REPORT ON THE FOLLOWING:

**REPORT ON THE FOLLOWING:**

1. **Employer Identification Number**
   - **Is the Employer Identification Number (EIN) shown to the left of the mailing address the same as the one used for this establishment on its latest 2012 Internal Revenue Service Form 941, Employer’s Quarterly Federal Tax Return?**

2. **Physical Location**
   - **Is this establishment’s physical location the same as shown in the mailing address?**
     - (P.O. Box and rural route addresses are not physical locations.)

### FORM FILLING INSTRUCTIONS
- **Use blue or black ballpoint pen.**
- **Do not use pencil or felt-tip pen.**
- **Do not put slashes through 0 or 7.**
- **Please center numbers in their respective boxes.**
- **Place an “X” inside the box.**

### EXAMPLES

0123456789

### THE REPORTING UNIT

The reporting unit for this form is an establishment. An establishment is generally a single physical location where business is conducted or where services or industrial operations are performed. For further clarification, see information sheet(s).

### INFORMATION COPY

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### PHYSICAL LOCATION - Continued

**B. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.?**

(Mark "X" only ONE box.)

- [ ] Yes
- [ ] No
- [ ] No legal boundaries
- [ ] Do not know

**C. In what type of municipality is this establishment physically located?**

(Mark "X" only ONE box.)

- [ ] City, village, or borough
- [ ] Town or township
- [ ] Other
- [ ] Do not know

### OPERATIONAL STATUS

Which ONE of the following best describes this establishment’s operational status at the end of 2012?

(Mark “X” only ONE box.)

- [ ] In operation
- [ ] Temporarily or seasonally inactive
- [ ] Ceased operation - Give date at right
  AND enter name and address of new owner or operator and Employer Identification Number (EIN) below
- [ ] Sold or leased to another operator - Give date at right
  AND enter name and address of new owner or operator and Employer Identification Number (EIN) below

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- [ ] Other - Specify

### MONTHS IN OPERATION

Number of months in operation during 2012 (If none, mark “X” and go to 50.)

- [ ] None

### SALES, SHIPMENTS, RECEIPTS, OR REVENUE

Sales, receipts, or revenue (exclude billings) from customers outside your enterprise originating from this location (do not report sales, receipts, or revenue from other establishments within your own enterprise)

- [ ] None

### HOW TO REPORT DOLLAR FIGURES

Dollar figures should be rounded to thousands of dollars.

- If a figure is $2,035,628.79:
  - [ ] Report

- If a value is "0" (or less than $500.00):
  - [ ] Report

### EXAMPLE

<table>
<thead>
<tr>
<th>2012</th>
<th>$ Bil.</th>
<th>Mil.</th>
<th>Thou.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>036</td>
</tr>
</tbody>
</table>

Not Applicable.
If not shown, please enter your 11-digit Census File Number (CFN) from the mailing address.

7 EMPLOYMENT AND PAYROLL

Include:

• Full- and part-time employees working at this establishment whose payroll was reported on Internal Revenue Service Form 941, Employer’s Quarterly Federal Tax Return, and filed under the Employer Identification Number (EIN) shown to the left of the mailing address or corrected in 1.

Exclude:

• Temporary staffing obtained from a staffing service.
• Contractors, subcontractors, or independent contractors.
• Full- or part-time leased employees whose payroll was filed under an employee leasing company’s EIN.
• Purchased or managed services, such as janitorial, guard, or landscape services.
• Professional or technical services purchased from another firm, such as software consulting, computer programming, engineering, or accounting services.

For further clarification, see information sheet(s).

<table>
<thead>
<tr>
<th>A. Number of employees for pay period including March 12</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark “X” if None</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Payroll before deductions (Excluding employer’s cost for fringe benefits)</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark “X” if None</td>
<td></td>
</tr>
</tbody>
</table>

1. Annual payroll
2. First quarter payroll (January-March 2012)

8–15 Not Applicable.

16 SELECTED EXPENSES

Report the payment of selected expenses allocated by category

• Report payments for expenses directly incurred by this establishment in column 1.
• Report payments made by this establishment for expenses incurred by other establishments of your enterprise in column 2 (where applicable).

Exclude:

• Transfers made within the company
• Capitalized expenses
• Impairment
• Interest
• Bad debt
• Income tax
• Taxes collected from customers (e.g., sales and excise)
• Cost of merchandise for resale

Line 1 - Employer’s cost for legally required programs and programs not required by law. Include insurance premiums for hospital plans, medical plans, and single service plans (e.g., dental, vision, prescription drugs); premium equivalents for self-insured plans and fees paid to third-party administrators (TPAs); defined benefit pension plans; defined contribution plans (e.g., profit sharing, 401K, stock option plans); and other fringe benefits (e.g., Social Security, workers’ compensation insurance, unemployment tax, state disability insurance programs, Medicare, life insurance benefits, childcare assistance, subsidized commuting, employer contribution to pre-tax benefit accounts). Exclude employee contributions. (Include fringe benefits for all employees reported in 7, line A.)

Line 2 - Total costs paid to Professional Employer Organizations (PEOs) and staffing agencies for personnel. Include all charges for payroll, benefits, and services.

Line 3 - Include expenses of office and communication equipment (e.g., copiers, fax machines, telephones); equipment used in manufacturing, sales, and service (e.g., shop and lab equipment); and computer equipment (e.g., CPUs and monitors). Report packaged software on line 5. Report leased and rented equipment on line 15.

Line 4 - Materials and supplies used in providing services to others; materials and parts used in repairs; office and janitorial supplies; small tools; containers and other packaging materials; and motor fuels. Exclude cost of merchandise for resale.

Line 5 - Purchases of prepackaged, custom coded, or vendor customized software. Include software developed or customized by others, web design services and purchases, licensing agreements, upgrades of software, and maintenance fees related to software upgrades and alterations.

Line 6 - Report the cost of electricity included in a lease or rental payment on line 16.
### SELECTED EXPENSES - Continued

**Line 7** - Fuel for heating, power, or generating electricity (e.g., natural gas, propane, heating oil, coal). Report motor fuels on **line 4**. Report the cost of fuels included in a lease or rental payment on **line 16**.

**Line 8** - Include computer facilities management services, computer input preparation, data storage, computer time rental, optical scanning services, and other computer-related advice and services, including training. Exclude expensed integrated systems, repair and maintenance of computer equipment, payroll processing and credit card transaction fees, and expenses for telecommunication services (e.g., Internet, connectivity, telephone).

**Line 9** - Telephone, cellular, and fax services; computer-related communications (e.g., Internet, connectivity, online); and other wired and wireless communication services. Report expensed communication equipment on **line 3**.

**Line 10** - Expensed repair and maintenance services to machinery, vehicles, equipment, and computer hardware. Report materials, parts, and supplies used for repairs and maintenance performed by this firm’s employees on **line 4**.

**Line 11** - Include repair and maintenance to integral parts of buildings (e.g., elevators, heating systems). Report materials, parts, and supplies used for repairs and maintenance performed by this firm’s employees on **line 4**. Report janitorial and grounds maintenance services on **line 19**.

**Line 12** - Include the cost of hazardous waste removal. Report the cost of utilities included in a lease or rental payment on **line 16**.

**Line 13** - Include marketing and public relations services.

**Line 14** - Include management consulting, accounting, legal, payroll processing, architectural, engineering, and other professional services. Exclude salaries paid to your own employees for these services.

**Line 15** - Include lease and rental of transportation equipment without operators, and penalties incurred for broken leases. Exclude capital and financing lease agreements. Report expensed software on **line 5**.

**Line 16** - Include penalties incurred for broken leases.

**Line 17** - Payments to government agencies for taxes and licenses. Include business and property taxes. Exclude sales and excise taxes collected from customers and income taxes.

**Line 18** - Include depreciation charges taken against tangible assets owned and used by your firm, tangible assets and improvements owned by your firm within leaseholds, tangible assets obtained through capital lease agreements, and amortization charges against intangible assets (e.g., patents, copyrights). Exclude impairment.

**Line 19** - All other selected expenses, unless specifically excluded in the general instructions. Exclude payroll, purchases of merchandise for resale, and nonoperating expenses.

### Personnel costs, except payroll

1. **Employer’s cost for employer paid insurance premiums, pension plans, payroll taxes, and other employee benefits**

   - Mark “X” if None
   - 0228

2. **Temporary staff and leased employee expense**

   - 0793

### Expensed equipment and materials

3. **Expensed computer hardware and other equipment**

   - 0795

4. **Expensed purchases of other materials, parts, and supplies**

   - 0797

### Expensed purchased services

5. **Expensed purchases of software**

   - 0801

6. **Purchased electricity**

   - 0452

7. **Purchased fuels (Exclude motor fuels.)**

   - 0451

---

**CONTINUE WITH 16 ON PAGE 5**
<table>
<thead>
<tr>
<th>Expensed purchased services - Continued</th>
<th>2012 Expenses of this establishment ONLY</th>
<th>2012 Payments made by this establishment on behalf of other establishments of your enterprise</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Data processing and other purchased computer services</td>
<td>$ Bil.</td>
<td>Mil.</td>
</tr>
<tr>
<td>9. Purchased communication services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Purchased repairs and maintenance to machinery, vehicles, and equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Purchased repairs and maintenance to buildings, structures, and offices</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Water, sewer, refuse removal, and other utility payments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Purchased advertising and promotional services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Purchased professional and technical services</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other selected expenses

| 15. Lease and rental payments for machinery, equipment, and other tangible items | | | | | | |
| 16. Lease and rental payments for land, buildings, structures, store spaces, and offices | | | | | | |
| 17. Governmental taxes and license fees (Exclude sales, excise, and income taxes) | | | | | | |
| 18. Depreciation and amortization charges | | | | | | |
| 19. All other selected expenses (Specify - If more than 50% of TOTAL reported on line 20) | | | | | | |
| 20. TOTAL SELECTED EXPENSES of this establishment ONLY, excluding payroll (Add lines 1 through 19) | | | | | | |

Not Applicable.
KIND OF BUSINESS OR ACTIVITY

Which ONE of the following best describes this establishment’s principal kind of business or activity in 2012? If none of the provided selections seem appropriate, provide a specific description of the primary business activity. Mark "X" only ONE box.

**Customer support, administrative, and other support services**

- 561 410 00 3 [ ] Document preparation services, including editing, typing, and transcription
- 561 422 00 1 [ ] Telemarketing bureau - selling, taking orders, and/or soliciting contributions, information, etc., on a contract basis
- 561 422 00 2 [ ] Call/contact center - initiating or receiving communications via telephone, facsimile, email, or other communication modes for administering product and customer support or information inquiries
- 777 561 02 1 [ ] Telemarketing center - selling this company's own products and services - Describe products or services sold

**Other kind of business or activity**

- 561 320 00 2 [ ] Temporary help support services
- 561 720 00 6 [ ] General building cleaning and maintenance services, excluding major repairs
- 773 000 00 2 [ ] Other kind of business or activity - Describe type of business or activity

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### CLASS OF CUSTOMER

Estimate the percentage of receipts (reported in 3) from services provided to clients outside your enterprise by class of customer.

<table>
<thead>
<tr>
<th>Class of Customer</th>
<th>2012 Whole percent of receipts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Household consumers and individuals (Report receipts from individually owned businesses on lines 2, 3, 4, 5, or 6 as appropriate.)</td>
<td>[ ] %</td>
</tr>
<tr>
<td>2. Retailers</td>
<td>[ ] %</td>
</tr>
<tr>
<td>3. Banks, insurance companies, and other financial institutions</td>
<td>[ ] %</td>
</tr>
<tr>
<td>4. Hospitals and other health care services</td>
<td>[ ] %</td>
</tr>
<tr>
<td>5. Travel agencies and other resellers</td>
<td>[ ] %</td>
</tr>
<tr>
<td>6. All other business firms and farms</td>
<td>[ ] %</td>
</tr>
<tr>
<td>7. Not-for-profit organizations (Include religious organizations.)</td>
<td>[ ] %</td>
</tr>
<tr>
<td>8. Federal government</td>
<td>[ ] %</td>
</tr>
<tr>
<td>9. State and local governments</td>
<td>[ ] %</td>
</tr>
<tr>
<td>10. TOTAL</td>
<td>100 %</td>
</tr>
</tbody>
</table>

### SUPPORT SERVICES

Was this establishment primarily engaged in providing management, administrative, or support services to other establishments of your enterprise (rather than for the general public or other business firms) in 2012?

- Yes - Go to line B
- No - Go to 2

### PRINCIPAL BUSINESS OR ACTIVITY OF THE OPERATING ESTABLISHMENTS SERVICED

Describe the principal kind of business or activity performed by the establishments of your enterprise that are managed or serviced by this establishment.

*Example: If this establishment is a corporate, subsidiary, or regional managing office, data processing service center, or administrative/support office to a chain of clothing stores, please specify "clothing stores" below.*
### HOW TO REPORT PERCENTS

Percent should be **rounded** to whole percents.

If figure is **38.76%** of total sales: **Report** →

---

**22 DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE**

(Report receipts by source either as a dollar figure or as a whole percent of total receipts (reported in $). See **HOW TO REPORT DOLLAR FIGURES** on page 2 and **HOW TO REPORT PERCENTS** above. Do not combine data for two or more receipts lines.)

**Receipts from providing services to clients outside your enterprise.**

- **Line 1** - Report gross billings from supplying temporary employees to client organizations.
- **Line 3** - Report receipts from editing, word processing (typing), or related document services.
- **Line 12** - Report commissions and fees for making reservations and providing travel services for passenger transportation, cruises, lodging, car rentals, event tickets, etc.

#### Description of sales, shipments, receipts, or revenue

<table>
<thead>
<tr>
<th>Line</th>
<th>Description of sales, shipments, receipts, or revenue</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Temporary staffing services</td>
<td>32730</td>
</tr>
<tr>
<td>2.</td>
<td>Payroll accounting services</td>
<td>36880</td>
</tr>
<tr>
<td>3.</td>
<td>Document preparation services, including editing, proofreading, layout, desktop publishing, etc.</td>
<td>32890</td>
</tr>
<tr>
<td>4.</td>
<td>Telephone answering and messaging services, including contact/call center services</td>
<td>32960</td>
</tr>
<tr>
<td>5.</td>
<td>Telemarketing services</td>
<td>32950</td>
</tr>
<tr>
<td>6.</td>
<td>Copying and reproduction services</td>
<td>32920</td>
</tr>
<tr>
<td>7.</td>
<td>Postal and shipping services and mailbox rentals</td>
<td>32980</td>
</tr>
<tr>
<td>8.</td>
<td>Packaging and labeling services</td>
<td>33010</td>
</tr>
<tr>
<td>9.</td>
<td>Collection services and debt recovery</td>
<td>33020</td>
</tr>
<tr>
<td>10.</td>
<td>Investigation services, including personal background checks</td>
<td>33100</td>
</tr>
<tr>
<td>11.</td>
<td>Building security system services (with monitoring)</td>
<td>33330</td>
</tr>
<tr>
<td>12.</td>
<td>Commissions and fees for reservation and travel services</td>
<td>33270</td>
</tr>
<tr>
<td>13.</td>
<td>Pest extermination and control services</td>
<td>33420</td>
</tr>
<tr>
<td>14.</td>
<td>Residential interior cleaning services</td>
<td>33440</td>
</tr>
</tbody>
</table>

**CONTINUE WITH 22 ON PAGE 9**
If not shown, please enter your 11-digit Census File Number (CFN) from the mailing address.

<table>
<thead>
<tr>
<th>Description of sales, shipments, receipts, or revenue</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Report thousands of dollars OR whole percents. Estimates are acceptable.</td>
</tr>
<tr>
<td></td>
<td>$ Bil.</td>
</tr>
<tr>
<td>15. Commercial cleaning services</td>
<td>33450</td>
</tr>
<tr>
<td>16. Exterior window cleaning services</td>
<td>33460</td>
</tr>
<tr>
<td>17. Building exterior cleaning services</td>
<td>33470</td>
</tr>
<tr>
<td>18. Damage restoration cleaning services</td>
<td>33480</td>
</tr>
<tr>
<td>19. Hard surface floor care services</td>
<td>33490</td>
</tr>
<tr>
<td>20. Carpet, rug, and upholstery cleaning services</td>
<td>33500</td>
</tr>
<tr>
<td>21. Other cleaning services for buildings and dwellings</td>
<td>33510</td>
</tr>
<tr>
<td>22. Commercial landscaping services</td>
<td>33520</td>
</tr>
<tr>
<td>23. Resale of merchandise - Describe</td>
<td>39608</td>
</tr>
<tr>
<td>24. All other operating receipts - Describe principal activity</td>
<td>39779</td>
</tr>
<tr>
<td>25. TOTAL OPERATING RECEIPTS - Sum of lines should equal if reporting in dollars</td>
<td>39850</td>
</tr>
</tbody>
</table>

23 and 24 Not Applicable.

25 EXPORTED SERVICES

NOTE - An exported service is a product (e.g., service performed, license agreement) that is sold or transferred to, or performed for a customer or client (individual, government, business establishment, etc.) located outside the United States (i.e., outside the 50 States, District of Columbia, U.S. Commonwealth Territories, or U.S. possessions). Include products provided to unaffiliated and affiliated foreign firms (e.g., foreign parent firms, subsidiaries, branches). Exclude products provided to domestic subsidiaries of foreign firms.

A. Did the receipts or revenue (reported in 25) include any amounts for exported services?

0911 □ Yes - Go to line B

0912 □ No - Go to 29

B. Amount of receipts or revenue for exported services

26-29 Not Applicable.
REM ba (Please use this space for any explanations that may be essential in understanding your reported data.)