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

Worksheet

SA-44E (02-07-2018)

2017 ANNUAL RETAIL TRADE REPORT

DUE DATE

Need help or have questions?

Call 1-877-787-9860 (option 2)
(8:00 a.m. - 5:00 p.m. ET, M-F)
or **Visit**
https://econhelp.census.gov/arts

YOUR RESPONSE IS REQUIRED BY LAW. Title 13 United States Code (U.S.C.), Sections 131 and 182 authorizes this collection. Sections 224 and 225 require your response. The U.S. Census Bureau is required by Section 9 of the same law to keep your information **CONFIDENTIAL** and can use your responses only to produce statistics. The Census Bureau is not permitted to publicly release your responses in a way that could identify your business, organization, or institution. Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0013 and appears at the upper right of this page. Without this approval we could not conduct this survey.

WORKSHEET

DO NOT use this worksheet to respond to the survey, it is intended to assist you with gathering and preparing your data prior to reporting online.

Please view the online report for specific instructions that may apply to your EIN or firm.

Return to **https://econhelp.census.gov/arts** when you are ready to report online.

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GENERAL INSTRUCTIONS

- Any significant change in this Employer Identification Number's (EIN's) operations should be noted in 15.
- For establishments sold or acquired in 2017, report data only for the period the establishments were operated by this EIN.
- Estimates are acceptable if book figures are not available.
- Enter "0" where applicable.

INCLUDE

- All retail establishments located in the U.S. (including the District of Columbia) reporting payroll on its latest Employer's Federal Tax Return (Treasury Form 941 or 944), **under the EIN shown in 1.**
- Data for auxiliary facilities primarily engaged in supporting services to this EIN's establishment(s), such as warehouses, garages, central administrative offices, and repair services.

EXCLUDE

- Data for establishments operated by other firms, such as franchises.
- Departments and concessions operated by other firms in this EIN's establishment(s).
- Data for establishments located in U.S Territories (such as Puerto Rico, American Samoa, Guam, U.S. Virgin Islands and Northern Mariana Islands).

ANNOUNCEMENTS AND SPECIAL INSTRUCTIONS

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1 FEDERAL EMPLOYER IDENTIFICATION NUMBER (EIN)

Does this firm report payroll under EIN

☐ Yes

☐ No - *Enter current 9-digit EIN **AND** date payroll was first reported for this EIN* . . . . . EIN (9 digits) ____ - ____

Month	Day	Year

2 ORGANIZATIONAL CHANGE

A. Did this EIN experience any acquisitions, sales, mergers, and/or divestitures in 2017?

☐ Yes

☐ No - *Go to* 3

B. Which of the following organizational changes occurred in 2017?

Check all that apply. If more than one organizational change occurred during the reporting period, explain in 15.

☐ Acquisition
☐ Sale
☐ Merger
☐ Divestiture

Date of organizational change . . . . .

Month	Day	Year

AND

Enter detailed information below 7

Name of company	EIN (9 digits)
	____ - ____

Address (Number and street, P.O. Box, etc.)		
City	**State**	**ZIP Code**
		____ - ____

3 REPORTING PERIOD

NOTE: Calendar-year data are preferred. If this is not available, please report for the fiscal year that includes **at least six months** of data for the 2017 calendar year.

What time period is covered by the data provided in this report?

☐ Calendar year

☐ Fiscal or partial year - *Report beginning and ending dates.* . . . . .

2017		
Beginning Date		
Month	Day	Year
Ending Date		
Month	Day	Year

4 NUMBER OF ESTABLISHMENTS

How many retail establishments (including departments and concessions) did this EIN operate in 2017?

The remainder of this report refers to the establishments reported here. . . . . .

Mark "X" if None ☐

2017
Number

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5 SALES, RECEIPTS, OR REVENUE

INCLUDE

- Credit and cash net sales of merchandise
- E-commerce sales if not submitted on a separate Annual Retail Trade Report
- Excise taxes (such as those on gasoline, liquor, and tobacco) which are included in the cost of goods purchased by this EIN
- Wholesale sales made by retail establishment(s) covered by this report
- Receipts from the rental or leasing of vehicles, equipment, instruments, tools, etc.
- Receipts from deliveries
- Receipts from installations, maintenance contracts, repairs, alterations, storage, and other such services
- Value of trade-ins taken as partial payment for other merchandise
- Value of manufacturers' rebates
- Leased departments and concessions operated in other establishments
- Shipping and handling revenue
- Advertising revenues

EXCLUDE

- Sales from auxiliary establishments
- Carrying or other finance charges
- Commissions (such as vending machine operators, government lottery tickets, or other stores)
- Non-operating receipts (such as interest income, income from investments, and receipts from the rental or sale of real estate)
- Sales made by departments and concessions operated by other firms in this EIN's retail establishment(s)

DEDUCT

- The actual value of rebates and discounts granted to the purchaser, even if granted as an increase in trade-in allowances

A. What were the total sales of merchandise and other operating receipts for this EIN in 2017? . . . . . ☐ *Mark "X" if None*

2017			
$ Bil.	Mil.	Thou.	Dol.

B. Did this EIN collect any sales taxes in 2017?

☐ Yes

☐ No - *Go to* 6

C. What were the total sales taxes collected in 2017?
Exclude excise taxes. . . . . . .

2017			
$ Bil.	Mil.	Thou.	Dol.

6 E-COMMERCE

E-commerce is the sale of goods and services where the buyer places an order, or the price and terms of the sale are negotiated, over an Internet, mobile device (M-Commerce), extranet, EDI network, electronic mail, or other comparable online system. Payment may or may not be made online.

A. Did this EIN have any e-commerce sales in 2017?

☐ Yes

☐ No - *Go to* 7

B. What were the total e-commerce sales in 2017? . . . . . .

2017			
$ Bil.	Mil.	Thou.	Dol.

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7 VALUE OF INVENTORIES

INCLUDE

- All inventories of merchandise at locations covered by this report, including all auxiliary locations (such as warehouses, garages, central administrative offices) servicing these establishments, regardless of where held
- Inventory held in Foreign Trade Zones or in bond warehouses in the United States
- Report at cost or market value as of the end of your reporting period

EXCLUDE

- Merchandise owned by others that are being held on consignment

A. Did this EIN own inventories, regardless of where held, at the end of 2017 (or the end of the period for which you are reporting)?

☐ Yes

☐ No - *Go to* 9

B. What was the value of merchandise inventories as of December 31 in 2017?

	Mark "X" if None	2017 $ Bil.	2017 Mil.	2017 Thou.	2017 Dol.
1. Merchandise inventories in retail stores	☐				
2. Merchandise inventories in warehouses, offices, or in transit for distribution to retail stores	☐				
3. Total inventories (before Last-in, First-out (LIFO) adjustment, if applicable) *Sum of 7B1 and 7B2.*	☐				
4. LIFO reserve (if applicable)	☐				
5. Total inventories after LIFO adjustment *7B3 minus 7B4.*	☐				

C. Were inventories reported as of December 31?

☐ Yes - *Go to 7E*

☐ No

D. If not December 31, as of what date were inventories reported?

2017 Month	2017 Day	2017 Year

E. Were any of the inventories reported in 7B3 stored outside of, or en route to, the 50 states and the District of Columbia in 2017?

☐ Yes

☐ No - *Go to* 8

F. What was the value of the inventories stored outside of, or en route to, the 50 states and District of Columbia (for sale in the 50 states or District of Columbia) in 2017?

Exclude inventory held in Foreign Trade Zones or in bond warehouses in the U.S.

2017 $ Bil.	2017 Mil.	2017 Thou.	2017 Dol.

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8 INVENTORY VALUATION METHOD

A. Were any of the inventories reported in 7B3 subject to the LIFO valuation method?

☐ Yes

☐ No - *Go to* 9

B. How much of the inventories reported in 7B3 was subject to:

	Mark "X" if None	2017 $ Bil.	2017 Mil.	2017 Thou.	2017 Dol.
1. LIFO valuation method before adjustment	☐				
2. Any other valuation method	☐				
3. Verify Total *Sum of 8B1 and 8B2. Total must equal 7B3.*	☐				

9 TOTAL PURCHASES

INCLUDE

- Cash and credit purchases by this EIN
- Merchandise owned by, but in transit to, this EIN
- Purchases made by both warehouse(s) and establishment(s)
- Freight, delivery, and other transportation costs
- Import duties (if paid separately)
- Parts and supplies used in repair work or other services

EXCLUDE

- Expenditures for supplies, equipment, and parts purchased for this EIN's own use
- Purchases made by other firms' operating departments and concessions in this EIN's establishment(s)
- Purchases of merchandise held outside the U.S.
- Purchases of containers, wrappings, packaging, and selling supplies for this EIN's own use
- Trade and cash discounts, returns, and allowances

What was the total cost of all merchandise purchased for resale for which this EIN took title, whether or not payment was made, in 2017? If purchases are greater than sales, explain in 15.	Mark "X" if None	2017 $ Bil.	2017 Mil.	2017 Thou.	2017 Dol.
	☐				

10 Not Applicable.

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11 SALES BY MERCHANDISE LINES

For clarification regarding merchandise lines call 1-800-327-4389 (option 2).

Description of sales, shipments, receipts, or revenue	Total sales for 2017 — Report dollars OR percentages					E-commerce sales for 2017 — Report dollars OR percentages				
	$ Bil.	Mil.	Thou.	Dol.	Percent	$ Bil.	Mil.	Thou.	Dol.	Percent
a. Books *Include audio books and e-books.*										
b. Clothing and clothing accessories *Include footwear.*										
c. Computers and peripheral equipment, communications equipment, and related products *Include cellular phones.*										
d. Computer software *Include video game software.*										
e. Drugs, health aids, and beauty aids										
f. Electronics and appliances										
g. Food, beer, and wine										
h. Furniture and home furnishings										
i. Jewelry										
j. Audio and video recordings *Include purchased downloads.*										
k. Office equipment and supplies										
l. Sporting goods										
m. Toys, hobby goods, and games										
n. Other merchandise - *Specify principal line(s)*										
o. Shipping and handling revenues										
p. Advertising revenues										
q. Other non-merchandise receipts - *Specify principal receipt(s)*										
r. TOTAL *Sum of 11a through 11q.*					100					100

Total should equal 5A for 2017 — Total should equal 6B for 2017

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12 OPERATING EXPENSES

INCLUDE

- Expenses arising from the normal course of business
- Payroll
- Depreciation and amortization

EXCLUDE

- Bad debt
- Purchases of goods for resale or cost of goods sold
- Income taxes
- Interest expenses
- Impairment (reduction in value of long-lived assets due to reappraisal)
- Capitalized expenses (except payroll and fringe benefits)
- Transfers made within the company

	Mark "X" if None	2017 $ Bil.	2017 Mil.	2017 Thou.	2017 Dol.
What were the total operating expenses for this EIN in 2017? If operating expenses are greater than sales, explain in 15.	☐				

13 DETAILED OPERATING EXPENSES

A. What personnel costs were incurred by this EIN in 2017?

	Mark "X" if None	2017 $ Bil.	2017 Mil.	2017 Thou.	2017 Dol.
1. Annual payroll before deductions - Total annual Medicare salaries and wages for all employees as reported on this EIN's IRS Form 941, Employer's Quarterly Federal Tax Return, line 5(c). **Include** payments to temporary employees on this EIN's payroll, and to commissioned employees on this EIN's payroll. Also include the spread on stock options that are taxable to employees as wages. **Exclude** payments for contracted temporary help *(report in line **A3**)*; and commissions paid to contractors *(report in line **C1**)*. . .	☐				
2. Employer's cost for fringe benefits - Employer's cost for legally required programs and programs not required by law:					
a. Health Insurance - Insurance premiums or hospital plans, medical plans, and single service plans such as dental, vision, and prescription drugs. **Include** premium equivalents for self-insured plans and fees paid to third-party administrators (TPAs). **Exclude** employee contributions.	☐				
b. Pension plans:					
i. Defined contribution plans - Costs under defined contribution plans. **Include** pension plans that define the employer contributions to a separate account provided for each employee. The employee "benefit" at retirement depends on the amount contributed and the results of the account's activity. Examples include profit sharing plans, money purchase (e.g., 401k, 403b) and stock bonus plans (e.g., ESOPs).	☐				
ii. Defined benefit pension plans - Costs for both qualified and unqualified defined pension plans. **Include** pension plans that specify the benefits to be paid to employees upon retirement, generally either a specific amount or a percentage of compensation. Employer contributions are based on actuarial computations that include the employee's compensation and years of service and are not allocated to specific accounts maintained for employees.	☐				
c. Payroll taxes, employer paid insurance premiums (except health), and other employer benefits - Include legally-required fringe benefits (e.g., Social Security, workers' compensation insurance, unemployment tax, state disability insurance programs, Medicare). Also include benefits for life insurance, "quality of life" benefits (e.g., childcare assistance, subsidized commuting), employer contributions to pre-tax benefits not specified above. **Exclude** disbursements from trusts or funds to satisfy health insurance claims.	☐				
3. Contract temporary staff and leased employee expense - Total costs paid to Professional Employer Organizations (PEOs) and staffing agencies for personnel. **Include** all associated charges for payroll, benefits, and services.	☐				

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B. What were the expensed equipment, materials, parts, and supplies (not for resale) incurred by this EIN in 2017?

	Mark "X" if None	2017 $ Bil.	2017 Mil.	2017 Thou.	2017 Dol.
1. Expensed equipment - Expensed computer hardware and other equipment (e.g., copiers, fax machines, telephones, shop and lab equipment, CPUs, monitors). **Exclude** software *(report in line **C2**)*; leased and rented equipment *(report in line **C7**)*; depreciation for capitalized equipment *(report in line **C15**)*; capitalized equipment. . .	☐				
2. Purchasing of packaging materials and containers - Include the cost of bags, boxes, wrapping, and sealing materials. **Exclude** office supplies *(report in line **B3**)*; and cost of shipping to customers *(report in line **C12**)*.	☐				
3. Purchases of other materials, parts, and supplies (not for resale) - Materials and supplies used in providing services to others; materials and parts used in repairs; office and janitorial supplies; small tools; and motor fuels. **Exclude** office postage and package delivery expenses *(report in line **C12**)*.	☐				

C. What other operating expenses were incurred by this EIN in 2017?

1. Commission expense - Include commission paid to other firms for sale of products owned by this EIN. **Exclude** commission paid to your own employees *(reported in line **A1**)*.	☐				
2. Expensed purchases of software - 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. **Exclude** depreciation for capitalized software *(report in line **C15**)*. .	☐				
3. Data processing and other purchased computer services - 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** expenses for telecommunication services e.g., Internet connectivity, telephone, fax *(report in line **C4**)*; repair and maintenance of computer equipment *(report in line **C5**)*; payroll processing *(report in line **C14**)*; credit card transaction fees *(report in line **C17**)*.	☐				
4. Purchased communication services - Telephone, cellular, and fax services; computer-related communications (e.g., Internet connectivity); and other wired and wireless communication services.	☐				
5. Purchased repairs and maintenance to machinery and equipment - Include expensed repair and maintenance services to machinery, vehicles, equipment, and computer hardware. **Exclude** materials, parts, and supplies used for repairs and maintenance performed by this EIN's employees *(reported in line **B3**)*.	☐				
6. Purchased repairs and maintenance to buildings, structures, and offices - Include repair and maintenance to integral parts of buildings (e.g., elevators, heating systems). **Exclude** materials, parts, and supplies, used for repairs and maintenance performed by this EIN's employees *(reported in line **B3**)*; purchased janitorial and grounds maintenance services *(report in line **C17**)*.	☐				
7. Lease and rental payments for machinery, equipment, and other tangible items - Include lease and rental of transportation equipment without operators; and penalties incurred for broken leases. **Exclude** licensing/leasing of software *(reported in line **C2**)*; payments for capital and financing lease agreements.	☐				
8. Lease and rental payments for land, buildings, structures, store space, and offices - Include penalties incurred for broken leases.	☐				
9. Purchased electricity - Include the cost of electricity paid directly to the utility company. **Exclude** the cost of electricity within lease or rental payments *(reported in line **C8**)*.	☐				
10. Purchased fuels (except motor fuels) - Include fuel for heating, power, or generating electricity (e.g., natural gas, propane, oil, coal). **Exclude** the cost of motor fuels *(reported in line **B3**)*; and the cost of fuels within lease or rental payments *(reported in line **C8**)*.	☐				

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	Mark "X" if None	2017 $ Bil.	Mil.	Thou.	Dol.
11. Water, sewer, refuse removal, and other utility payments - Include the cost of hazardous waste removal. **Exclude** the cost of these utilities within lease or rental payments *(reported in line **C8**)*. .	☐				
12. Purchased transportation, shipping, and warehousing services - Include the cost of postage, delivery expenses, and packaging and containers provided as part of the purchased service. **Exclude** the cost of shipping using this EIN's vehicles or employees.	☐				
13. Purchased advertising and promotional services - Include marketing and public relations services.	☐				
14. Purchased professional and technical services - Include management consulting, accounting, auditing, bookkeeping, legal, actuarial, payroll processing, architectural, engineering, and other professional services. **Exclude** salaries paid to your own employees for these services *(reported in line **A1**)*.	☐				
15. Depreciation and amortization charges - Include depreciation charges taken against tangible assets owned and used by this EIN, tangible assets and improvements owned by this EIN within leaseholds, tangible assets obtained through capital lease agreements, and amortization charges against intangible assets (e.g., patents, copyrights). **Exclude** impairment (reduction in value of long-lived assets due to reappraisals).	☐				
16. Governmental taxes and license fees - Payments to government agencies for taxes and licenses. **Include** business and property taxes. **Exclude** income taxes and sales and excise taxes collected from customers.	☐				
17. All other operating expenses - Include operating expenses not reported elsewhere, unless excluded by the following list. **Exclude** purchase of products for resale (cost of goods sold); bad debt; transfers made within the company; capitalized expenses; interest; impairment; income, sales, and excise taxes; and other non-operating expenses.	☐				
D. TOTAL OPERATING EXPENSES Total of ⓭**A1**-⓭**C17** must equal ⓬.	☐				

⓮ INTEREST EXPENSE

What was the total interest expense for this EIN in 2017?	Mark "X" if None	2017 $ Bil.	Mil.	Thou.	Dol.
Interest expense - expenses incurred in the financing of operations and long lived assets used in continuing operations. **Exclude** transfers made within the company and capitalized interest.	☐				

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15 **REMARKS -** Please use this space to explain any significant year-to-year changes, to clarify responses, or indicate where data were estimated.

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16 **CONTACT INFORMATION**

Name of person to contact regarding this report *(Please print)*					Title				
Telephone	Area code	Number			Extension	Fax	Area code	Number		
			-						-	
E-mail address					Website address				
					www.				

THANK YOU for completing your 2017 ANNUAL RETAIL TRADE REPORT.
We suggest you keep a copy for your records.

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