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

Worksheet

SA-48400A (08-04-2016)

2016 ANNUAL SERVICES REPORT

Due Date

Need help or have questions?

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

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, Sections 131 and 182 authorizes this collection. Sections 224 and 225 requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the U.S. Census Bureau. By Section 9 of 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. Under the same law, information that you report cannot be used for taxation, regulation, or investigation and are exempt from release under the Freedom of Information Act. Further, copies of your response retained in your files are immune from legal process.

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/sas** when you are ready to report online.

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GENERAL INSTRUCTIONS

- Any significant change in this firm's operations should be noted in 17.
- For establishments sold or acquired in 2016 or 2015, report data only for the period the establishments were operated by this firm.
- Estimates are acceptable if book figures are not available.
- Enter "0" where applicable.
- Do not combine data for two or more detailed lines.
- Report data on an accrual basis, except for payroll.
- Figures should be rounded to the nearest dollar.
- If a figure is $1,030,280,456 it should be reported as →

$ Bil.	Mil.	Thou.	Dol.
1	030	280	456

Include:

- Data for all Services establishments (excluding data for Retail, Wholesale, Manufacturing, Mining, and Construction operations) as defined by the survey coverage in 1B.
- Data for auxiliary facilities primarily engaged in supporting services to those establishment(s) such as warehouses, garages, central administrative offices, and repair services.

1 A. MAILING ADDRESS

Is this firm's name and mailing address the same as shown in the mailing address above?

☐ Yes

☐ No - *Enter corrections in the mailing address above*

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1 B. SURVEY COVERAGE

Did this firm provide the business activities described below?

☐ Yes

☐ No - *Specify this firm's business activity* ↘

2 Not Applicable.

3 ORGANIZATIONAL CHANGE

A. Did this firm experience any acquisitions, sales, mergers, and/or divestitures in 2016 or 2015?

☐ Yes

☐ No - *Go to* **4**

B. Which of the following organizational changes occurred in 2016 or 2015?

Check all that apply. If more than one organizational change occurred during the reporting period, explain in **17**.

☐ Acquisition
☐ Sale
☐ Merger
☐ Divestiture

Date of organizational change . . . . . Month | Day | Year

AND

Enter detailed information below ↘

Name of company		EIN (9 digits)
Address (Number and street, P.O. Box, etc.)		
City, town, village, etc.	State	ZIP Code

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4 REPORTING PERIOD

NOTE: Calendar year data are preferred. If it is not available, please report for the fiscal year that includes at least six months of data for the 2016 and 2015 calendar years.

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

☐ Calendar year

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

	2016			2015		
Beginning Date	Month	Day	Year	Month	Day	Year
Ending Date	Month	Day	Year	Month	Day	Year

5 Not Applicable.

6 SALES, RECEIPTS, OR REVENUE

What were the revenues for this firm in 2016 and 2015?

Include:

- Report gross billings, **except** where noted elsewhere on the form.
- Prorate revenue derived from services provided on a contractual basis according to the work accomplished. (Only include amounts applicable to the report period.)
- Amounts received for work subcontracted to others.
- Market value of compensation in lieu of cash.
- Revenue from services performed by domestic locations of foreign parent firms, subsidiaries, branches, etc.
- Dues and assessments from members and affiliates.
- E-commerce revenue.

Exclude:

- Transfers made within the company.
- Taxes collected directly from customers/clients and paid directly to a local, state, or federal tax agency.
- Rents and revenue of separately operated departments, concessions, etc., which are leased to others.
- Commissions from vending machine operators.
- Revenue of foreign subsidiaries (those located outside the U.S., i.e., outside the 50 states, District of Columbia, U.S. Commonwealth Territories, or U.S. Possessions).
- Non-operating revenue such as income from investments, sales of company-owned real estate (land and building), or other assets (except inventory held for resale, securities, gifts, loans, contributions, or grants).
- Revenue from the sale of used equipment.

Lines 1 through 3 - General freight trucking, specialized freight trucking, and household goods moving

Report revenue for transportation of goods by motor vehicles. **Include** revenue from furnishing vehicles **with** drivers to other carriers under lease or similar arrangement.

If part of the transportation was purchased from another carrier to complete the contract, use the following guidelines:

- Report total revenue if all purchased transportation was on your own account. (You have legal obligation to pay for the purchased transportation.)
- Report only the revenue collected for your portion of the haul, plus any additional income from commissions and fees for arranging the transportation, if the transportation was purchased on the client's account. (Your client has legal obligation to pay for the purchased transportation.)

Line 4 - All other operating revenue

Report other operating revenue including sales from the operation of lunchrooms, restaurants, snowplow work, etc.; revenue from the parking and storage of vehicles; revenue received from other carriers for the use of this firm's terminal facilities, including amounts billed separately for repair services; revenue from short-term rental or extended-term operating leases (with or without maintenance) of trucks, truck-tractors, or trailers, **without** drivers; fair sales value of merchandise marketed under capital, finance, or "full payout" leases; and commissions for providing brokerage services, making payroll deductions, collecting freight charges for other carriers; etc. **Exclude** revenue from this firm's other operating units; the value of used equipment or vehicles sold; revenue from installment payments from leasing vehicles, tools, etc., marketed under capital, finance, or "full payout" leases; and non-operating revenue such as income from investments, sale of securities, real estate, etc.

Report revenue from the storage of shipments in your warehouses pending further instructions by the shipper; from the permanent storage of household goods on a paid-on-delivery basis, commercial goods, or records storage; and for packing and crating, handling, providing labor to carriers for loading and unloading, and other accessory services. **Exclude** rental revenue from the operation of mini-warehouses/self-service storage facilities and from the subleasing of warehousing space to others.

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6 SALES, RECEIPTS, OR REVENUE - Continued

	2016				2015			
	$ Bil.	Mil.	Thou.	Dol.	$ Bil.	Mil.	Thou.	Dol.
1. General Freight Trucking								
a. Local - goods carried within a single metropolitan area and its adjacent nonurban areas; generally same-day return trips - Include agricultural products, coal and petroleum products, and pharmaceutical and chemical products.								
b. Long distance - goods carried between metropolitan areas - Include agricultural products, coal and petroleum products, and pharmaceutical and chemical products.								
2. Specialized Freight Trucking (requiring specialized equipment such as flatbeds, tankers or refrigerated trailers)								
a. Local - goods carried within a single metropolitan area and its adjacent nonurban areas; generally same-day return trips - Include grains, alcohol and tobacco products, stone, non-metallic minerals and metallic ores, wood products, textiles and leather, base metal and machinery, electronic and precision instruments and motorized vehicles, new furniture and miscellaneous manufactured products								
b. Long distance - goods carried between metropolitan areas - Include grains, alcohol and tobacco products, stone, non-metallic minerals and metallic ores, wood products, textiles and leather, base metal and machinery, electronic and precision instruments and motorized vehicles, new furniture and miscellaneous manufactured products								
3. Household Goods Moving								
a. Household goods moving - Include furniture, appliances and misc office products								
4. All other operating revenue - Revenue not reported in lines **1a through 3a. If this item is greater than 20% of the total operating revenue, specify the primary source of the revenue below**								
5. TOTAL OPERATING REVENUE *Sum of lines **1a through 4***								

7 SALES TAX

A. Did this firm collect any sales taxes in 2016 or 2015?

☐ Yes

☐ No - *Go to* 8

	2016				2015			
	$ Bil.	Mil.	Thou.	Dol.	$ Bil.	Mil.	Thou.	Dol.
B. What were the total sales taxes collected in 2016 and 2015? *Exclude excise taxes*								

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8 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 firm have any e-commerce revenue in 2016 or 2015?

☐ Yes

☐ No - *Go to* 10

	2016				2015			
	$ Bil.	Mil.	Thou.	Dol.	$ Bil.	Mil.	Thou.	Dol.
B. What was the total e-commerce revenue in 2016 and 2015?								

9 Not Applicable.

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10 ANALYSIS OF MOTOR CARRIER OPERATIONS

A. What percent of this firm's motor carrier revenue was derived from handling each of the following commodities?

	2016 Percent	2015 Percent
1. **Agricultural products - Includes** live animals, poultry, fish, unprocessed cereal grains such as wheat and corn, and other agricultural products including fruits, vegetables, non-alcoholic beverages, cut flowers, and live plants	%	%
2. **Grains, alcohol, and tobacco products - Includes** milled grain products and preparations; other prepared foodstuff; beer, wine, and other alcoholic beverages; and tobacco products including cigarettes, cigars, and chewing tobacco	%	%
3. **Stone, non-metallic minerals, and metallic ores - Includes** monument or building stone, natural sands, gravel and crushed stone, mined salt, natural calcium and aluminum, phosphates, asbestos, other non-metallic minerals, and metallic ores and concentrates	%	%
4. **Coal and petroleum products - Includes** coal, crude petroleum, gasoline and aviation fuel, diesel fuel and light fuel oils, lubricating oils and greases, and basic chemicals	%	%
5. **Pharmaceutical and chemical products - Includes** pharmaceutical products, chemical products, paints and varnishes, soap and cleaning products, insecticides, fertilizers, primary plastics and finished plastic products, and rubber products including tires and inner tubes	%	%
6. **Wood products, textiles, and leather - Includes** logs and other rough wood, particle board, plywood, fiberboard, pulp, newsprint, paper, and paperboard products. Textiles products **include** yarns and woven products of natural or synthetic materials, carpets and other textile floor coverings, and textile clothing. Leather products **include** footwear, headgear, and other articles of leather	%	%
7. **Base metal and machinery - Includes** base metal and primary metal products such as pipes, ingots, metal doors, basic wire, cable, fencing, tools, etc. Machinery **includes** boilers, turbines, refrigerating and air conditioning equipment, textile machines, and other mechanical machinery and equipment	%	%
8. **Electronic and precision instruments and motorized vehicles - Includes** electronic equipment such as computers, electronic motors, generators, office equipment, television sets, radios and stereo equipment, cinematographic and photocopying equipment, clocks and watches, instruments used in medical, surgical, or veterinary sciences, and measuring, checking, or automatic control instruments or apparatus	%	%
9. **Used household and office goods - Includes** used furniture, appliances, and miscellaneous office products	%	%
10. **New furniture and miscellaneous manufactured products - Includes** new furniture, mattresses and mattress supports, quilts or comforters, lamps, lighting, mixed freight, and miscellaneous manufactured products	%	%
11. **All other motor carrier revenue not derived from the commodities in lines 1 through 10** - *Specify*	%	%
+	100 %	100 %

B. Were any of the commodities that this firm hauled designated *hazardous materials*, i.e., required you to display a hazmat placard on the vehicle in accordance with Title 49, CFR 177.823, Transportation?

☐ Yes

☐ No - *Go to* 12

	2016 Percent	2015 Percent
C. What percent of the total motor carrier revenue is from hauling hazardous materials?	%	%

11 Not Applicable.

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12 INVENTORIES AT END OF YEAR

Report the number of vehicles used or held for use in motor carrier operations on December 31, 2016 and December 31, 2015.

Line 1 - B, C, and D

Report the number of vehicles owned and/or leased to others **with** drivers. **Include** inventory obtained through capital lease agreements. **Exclude** vehicles that you own that were leased **without** drivers to others.

A. Did this firm own inventories, regardless of where held, at the end of 2016 or 2015 (or the period for which you are reporting)?

☐ Yes

☐ No - *Go to* 14

	2016 Number	2015 Number
B. Trucks - Include single-unit trucks, pickups, vans, etc.		
1. Number owned and/or leased with drivers to others .		
2. Number leased without drivers from others . . . . . +		
3. Total truck inventory *Sum of lines* ***1 and 2***		

	2016 Number	2015 Number
C. Truck-tractors - Include semi's and any detachable power-units		
1. Number owned and/or leased with drivers to others .		
2. Number leased without drivers from others . . . . . +		
3. Total truck-tractor inventory *Sum of lines* ***1 and 2***		

	2016 Number	2015 Number
D. Trailers - Include box-trailers, flatbeds, tankers, etc.		
1. Number owned and/or leased with drivers to others .		
2. Number leased without drivers from others . . . . . +		
3. Total trailer inventory *Sum of lines* ***1 and 2***		

E. Were any of the inventories reported above stored outside or en route to the 50 states and the District of Columbia in 2016 or 2015?

☐ Yes

☐ No - *Go to* 14

F. What was the value of inventories stored outside or en route to the 50 states and the District of Columbia in 2016 and 2015?

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

2016 $ Bil.	2016 Mil.	2016 Thou.	2016 Dol.	2015 $ Bil.	2015 Mil.	2015 Thou.	2015 Dol.

13 Not Applicable.

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14 OPERATING EXPENSES

What were the operating expenses for this firm in 2016 and 2015?

Exclude:

- Transfers made within the company.
- Capitalized expenses.
- Interest.
- Bad debt.
- Impairment.
- Income tax.

Gross annual payroll

Include salaries and wages, commissions, dismissal pay, bonuses, employee contributions to Social Security, income tax withholding, union dues, group insurance premiums, savings bonds, cash equivalent in-kind, allowances, holiday pay, vacation pay, sick leave, stock purchase plans, and employee contributions to pension plans. **Exclude** the cost of leased employees, employer's cost for fringe benefits, and temporary staff obtained from temporary help services. For unincorporated businesses, **exclude** profit or other compensation of proprietors or partners.

All other operating expenses

Include travel and entertainment; postage, shipping or delivery services; warehousing and storage services; royalties; security services; janitorial and grounds maintenance services; purchased transportation with operators; and other expenses not reported elsewhere.

	2016				2015			
	$ Bil.	Mil.	Thou.	Dol.	$ Bil.	Mil.	Thou.	Dol.
1. Personnel Costs								
a. Gross annual payroll - Total annual Medicare salaries and wages for all employees as reported on this firm's IRS Form 941, Employer's Quarterly Federal Tax Return, line 5(c) for the four quarters that correspond to the survey period or IRS Form 944 Employer's Annual Federal Tax Return, line 4(c). **Include** the spread on stock options that are taxable to employees as wages								
b. Employer's cost for fringe benefits - Employer's cost for legally required programs and programs not required by law:								
1. Health insurance - Insurance premiums for hospital plans, medical plans, and single service plans (e.g., dental, vision, prescription drugs). **Include** premium equivalents for self-insured plans and fees paid to third-party administrators (TPAs). **Exclude** employee contributions . . .								
2. Pension plans:								
a. Defined benefit pension plans - Costs for both qualified and unqualified defined pension plans. Pension plans that specify the benefit 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								

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14 OPERATING EXPENSES - Continued

	2016				2015			
	$ Bil.	Mil.	Thou.	Dol.	$ Bil.	Mil.	Thou.	Dol.
1. Personnel Costs - Continued								
b. Employer's cost for fringe benefits - Employer's cost for legally required programs and programs not required by law: - Continued								
2. Pension plans: - Continued								
b. Defined contribution plans - Costs under defined contribution plans. 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) . .								
3. 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). **Include** benefits for life insurance, "quality of life" benefits (e.g., childcare assistance, subsidized commuting), employer contributions to pre-tax benefit accounts (e.g., health savings accounts), education assistance, and other benefits not specified above. **Exclude** disbursements from trusts or funds to satisfy health insurance claims								
c. Temporary staff and leased employee expense - Total costs paid to Professional Employer Organizations (PEOs) and staffing agencies for personnel. **Include** all charges for payroll, benefits, and services								
2. Expensed Materials, Parts, and Supplies (not for resale)								
a. Expensed equipment - Expensed computer hardware and other equipment (e.g., copiers, fax machines, telephones, shop and lab equipment, CPUs, monitors). Report packaged software in line **3b.** Report leased and rented equipment in line **3l**								
b. Expensed purchases of other materials, parts, and supplies - Materials and supplies used in providing services to others; materials and parts used in repairs; office and janitorial supplies; small tools; containers and other packaging materials. Report the cost of motor fuels in line **3h**								
3. Expensed Purchased Services								
a. Purchased freight transportation - Contract payments to railroads, airlines, waterborne, and other motor carriers. Report the cost of leased and rented transportation equipment without operators in line **3l.** Report travel expenses in line **4d**								

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14 OPERATING EXPENSES - Continued

	2016				2015			
	$ Bil.	Mil.	Thou.	Dol.	$ Bil.	Mil.	Thou.	Dol.
3. Expensed Purchased Services - Continued								
b. 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								
c. Data processing and other purchased computer services - Include web hosting, 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** expensed integrated systems, repair and maintenance of computer equipment, payroll processing and credit card transaction fees, and expenses for telecommunication services (e.g., Internet, connectivity, telephone) . .								
d. Purchased communication services - Telephone, cellular, and fax services; computer-related communications (e.g., Internet, connectivity, online), and other wired and wireless communication services								
e. Purchased repairs and maintenance to transportation equipment - Expensed repair and maintenance services to motor vehicles, vessels, aircraft, and other transportation equipment. **Exclude** materials, parts, and supplies used for repairs and maintenance performed by this firm's employees								
f. Purchased repairs and maintenance to machinery and equipment - Expensed repair and maintenance services to machinery, equipment, and computer hardware. **Exclude** materials, parts, and supplies used for repairs and maintenance performed by this firm's employees								
g. 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 firm's employees. Report janitorial and grounds maintenance services in line **4d**								
h. Purchased fuels for transportation equipment - Gasoline and other fuels purchased for trucks, truck-tractors, and other motor vehicles								
i. Purchased electricity - If the cost of electricity is included in lease or rental payments, report in line **3m**								
j. Purchased fuels (except motor fuels) - Fuel for heating, power, or generating electricity (e.g., natural gas, propane, oil, coal). If the costs are included in lease or rental payments, report in line **3m**								

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14 OPERATING EXPENSES - Continued

	2016 $ Bil.	2016 Mil.	2016 Thou.	2016 Dol.	2015 $ Bil.	2015 Mil.	2015 Thou.	2015 Dol.
3. Expensed Purchased Services - Continued								
k. Water, sewer, refuse removal, and other utility payments - Include the cost of hazardous waste removal. If the costs of these utilities are included in lease or rental payments, report in line **3m**								
l. 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** capital and financing lease agreements and licensing/ leasing of software								
m. Lease and rental payments for land, buildings, structures, store spaces, and offices - Include penalties incurred for broken leases								
n. Purchased advertising and promotional services - Include marketing and public relations services								
o. 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								
4. Other Operating Expenses								
a. Cost of Insurance - Premiums for bonding and insurance not included in line **1b**								
b. Depreciation and amortization charges - Include depreciation charges taken against tangible assets owned and used by this firm, tangible assets and improvements owned by this firm within leaseholds, tangible assets obtained through capital lease agreements, and amortization charges against intangible assets (e.g., patents, copyrights). **Exclude** impairment								
c. 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								
d. All other operating expenses - All other operating expenses not reported above, unless specifically excluded in the general instructions. **Include** office postage paid and package delivery. **Exclude** purchases of merchandise for resale and non-operating expenses. **If this item is greater than 20% of the total operating expenses, specify the primary source of the expenses below** 7								
5. TOTAL OPERATING EXPENSES *Sum of lines **1a through 4d***								

15 and 16 Not Applicable.

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

18 **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		

THANK YOU for completing your 2016 ANNUAL SERVICES REPORT.
We suggest you keep a copy for your records.

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