



2012 ECONOMIC CENSUS

Computers and Office Equipment

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.

WH-42311

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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

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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 →
- 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 ↴

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Month	Day	Year
<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>

0060 Name of new owner or operator	0061 EIN (9 digits)
	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> - <input style="width: 20px; height: 20px;" type="text"/>

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

0063 City, town, village, etc.	0064 State	0065 ZIP Code
	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> - <input style="width: 20px; height: 20px;" type="text"/>

0016 Other - Specify →

4 MONTHS IN OPERATION

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

	2012
	Number
<input type="checkbox"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>

42311027



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

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.
	2	036
EXAMPLE		

5 SALES, SHIPMENTS, RECEIPTS, OR REVENUE

A. Sales and operating receipts (Include the gross selling value of business conducted for others. Include shipping and handling charges. Exclude sales taxes and Hawaii's General Excise Tax.) . . . 0100

Mark "X" if None

2012		
\$ Bil.	Mil.	Thou.

B. Did this establishment earn commissions for the sale of merchandise?

1121 Yes - Go to line C

1122 No - Go to line E

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C. Gross selling value of business conducted on a commission basis (Include on line A.) 1123

2012		
\$ Bil.	Mil.	Thou.

D. Commissions received on transactions reported on line C 1124

E. Is this the only establishment of this firm?

0907 Yes - Go to line G

0908 No - Go to line F

Mark "X" if None

F. Percent of products sold by this establishment manufactured or mined in the United States by **your company** or its subsidiaries 1125

2012	
Percent	
	%

G. Did e-commerce account for more than 50% of this establishment's sales and/or operating receipts as reported on line A?

0308 Yes

0309 No

6 Not Applicable.

42311035



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 0320

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

B. Payroll before deductions
(Exclude employer's cost for fringe benefits.)

Mark "X" if None

2012

\$ Bil.

Mil.

Thou.

1. Annual payroll 0300

2. First quarter payroll (January-March 2012) 0310

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8 Not Applicable.

9 VALUE OF INVENTORIES

A. Did this establishment own inventories, regardless of where held, at the end of 2012 and/or 2011?

0486 Yes - Go to line B

0487 No - Go to **16**

B. Report inventories and Last-in, First-out (LIFO) adjustment, if any, for products owned by this establishment as of December 31.

1. Total inventories before LIFO adjustment (if any)

Mark "X" if None

End of 2012

\$ Bil.

Mil.

Thou.

0460

Mark "X" if None

End of 2011

\$ Bil.

Mil.

Thou.

0470

2. LIFO reserve (if any)

0466

0476

3. Total inventories after LIFO adjustment (Line B1 minus line B2.) . . .

0468

0469

42311043



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

10 INVENTORIES BY VALUATION METHOD

Report how much of the inventory reported in 9, line B1, for 2012 is subject to the following valuation methods:

Mark "X" if None

			2012		
	\$ Bil.	Mil.	Thou.		
A. LIFO valuation method before adjustment 0244	<input type="checkbox"/>				
B. First-in, First-out (FIFO) 0491	<input type="checkbox"/>				
C. Average cost 0492	<input type="checkbox"/>				
D. Standard cost 0493	<input type="checkbox"/>				
E. Other valuation method - Specify method 0895 <input type="text"/> 0494	<input type="checkbox"/>				
F. TOTAL (Sum of lines A through E should equal 9, line B1.) 0490	<input type="checkbox"/>				

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11-15 Not Applicable.

16 SELECTED EXPENSES

Mark "X" if None

			2012		
	\$ Bil.	Mil.	Thou.		
A. Operating expenses (Include payroll. Exclude cost of goods sold and interest expense.) 0140	<input type="checkbox"/>				
B. Purchases of merchandise for resale, net of returns, allowances, and trade and cash discounts (Include amounts allowed for trade-ins.) 1160	<input type="checkbox"/>				
C. For the value reported on line B, were any of these goods ordered over an Internet, Extranet, Electronic Data Interchange (EDI) network, electronic mail, or other online system?					
0441	<input type="checkbox"/>	Yes			
0442	<input type="checkbox"/>	No			
0443	<input type="checkbox"/>	Do not know			
D. Equipment leased to other firms under an operating lease in 2012					
1. Did this establishment rent or lease to firms, other than your own, new equipment manufactured in the United States by your company in 2012?					
0446	<input type="checkbox"/>	Yes - Go to line D2			
0447	<input type="checkbox"/>	No - Go to 19			
2. Value of new equipment manufactured in the United States by your company and leased out under a rental agreement or operating lease to a firm other than your own 0448					
			2012		
	\$ Bil.	Mil.	Thou.		
	<input type="checkbox"/>				

17 and 18 Not Applicable.

42311050



19 A. KIND OF BUSINESS

Which ONE of the following best describes this establishment's principal kind of business in 2012?

(Mark "X" only ONE box.)

- 0700
- 423 430 11 1 Computers and peripheral equipment sold for resale
- 423 430 12 1 Computers and peripheral equipment sold for end use
- 423 430 20 1 Packaged computer software
- 511 210 00 1 Software publishers, including developing and publishing or publishing only, packaged software
- 541 511 00 6 **Custom** computer programming services (writing, modifying, testing, and supporting software to meet the needs of a particular customer)
- 541 512 10 3 Systems integrators engaged in the development or modification of software and the "bundling" of software with computers and peripheral equipment to create an integrated system designed for a specific application
- 541 513 00 1 Computer facility management and maintenance services
- 541 512 20 4 Computer systems design consultant, providing advice on computer systems, including hardware and software requirements, and use
- 423 420 00 3 Office equipment, excluding office furniture
- 423 210 20 1 Office and business furniture, including church pews and school desks
- 424 120 00 1 Stationery, office supplies, and greeting cards
- 423 440 20 1 Store machines and equipment
- 423 610 00 1 Electrical apparatus and equipment, wiring supplies, and construction materials, including industrial controls
- 423 690 10 1 Communications equipment and supplies
- 423 690 20 4 Electronic parts and equipment, including blank tapes, CDs, and computer diskettes
- 423 830 30 2 General-purpose industrial machinery
- 334 413 00 1 On-site manufacturing of semiconductors
- 424 990 20 3 General nondurable goods (a variety of unrelated nondurable goods where no single item is predominant)
- 771 000 00 1 Other kind of business - *Specify* ↴

0701

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19 B. TYPE OF OPERATION

Which ONE of the following best describes this establishment's principal type of operation in 2012?
(Mark "X" only ONE box.)

Merchant wholesaler, buying and selling on own account

0600

12 Importer

13 Exporter

11 Merchant wholesale distributor or jobber

14 Own-brand importer and marketer

20 **Manufacturers' sales branch or office**

Agent, broker, or commission merchant

46 Manufacturers' representative or agent

41 Auction company

42 Broker, representing buyers and sellers

43 Commission merchant

44 Import agent

45 Export agent

49 **Electronic market - business-to-business marketplace that facilitates the sale of goods via the Internet or other electronic means, and operates on a commission or fee basis**

77 **Other broker or agent - Specify** ↴

[Empty text box for specifying other broker or agent]

0601

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21 METHOD OF SELLING

Which ONE of the following best describes this establishment's principal method of selling in 2012?
(Mark "X" only ONE box.)

- 0751 Electronic commerce (selling goods or facilitating the sale of goods via the Internet or other electronic means)
- 0752 Store or display showroom (selling from a fixed or permanent location with physical displays of priced merchandise and/or from a counter)
- 0753 Warehouse or office (including telephone/fax orders or outside sales representatives)
- 0754 Mail order
- 0755 Home shopping via television
- 0756 Direct selling (selling in a face-to-face manner away from a fixed location, such as house-to-house, party plan, or temporary kiosk sales)
- 0757 Vending machines
- 0758 Other - Specify 7

0759

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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
			39

22 DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE

(Report sales for each product line sold by this establishment, either as a dollar figure or as a whole percent of total sales reported in 5, line A. Include the value of merchandise marketed under capital, finance, or full payout leases, and rental receipts derived from merchandise under operating leases. See HOW TO REPORT DOLLAR FIGURES on page 3 and HOW TO REPORT PERCENTS above. Do not combine data for two or more lines.)

Description of sales, shipments, receipts, or revenue	2012			
	Report thousands of dollars OR whole percents. Estimates are acceptable.			
	\$ Bil.	Mil.	Thou.	Percent
1. New computer equipment				
a. Computers, including personal computers, laptops, servers, and supercomputers 10921				
b. Computer storage devices 10922				
c. Computer printers 10923				
d. Other computer peripheral equipment 10924				
e. Add lines 1a through 1d 10920				
2. Packaged computer software, including PC game software but excluding cartridges and DVD games for video-game consoles 10950				

CONTINUE WITH **22** ON PAGE 10

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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. Used computer equipment 10930				
4. Custom computer software 19960				
5. Store machines and equipment 10970				
6. Communications equipment and supplies 11650				
7. Electronic parts and equipment, excluding communications equipment 10900				
8. Office equipment, excluding computers				
a. Typewriters 10911				
b. Calculators 10912				
c. Copiers and copier parts and equipment 10913				
d. Dictating, transcribing, and recording machines 10914				
e. Mailing, letter handling, and addressing machines 10915				
f. All other office equipment, including fax machines and shredders 10916				
g. Add lines 8a through 8f 10900				
9. Video game players and consoles, including dedicated game terminals and hand-held electronic games 12811				
10. Video games, excluding PC game software 12816				
11. Office and business furniture 10420				
12. Photographic equipment and supplies 10800				
13. Electrical apparatus and equipment 11400				
14. Electric and gas household appliances, excluding plumbing 11500				
15. General-purpose industrial machinery, equipment, and parts 12320				

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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
16. Printing and writing paper 13200				
17. Office paper, office supplies, greeting cards, and labels 13300				
18. Miscellaneous commodities - <i>Specify</i> ↴				
a. <input type="text"/> 19811				
b. <input type="text"/> 19812				
c. <input type="text"/> 19813				
19. Rental and operating lease receipts				
a. Computer rental and leasing receipts 19941				
b. Photocopying machine rental 19942				
c. Other office machine rental receipts 19943				
d. Other rental receipts 19944				
e. Add lines 19a through 19d 19940				
20. Service receipts and labor charges, including installed parts				
a. Labor charges for repair work 19701				
b. Parts installed in repair work 19702				
c. Other service receipts and labor charges - <i>Specify</i> ↴				
<input type="text"/> 19703				
d. Add lines 20a through 20c 19700				
21. Receipts for service contracts 19720				
22. Receipts for installing equipment 19740				

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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
23. Sales of integrated systems 19930				
24. TOTAL (Should equal 5 , line A, if reporting in dollars.) 19990				100

23 Not Applicable.

24 SHIPPING AND HANDLING

A. Did this establishment have any receipts from customers for shipping and handling of merchandise in 2012?

0981 Yes - Go to line B

0982 No - Go to **25**

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B. Receipts of this establishment from customers for shipping and handling of merchandise 0985

2012		
\$ Bil.	Mil.	Thou.

C. Are receipts for shipping and handling included in sales and receipts (reported in **5**, line A)?

0988 Yes

0989 No

25 Not Applicable.

42311126



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

26 SPECIAL INQUIRIES

A. EMPLOYMENT BY PRIMARY FUNCTION

(List the number of employees reported in 7, line A, by the employee's primary function.)

- 1. Selling 1131
- 2. Sales support - including office, clerical, warehousing, customer service, maintenance employees, and drivers 1132
- 3. General support of other establishments in your company - including central administrative, accounting, research, and other support employees 1133
- 4. Packaging 1135
- 5. Production - including employees who manufacture products from raw materials or semi-finished products (Report 'knockdown' assembly employees on line 6 below.) 1136
- 6. 'Knockdown' assembly - assembling prefabricated components designed for a single application or reassembly of completed products 1134

7. Other - Specify ↴

0837 [] 1137

8. TOTAL (Sum of lines 1 through 7 should equal 7, line A.) 1138

2012					
Paid employees					

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B. PERCENT OF DROP SHIPPED SALES

Percentage of sales (reported in 5, line A) that were drop shipped and did not enter this establishment 1111

2012			
Whole percent of sales and receipts			
			%

42311134

CONTINUE WITH 26 ON PAGE 14



26 SPECIAL INQUIRIES - Continued

C. PURCHASE OF CONTRACT MANUFACTURING

1. Did this establishment **purchase** contract manufacturing services from other companies or foreign plants of your company in 2012?

Include:

- Products for which the manufacturing (i.e., transforming or otherwise processing materials or components based on specifications provided by your company) was outsourced to other companies.
- Products for which the manufacturing was performed by your company's foreign plants.

Exclude:

- Services for packaging and assembling.
- Purchases of merchandise for resale (sale of products bought and sold without further processing or transformation).

1011 Yes - Go to line 2

1012 No - Go to **30**

2. Report the costs incurred by this establishment for contract manufacturing purchased in 2012 1013

3. Report the value of sales, shipments, receipts, or revenue generated in 2012 from products whose purchases were reported as contract manufacturing costs in line 2 1015

	2012		
	\$ Bil.	Mil.	Thou.
1013			
1015			

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27-29 Not Applicable.

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

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 →

FROM	Month	Year	TO	Month	Year

Name of person to contact regarding this report

Title

Telephone: Area code: [][] - Number: [][][] - Extension: [][][]

Fax: Area code: [][] - Number: [][][]

E-mail address

Date completed: Month [][] Day [][] Year [][][]

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

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