DUE DATE
FEBRUARY 12, 2013

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.

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

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:
0123456789

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 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 0 ON PAGE 2

PENALTY FOR FAILURE TO REPORT
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.)

- [ ] 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

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.)

- [ ] In operation
- [ ] Temporarily or seasonally inactive
- [ ] Ceased operation - Give date at right
- [ ] Sold or leased to another operator - Give date at right AND enter name, P.O. Box, etc. 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>
</table>

- [ ] Other - Specify

4 MONTHS IN OPERATION

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

- [ ] 0002

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**HOW TO REPORT DOLLAR FIGURES**

Dollar figures should be rounded to thousands of dollars.

If a figure is $2,035,628.79:

If a value is "0" (or less than $500.00):

**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.)

- Mark "X" if None

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

- Yes - Go to line C
- No - Go to line E

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

**D.** Commissions received on transactions reported on line C

**E.** Is this the only establishment of this firm?

- Yes - Go to line G
- No - Go to line F

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

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

- Yes
- No

**6 Not Applicable.**
### 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></th>
<th>Mark “X” if None</th>
<th>2012 Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Number of employees for pay period including March 12</td>
<td>![ ]</td>
<td>![ ]</td>
</tr>
<tr>
<td>B. Payroll before deductions (Exclude employer’s cost for fringe benefits.)</td>
<td>![ ]</td>
<td>![ ]</td>
</tr>
<tr>
<td>1. Annual payroll</td>
<td>![ ]</td>
<td>![ ]</td>
</tr>
<tr>
<td>2. First quarter payroll (January-March 2012)</td>
<td>![ ]</td>
<td>![ ]</td>
</tr>
</tbody>
</table>

---

### VALUE OF INVENTORIES

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

- Yes - Go to line B

- No - Go to 16

<table>
<thead>
<tr>
<th></th>
<th>Mark “X” if None</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Total inventories before LIFO adjustment (if any)</td>
<td>![ ]</td>
<td>![ ]</td>
</tr>
<tr>
<td>2. LIFO reserve (if any)</td>
<td>![ ]</td>
<td>![ ]</td>
</tr>
<tr>
<td>3. Total inventories after LIFO adjustment (Line B1 minus line B2.)</td>
<td>![ ]</td>
<td>![ ]</td>
</tr>
</tbody>
</table>
### INVENTORIES BY VALUATION METHOD

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

| A. LIFO valuation method before adjustment | 0244 |
| B. First-in, First-out (FIFO) | 0491 |
| C. Average cost | 0492 |
| D. Standard cost | 0493 |
| E. Other valuation method - Specify method | 0494 |

F. **TOTAL** *(Sum of lines A through E should equal line B1.)*

#### SELECTED EXPENSES

| A. Operating expenses *(Include payroll. Exclude cost of goods sold and interest expense.)* | 0140 |
| B. Purchases of merchandise for resale, net of returns, allowances, and trade and cash discounts *(Include amounts allowed for trade-ins.)* | 1160 |

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 Yes |
| 0442 No |
| 0443 Do not know |

11 and 15 Not Applicable.

17 and 18 Not Applicable.
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.)

- ☐ Coal, with or without coal yard
- ☐ Minerals and ores, excluding coal
- ☐ Other kind of business - Specify

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
- ☐ Importer
- ☐ Exporter
- ☐ Merchant wholesale distributor or jobber
- ☐ Own-brand importer and marketer
- ☐ Manufacturers' sales branch or office
- ☐ Agent, broker, or commission merchant
- ☐ Manufacturers' representative or agent
- ☐ Auction company
- ☐ Broker, representing buyers and sellers
- ☐ Commission merchant
- ☐ Import agent
- ☐ Export agent
- ☐ 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
- ☐ Other broker or agent - Specify

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## CLASS OF CUSTOMER

### A. As a general business practice, did this establishment sell to household consumers and individual users in 2012?

- [ ] Yes
- [ ] No

### B. Were 75% or more of this establishment's sales to retailers/wholesalers/distributors for resale in 2012?

- [ ] Yes
- [ ] No

### C. Did this establishment require proof of business or professional license from new customers in 2012?

- [ ] Yes
- [ ] No

### D. Estimate the percentage of this establishment's total sales (reported in A, line A) by class of customer.

1. Household consumers and individuals
2. Export sales
3. Retailers for resale
4. Wholesalers/distributors for resale
5. Repair shops for use in repair work
6. Manufacturing and mining industrial users for use as input goods in production
7. Restaurants, hotels, food services, and contract feeding
8. Businesses for end use in their own operation, not for resale or production
9. Building contractors, heavy construction, and special trade contractors
10. Farmers for use in farm production
11. Governmental bodies (federal, state, and local)
12. Other - Specify

<table>
<thead>
<tr>
<th>Class of Customer</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Household consumers and individuals</td>
<td>%</td>
</tr>
<tr>
<td>Export sales</td>
<td>%</td>
</tr>
<tr>
<td>Retailers for resale</td>
<td>%</td>
</tr>
<tr>
<td>Wholesalers/distributors for resale</td>
<td>%</td>
</tr>
<tr>
<td>Repair shops for use in repair work</td>
<td>%</td>
</tr>
<tr>
<td>Manufacturing and mining industrial users for use as input goods in production</td>
<td>%</td>
</tr>
<tr>
<td>Restaurants, hotels, food services, and contract feeding</td>
<td>%</td>
</tr>
<tr>
<td>Businesses for end use in their own operation, not for resale or production</td>
<td>%</td>
</tr>
<tr>
<td>Building contractors, heavy construction, and special trade contractors</td>
<td>%</td>
</tr>
<tr>
<td>Farmers for use in farm production</td>
<td>%</td>
</tr>
<tr>
<td>Governmental bodies (federal, state, and local)</td>
<td>%</td>
</tr>
<tr>
<td>Other - Specify</td>
<td>%</td>
</tr>
</tbody>
</table>
### Method of Selling

Which ONE of the following best describes this establishment’s principal method of selling in 2012?

(Mark "X" only ONE box.)

- [ ] Electronic commerce (selling goods or facilitating the sale of goods via the Internet or other electronic means)
- [ ] Store or display showroom (selling from a fixed or permanent location with physical displays of priced merchandise and/or from a counter)
- [ ] Warehouse or office (including telephone/fax orders or outside sales representatives)
- [ ] Mail order
- [ ] Home shopping via television
- [ ] 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)
- [ ] Vending machines
- [ ] Other - Specify

### How to Report Percents

Percents should be rounded to whole percents.

If figure is 38.76% of total sales: Report

<table>
<thead>
<tr>
<th>2012</th>
<th>Report thousands of dollars OR whole percents. Estimates are acceptable.</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ Bil.</td>
<td>Mil.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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 9, 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.)

<table>
<thead>
<tr>
<th>Description of sales, shipments, receipts, or revenue</th>
<th>2012</th>
<th>Report thousands of dollars OR whole percents. Estimates are acceptable.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ Bil.</td>
<td>Mil.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1. Coal and coke</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Coal</td>
<td>11311</td>
<td></td>
</tr>
<tr>
<td>b. Coke</td>
<td>11312</td>
<td></td>
</tr>
<tr>
<td>c. Add lines 1a and 1b</td>
<td>11300</td>
<td></td>
</tr>
<tr>
<td><strong>2. Minerals and ores, excluding coal, gemstones, and crude oil</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Non-metallic minerals, except crude petroleum and minerals used in construction</td>
<td>11321</td>
<td></td>
</tr>
<tr>
<td>b. Other minerals and ores, excluding coal, gemstones, and crude oil</td>
<td>11322</td>
<td></td>
</tr>
<tr>
<td>c. Add lines 2a and 2b</td>
<td>11320</td>
<td></td>
</tr>
<tr>
<td>Description of sales, shipments, receipts, or revenue</td>
<td>2012</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------------------------------------------------------------------------------</td>
<td>------</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$ Bil.</td>
<td>Mil.</td>
</tr>
<tr>
<td>3. Iron and steel pipes and tubing</td>
<td>11150</td>
<td></td>
</tr>
<tr>
<td>4. Other iron and steel products</td>
<td>11160</td>
<td></td>
</tr>
<tr>
<td>5. General-purpose industrial machinery, equipment, and parts</td>
<td>12320</td>
<td></td>
</tr>
<tr>
<td>6. Abrasives, strapping, tape, ink, and related rubber goods</td>
<td>12480</td>
<td></td>
</tr>
<tr>
<td>7. Jewelry, diamonds, gemstones, and watches</td>
<td>13000</td>
<td></td>
</tr>
<tr>
<td>8. Plastics materials and basic shapes</td>
<td>15300</td>
<td></td>
</tr>
<tr>
<td>9. Chemicals and allied products, excluding agricultural chemicals, plastics, industrial and natural gases, liquefied petroleum (LP), and petroleum</td>
<td>15330</td>
<td></td>
</tr>
<tr>
<td>10. Refined petroleum products, excluding liquefied petroleum (LP)</td>
<td>15400</td>
<td></td>
</tr>
<tr>
<td>11. Miscellaneous commodities - Specify</td>
<td>19811</td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Rental and operating lease receipts</td>
<td>19940</td>
<td></td>
</tr>
<tr>
<td>13. Service receipts and labor charges, including installed parts</td>
<td>19700</td>
<td></td>
</tr>
<tr>
<td>14. TOTAL (Should equal 5, line A, if reporting in dollars.)</td>
<td>19990</td>
<td></td>
</tr>
<tr>
<td>23. Not Applicable.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
24 SHIPPING AND HANDLING

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

- Yes - Go to line B
- No - Go to 26

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

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

C. Are receipts for shipping and handling included in sales and receipts (reported in 9, line A)?

- Yes
- No

25 Not Applicable.

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

<table>
<thead>
<tr>
<th>2012</th>
<th>Paid employees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

- Specify

<table>
<thead>
<tr>
<th>2012</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. PERCENT OF DROP SHIPPED SALES

Percentage of sales (reported in 9, line A) that were drop shipped and did not enter this establishment

<table>
<thead>
<tr>
<th>2012</th>
<th>Whole percent of sales and receipts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>%</td>
</tr>
</tbody>
</table>

CONTINUE WITH 26 ON PAGE 11
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).

☐ Yes - Go to line 2
☐ No - Go to line 30

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

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.

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