options that are taxable to employees as wages.

For incorporated businesses, include the salary of all officers and executives.

Exclude pensions, annuities, supplemental unemployment compensation benefits, nontaxable fringe benefits, and commissions and fees paid to independent contractors. Also, exclude employer contributions for pension plans, health insurance, and qualified benefits under a cafeteria plan. For unincorporated businesses, exclude the profit or compensation paid to proprietors or partners.

The sum of payroll reported for individual establishments for an EIN should equal the taxable Medicare wages and tips reported on Item 5c of IRS form 941, Employer's Quarterly Federal Tax Return plus the spread on stock options that are taxable to employees.

C. Operational Status

Select the box that is applicable to the operation of your location during the survey year.

- If the establishment ceased operation,
  - Enter the ceased operation date in the **CEASED OPERATION OR SOLD OR LEASED INFORMATION** response section.

- If the establishment sold or leased to another operator,
  - Enter the sold operation date in the **CEASED OPERATION OR SOLD OR LEASED INFORMATION** response section.
  - Also, enter the name and address of this establishment's new owner or operator.

ITEM 5B: ADDITIONAL LOCATIONS OF OPERATION

This survey contains questions for out-of-scope locations being added to the organization.

Do not add locations from the pre-listed locations section, or locations for which you received a separate survey.

Out-of-scope locations refers to the following:

- Locations in industries not covered by the Economic Census, such as, railroads, churches, agriculture, forestry, fishing, and public administration.
- Foreign locations where employees at the location are reported on an IRS form 941 for an EIN that is also used at domestic locations.
  NOTE: For each EIN, consolidate all foreign employment and payroll.

A. Location Information

For each new establishment being added, enter the EIN, name, secondary name, Store/plant No., Physical location, City, State, ZIP Code, and date establishment opened or is expected to open.

Special Instructions for Selected Industries

Agricultural production

Establishments having any agricultural production regardless of whether it is the major activity should be listed separately and the employment and payroll data allocated if appropriate. Agricultural production includes the raising of/or production of crops (including horticultural products), poultry, or livestock for sale.

When adding establishments engaged in agricultural production, be sure to give the type of crops, livestock, etc.

B. Employment and Payroll

Enter the number of employees for the pay period including March 12th, the first quarter payroll, and the annual payroll for the location for the survey year.

Employment:

Please use the number of employees, both full- and part-time whose payroll was reported on your organization's Internal Revenue Service Form(s) 941, Employer's Quarterly Federal Tax Return. Include as employees all persons on paid sick leave, paid holidays, and paid vacations; include salaried officers and executives of incorporated firms.

Exclude full- or part-time leased employees whose payroll was filed under an employee leasing company's EIN and temporary staffing obtained from a staffing service.

Payroll:

Include the total of wages paid, tips reported, and other compensation paid to your employees in the calendar year, whether or not subject to income or social security taxes. Include all wages, salaries, commissions, fees, bonuses, vacation allowances, sick leave pay, severance pay, the amount of reported tips, and the value of taxable fringe benefits. Also, include any employee contributions to a qualified pension plan, such as the 401(k) plan. Also, include the spread on stock options that are taxable to employees as wages.

For incorporated businesses, include the salary of all officers and executives.

Exclude pensions, annuities, supplemental unemployment compensation benefits, nontaxable fringe benefits, and commissions and fees paid to independent contractors. Also, exclude employer contributions for pension plans, health insurance, and qualified benefits under a cafeteria plan. For unincorporated businesses, exclude the profit or compensation paid to proprietors or partners.

The sum of payroll reported for individual establishments for an EIN should equal the taxable Medicare wages and tips reported on Item 5c of IRS form 941, Employer's Quarterly Federal Tax Return plus the spread on stock options that are taxable to employees.

C. Major Activity Code

Select the Activity Code that best describes the activity of this establishment and describe the principal products or services.

D. Former Owner or Operator Information

If this establishment was acquired, enter the name of the former owner, the mailing address (Number and Street), City, State, ZIP Code, and the date this location was acquired.