



2012 ECONOMIC CENSUS

Office Administration and Facilities Support Services

DUE DATE
FEBRUARY 12, 2013

(Please correct any errors in this mailing address.)

Need help or have questions?

- **Read** the accompanying information sheet(s) before answering the questions.
- **Visit** econhelp.census.gov
- **Call** 1-800-233-6136, between 8:00 a.m. and 6:00 p.m., Eastern time, Monday through Friday.

AS-56106

**INFORMATION COPY
DO NOT USE TO REPORT**

Report Online - It's fast and secure!
Go to: econhelp.census.gov

- OR -

Mail your completed form to:

U.S. CENSUS BUREAU
1201 East 10th Street
Jeffersonville, IN 47134-0001

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the U.S. Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

- 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:

0 1 2 3 4 5 6 7 8 9

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).

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?

0021 Yes - Go to **2**

0022 No - Enter current EIN (9 digits) →

0025 -

2 PHYSICAL LOCATION

A. 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.)

0031 Yes - Go to line B

0032 No - Enter physical location →

0035 Number and street

0036 City, town, village, etc.

0037 State

0038 ZIP Code

-

CONTINUE WITH **2** ON PAGE 2



2 PHYSICAL LOCATION - Continued

B. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.? (Mark "X" only ONE box.)

0041 Yes 0042 No 0043 No legal boundaries 0044 Do not know

C. In what type of municipality is this establishment physically located? (Mark "X" only ONE box.)

0046 City, village, or borough 0047 Town or township 0048 Other 0024 Do not know

3 OPERATIONAL STATUS

Which ONE of the following best describes this establishment's operational status at the end of 2012? (Mark "X" only ONE box.)

0011 In operation

0013 Temporarily or seasonally inactive

0014 Ceased operation - *Give date at right* →

Month	Day	Year

0015 Sold or leased to another corporation - *Give date at right AND enter name and address of new owner or operator and Employer Identification Number (EIN) below* →

Month	Day	Year

 0018

INFORMATION COPY
DO NOT USE TO REPORT

0060 Name of new owner or operator 0061 EIN (9 digits)

- - - - - - - - -

0062 Mailing address (Number and street, P.O. Box, etc.)

0063 City, town, village, etc. 0064 State 0065 ZIP Code

- - - - - - - - -

0016 Other - *Specify* → 0815

4 MONTHS IN OPERATION

Mark "X" if None 2012 Number

Number of months in operation during 2012 (If none, mark "X" and go to 30.) 0002

--	--

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** →

Mark "X" if None

2012		
\$ Bil.	Mil.	Thou.

EXAMPLE

5 SALES, SHIPMENTS, RECEIPTS, OR REVENUE

Mark "X" if None 2012

Operating receipts 0100

\$ Bil.	Mil.	Thou.

6 Not Applicable.

56106024

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).

Mark "X" if None

2012

Number

--	--	--	--	--	--	--	--	--	--

A. Number of employees for pay period including March 12, 2012 0030

B. Payroll before deductions (Exclude employer's cost for fringe benefits.) Mark "X" if None

2012

	\$ Bil.	Mil.	Thou.
1. Annual payroll 0300 <input type="checkbox"/>			
2. First quarter payroll (January-March 2012) 0310 <input type="checkbox"/>			

INFORMATION COPY
DO NOT USE TO REPORT

8 - 18 Not Applicable.

19 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.**

Management services - providing management staff to direct or coordinate a client's business operation, but not providing staff for complete operation of the client's business (Exclude management services provided to own establishments.)

- 0700 561 110 00 1 Management and administrative services - providing day-to-day administrative services such as personnel management, bookkeeping, billing, etc., for a client's business or operation (Exclude administrative activities provided for own company.)
- 561 110 00 5 Hotel and restaurant management
- 561 110 00 8 Medical office management
- 777 541 08 6 Construction management for buildings, including acting as an agent for owners of construction projects
- 561 210 00 7 Corrections management
- 777 541 16 1 Logistics management services - Describe
- 0701 777 541 08 5 Other management services - Describe
- 0701

56106032



CONTINUE WITH **19** ON PAGE 4

19 KIND OF BUSINESS OR ACTIVITY - Continued

Facilities support services

- 0700 561 210 00 1 Facilities support management (exclude computer facilities) - providing operating staff to perform a range of services to support operations within the client's facilities, but not involved with or responsible for the core activities of the client's business operations
- 561 210 00 9 Military base management
- 561 210 00 5 Correctional facilities management and operation
- 541 513 00 2 Computer systems facilities management and operation services
- 777 541 08 3 Other facilities management, including complete operation of a client's business site or operation - Describe ↴

[Empty text box for description]

0701

Corporate, subsidiary, or regional managing office

- 551 114 00 2 Central administrative office (headquarters) administering, overseeing, and managing other establishments of own company or enterprise (Exclude operations or services provided for a client's business)
- 777 541 08 7 Other office providing services to other establishments of own company or enterprise - Describe type of services ↴

[Empty text box for description]

0701

Management consulting - providing advice and counsel to clients on various aspects of operating a business or other type of organization, but not providing management services for day-to-day operations

- 541 611 00 2 Administrative and general management consulting services, including strategic planning and organizational change
- 541 612 30 1 Human resources and personnel management consulting services
- 541 613 00 1 Marketing consulting services, including sales management, customer service, and marketing planning/strategy
- 541 614 00 1 Physical distribution and logistics consulting services
- 777 541 08 4 Other management consulting services - Describe ↴

[Empty text box for description]

0701

Other kind of business or activity

- 621 999 10 1 Medical case management - assesses, plans, implements, coordinates, monitors, and evaluates options and services to meet an individual's health care needs to provide quality and cost-effective outcomes
- 777 541 08 1 Social work case management services - Describe primary type of client served, including children and the developmentally disabled ↴

[Empty text box for description]

0701

- 773 000 00 2 Other kind of business or activity - Describe type of business or activity ↴

[Empty text box for description]

0701

[Empty text box for description]

INFORMATION COPY
DO NOT USE TO REPORT

56106040



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

20 CLASS OF CUSTOMER

Estimate the percentage of receipts (reported in 5) by class of customer.

2012	
Whole percent of receipts	
1. Business firms and farms 3108	□ □ □ %
2. Not-for-profit organizations (Include religious organizations.) 3107	□ □ □ %
3. Federal government 3105	□ □ □ %
4. State and local governments 3106	□ □ □ %
5. Household consumers and individuals (Report receipts from individually owned businesses on line 1.) 3100	□ □ □ %
6. TOTAL	1 0 0 %

INFORMATION COPY
DO NOT USE TO REPORT

21 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?

0998 Yes

0999 No

HOW TO REPORT PERCENTS

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

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

2012			
Report thousands of dollars OR whole percents. Estimates are acceptable.			
\$ Bil.	Mil.	Thou.	Percent
□ □ □	□ □ □	□ □ □	□ 3 9

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 5). 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.)

Line 1a - Report receipts from providing day-to-day office administrative services such as billing, record keeping, personnel, secretarial, mail room, and other administrative activities.

Line 1b - Report receipts from providing services to manage and service a facility, which the client uses to carry out its own activity. The services provided are "non-core" with respect to the client's activity. The bundle of services is generally customized, but may include administrative, security, mail room, grounds keeping, janitorial, and arrangement of garbage removal (i.e., a facility support service provided to a military base would clean and repair buildings, landscape the grounds, and operate eating places and dormitories).

Line 1c - Report receipts from planning, supervising, and coordinating the work of tradesmen, laborers, and contractors on a construction site. May include assistance with the procurement of materials and subcontractors.

Line 2a - Report receipts from consulting fees received for full-service provision of advice, guidance, and solution implementation services for a single fee, concerning the overall strategic direction, planning, and structuring and control of an organization. Include business strategy and planning, corporate development and restructuring, and crises management.

Line 2b - Report receipts from consulting fees received for full-service provision of advice, guidance, and solution implementation services for a single fee, concerning financial strategies, planning, and control.

Line 2c - Report receipts from consulting fees received for full-service provision of advice, guidance, and solution implementation services for a single fee, concerning marketing strategy, market development, and sales management and development.

CONTINUE WITH 22 ON PAGE 6

CONTINUE ON PAGE 6

56106057



22 DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE - Continued

Line 2d - Report receipts from consulting fees received for full-service provision of advice, guidance, and solution implementation services for a single fee, concerning the development or modification of human resource strategies, policies, practices, and procedures.

Line 2e - Report receipts from consulting fees received for full-service provision of advice, guidance, and solution implementation services for a single fee, concerning operations and supply chain management.

Description of sales, shipments, receipts, or revenue	2012			
	Report thousands of dollars OR whole percents. Estimates are acceptable.			
	\$ Bil.	Mil.	Thou.	Percent
1. Management services				
a. Office administrative services 33610				
b. Facilities support services 33630				
c. Construction management services 33640				
d. Correctional facilities operation 33640				
e. Property management services (i.e., real estate) 33650				
f. Project management services 33660				
g. Computer systems management 37512				
h. Third party administration of insurance and pension funds 33670				
i. Medical case management services 30400				
j. Other management services - Describe				
<div style="border: 1px solid black; height: 20px; width: 400px;"></div> 39010				
2. Management consulting services				
a. Strategic management consulting and implementation services 38620				
b. Financial management consulting and implementation services 38630				
c. Marketing management consulting and implementation services 38640				
d. Human resources management consulting and implementation services 38650				
e. Operations and supply chain management consulting and implementation services 38660				

INFORMATION COPY
DO NOT USE TO REPORT

56106065



CONTINUE WITH **22** ON PAGE 7

CONTINUE ON PAGE 7

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

22 DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE - Continued

Description of sales, shipments, receipts, or revenue	2012			
	Report thousands of dollars OR whole percents. Estimates are acceptable.			
	\$ Bil.	Mil.	Thou.	Percent
3. Other services				
a. Bookkeeping and compilation services 36490				
b. Scientific/technical consulting - Describe ↴ <div style="border: 1px solid black; height: 20px; width: 100%;"></div> 33700				
c. Research and development - Describe ↴ <div style="border: 1px solid black; height: 20px; width: 100%;"></div> 37190				
d. Resale of merchandise - Describe ↴ <div style="border: 1px solid black; height: 20px; width: 100%;"></div> 39645				
e. All other operating receipts - Describe if more than 10 percent of total receipts ↴ <div style="border: 1px solid black; height: 20px; width: 100%;"></div> 39743				
4. TOTAL OPERATING RECEIPTS - Sum of lines should equal 5 if reporting in dollars 39850				100

INFORMATION COPY
DO NOT USE TO REPORT

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 5) include any amounts for exported services?

0911 Yes - Go to line B

0912 No - Go to 30

B. Amount of receipts or revenue for exported services 0914

2012		
\$ Bil.	Mil.	Thou.

56106073



26 SPECIAL INQUIRIES

FRANCHISE

1. Was this establishment operating under any trademark(s) authorized by a franchisor in 2012?
(Mark "X" only ONE box.)

0237 Yes - franchisee-owned establishment

0238 Yes - franchisor-owned establishment

0239 No

2. If yes, provide the trademark(s) below. ↴

0235

27-29 Not Applicable.

REMARKS (Please use this space for any explanations that may be essential in understanding your reported data.)

INFORMATION COPY
DO NOT USE TO REPORT

30 CERTIFICATION - This report is substantially accurate and was prepared in accordance with the instructions.

Is the time period covered by this report a calendar year?

Yes No - Enter time period covered →

	Month	Year		Month	Year
FROM	□ □	□ □ □ □	TO	□ □	□ □ □ □

Name of person to contact regarding this report

Title

	Area code	Number	Extension
Telephone	□ □ □	- □ □ □ □ □ □ □ □	- □ □ □ □ □ □ □ □

	Area code	Number
Fax	□ □ □	- □ □ □ □ □ □ □ □

E-mail address

	Month	Day	Year
Date completed	□ □	□ □	□ □ □ □

Thank you for completing your 2012 ECONOMIC CENSUS form.
PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS AND RETURN THE ORIGINAL.

56106081

