2017 Economic Census

Instructions

Report of Organization

NC-99001(S):

This survey contains questions about the organization.

Estimates are acceptable if book figures are not readily available.

Respondents can fill out this survey online.

- 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.

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.