OMB No. 0607-0909: Approval Expires 01/31/2008

FORM **ICT-1(Long)**
(1-27-2005)

2004 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SURVEY

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

Industry Category Codes:

Printed above are the industries in which we believe your company operates. If necessary, correct the above industry category code(s) to reflect your company's operations.

Refer to the list of industry codes and descriptions beginning on page 5 of the Instructions and Industry Category Codes List Manual.

(Please correct any errors in name, address, and ZIP Code.)

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 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.

Respondents are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget. This 8-digit number appears at the top of this page.

2004 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SURVEY

Industry Category Codes – Continued:

FROM THE DIRECTOR
U.S. CENSUS BUREAU

We are conducting the Information and Communication Technology Survey, and we would like you to help by completing the enclosed survey form.

The Information and Communication Technology Survey will supplement the Annual Capital Expenditures Survey and be a key source of information about our country's economic performance. These data are very important for calculating the investment component of gross domestic product and estimates of capital stock. Investment data are also useful for identifying business opportunities, product development and strategic planning.

Title 13 of the United States Code requires you to answer this survey; and it also requires us to keep your response confidential.

We realize that completing this survey is a burden for you. We hope, however, that you appreciate the importance of your response in providing accurate data about our Nation's economic performance. We have limited the survey sample to the fewest possible number of representative firms, and we accept estimates if book figures are not available.

Please review the instructions, complete the form, and return it within 30 days. The instructions can assist you on how to report for each item. Returning your form promptly helps us keep follow-up costs down. If you have any questions or comments, please call us toll-free at **1-800-528-3049.**

Thank you in advance for your cooperation.

Sincerely,

Charles Louis Kincannon

Enclosure

DEFINITIONS AND GENERAL INSTRUCTIONS

PLEASE REFER TO THE ENCLOSED INSTRUCTIONS AND INDUSTRY CATEGORY CODES LIST MANUAL.

- SURVEY SCOPE – This survey collects expenditure data for nonfarm companies, organizations, and associations operating within the United States. Information for agricultural production operations should be excluded. However, companies performing agricultural services are included. **Information for churches, non-profit organizations, and organizations that are government owned but privately operated, should be included.**
- SURVEY PERIOD – Report data for calendar year 2004. **Refer to page 1 of the instruction manual if your records are on a fiscal year basis.**
- **If your company ceased operations during the survey year, complete the form for the period of time the company was in operation.**
- Reasonable estimates are acceptable.
- Report dollar values rounded to thousands.

Example: If figure is $179,125,628.00 report →	$Mil	$Thou	$Dol
	179	126	

- Please complete and return the form in the envelope provided by the due date shown on the top of the page with your mailing address. **To request another survey form or an extension of time** for filing, call **1–800–528–3049.**
- To return the form by FAX, fax to **1–800–438–8040.**
- **If you have any questions regarding this survey or need help completing it, call 1–800–528–3049.**

FORM ICT-1(Long) (1-27-2005)

SAMPLE COPY

DO NOT SUBMIT.

This is a guide for completing the form. It is intended to supplement the enclosed instruction booklet.

For more information, refer to: **http://www.census.gov/csd/ict**

Complete one form for each industry in which the company operates.

Report **capitalized** ICT equipment expenditures. **Exclude** maintenance and repairs and items charged as current operation expenses.

Report **capitalized** computer software expenditures developed or obtained for internal use during the year. Also include capitalized loaded payroll directly related to software development.

Report non-capitalized purchases and upgrades of equipment. If there are service contracts, refer to the instructions booklet. **Exclude** maintenance and repairs and items for which a depreciation account has been established.

2004 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SURVEY

Report for all **domestic** operations only.
Reasonable **estimates** are acceptable.
Exclude depreciation.

ITEM 1

Enter Industry Category Code from cover page ●

- Complete a separate page for each industry in which this company operated and had capitalized or non-capitalized ICT expenditures in 2004.
- The list of Industry Category Codes on the cover page are the industries in which we expected this company to have operations in 2004.
- If your company did not have any capitalized or non-capitalized ICT expenditures for the 2004 reporting period, enter "0" in the appropriate cell(s).

ITEM 2

EQUIPMENT EXPENDITURES
(Report Computer Software in Item 3)

	Capitalized Expenditures (810)			Non-capitalized Purchases (Excluding purchased computer and communication services and maintenance and repairs) (901)			Non-capitalized Operating Leases and Rental Payments (Excluding maintenance and repairs) (902)		
	$Mil.	$Thou.	$Dol.	$Mil.	$Thou.	$Dol.	$Mil.	$Thou.	$Dol.
311 **Computer and Peripheral Equipment** Mainframes, personal computers, laptops, workstations, terminals, computer servers, printers, plotters, monitors, storage devices, personal digital assistants (PDAs), automatic teller machines (ATMs), point of sale terminals, etc.									
313 **Information and Communication Technology Equipment, Excluding Computer and Peripheral Equipment** Central office switching equipment, telephones (wired and wireless) and telephone apparatus, facsimile equipment, bridges, routers, gateways, portable transmitting and receiving antennas, communications satellites, cable television equipment, global positioning system (GPS) equipment, radio and television studio broadcasting equipment, fire detection and alarm systems, intercom systems, etc.									
316 **Electromedical and Electrotherapeutic Apparatus** Magnetic resonance imaging equipment, electrocardiographs, medical ultrasound equipment, electromedical endoscopic equipment, defibrillators, etc.									

ITEM 3

COMPUTER SOFTWARE EXPENDITURES
(Including Payroll for Developing Software)

	Capitalized Purchases and Payroll for Developing Software (810)			Non-capitalized Purchases and Payroll for Developing Software (Excluding maintenance and repairs) (901)			Non-capitalized Software Licensing and Service/ Maintenance Agreements (Including leased software) (902)		
	$Mil.	$Thou.	$Dol.	$Mil.	$Thou.	$Dol.	$Mil.	$Thou.	$Dol.
318 **Computer Software** (Including Payroll for Developing Software) ● Prepackaged (off-the-shelf), vendor customized, and internally developed software. ● Costs related to software development (for internal use and/or resale) including loaded payroll (salaries, wages, benefits, and bonuses). ● **Exclude** other IT payroll.									

For each type of equipment, report payments made in exchange for use of equipment with no transfer of ownership, e.g. rent and operating lease payments. In multi-year rental agreements, report only the figure for the current year. **Exclude** capital leases.

In this cell, report **one-time or periodic** purchases or upgrades for software. Include site and seat licenses if purchased on a one-time or periodic basis; include operating systems, applications, back-office software, etc. Also include the portion of **loaded payroll** directly related to *software development* (whether the developed software is for internal use or resale). Such payroll figures include salaries, wages, benefits, and bonuses. **Exclude** payroll related to other IT functions.

In this cell, report expenses for software under operating leases. Include site and seat licenses for software if they are part of an *agreement* to *renew* on a regular basis, e.g. operating systems, tax-preparation applications, etc. Also include service agreements for software. **Exclude** one-time purchases or upgrades of software.

FORM ICT-1(Long) (1-27-2005)

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Report for all **domestic** operations only.
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- The list of Industry Category Codes on the cover page are the industries in which we expected this company to have operations in 2004.
- If you had expenditures in more than 5 industries, photocopy this page for additional space.
- If your company did not have any capitalized or non-capitalized ICT expenditures for the 2004 reporting period, enter "0" in the appropriate cell(s).

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REPORTING PERIOD COVERED

a. Do the reported data cover the calendar year 2004?

95 1☐ YES
2☐ NO – *Specify period covered* → 3

FROM		
Month	Day	Year

4

TO		
Month	Day	Year

OWNERSHIP INFORMATION

a. Was this company in operation on December 31, 2004?

96 1☐ YES
2☐ NO – *Give date operations ceased* → 3

Month	Day	Year

b. Did the ownership of this company change during the year ending December 31, 2004?

97 1☐ YES
2☐ NO

Specify date of change AND fill in c. below → 3

Month	Day	Year

c. Name of new operator/company	Contact name at new company	Number and street address		
	Contact telephone number ( )	City	State	ZIP Code

REMARKS

Please explain any large or unusual changes to your company's domestic ICT expenditures.

ELECTRONIC REPORTING OPTION

98 If a secure, web-based, user-friendly application were available for reporting electronically, would you be interested in using it?

1☐ YES
2☐ NO

CERTIFICATION

– This report is substantially accurate and has been prepared in accordance with instructions.

Name of person to contact regarding this report *(Please print or type)*	Telephone number			FAX number	
	Area code ( )	Number –	Ext.	Area code ( )	Number –
Signature of authorized official	E-mail address			Date	

Please be sure to correct any name, address, and ZIP Code errors on the imprinted address on page 1 of this form booklet.

PLEASE RETURN YOUR COMPLETED FORM TO

U.S. Census Bureau
1201 East 10th Street
Jeffersonville, IN 47132-0001

OR

FAX the form to 1–800–438–8040

THANK YOU FOR YOUR COOPERATION AND ASSISTANCE IN THIS SURVEY.

FORM ICT-1(Long) (1-27-2005)