



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

Worksheet

SA-51113E

(10-05-2017)

2017 ANNUAL SERVICES REPORT

Due Date

WORKSHEET

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 (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 0607-0422 and appears at the upper right of this page. Without this approval, we could not conduct this survey.

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.

GENERAL INSTRUCTIONS

Throughout this survey, any reference to **"this firm"** is referring to the EIN that is printed in the mailing address area or the new EIN that was provided as a response in ②. Any responses related to "this firm" should only include data for the EIN referenced.

- Any significant change in this firm's operations should be noted in ⑩.
- For establishments sold or acquired in 2017, 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	0	3	0
2	8	0	4
5	6		

Include:

- Data for all Services establishments (excluding data for Retail, Wholesale, Manufacturing, Mining, and Construction operations) operating under the EIN printed in the mailing address area.
- 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

0035

☐ 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?**

- 0001 ☐ Yes
- ☐ No - Specify this firm's business activity ↴
- 0002

2 FEDERAL EMPLOYER IDENTIFICATION NUMBER (EIN)**Does this firm report payroll under EIN**

- 0013 ☐ Yes
- ☐ No - Enter current 9-digit EIN **AND** date payroll was first reported for this EIN 0015

EIN (9 digits)

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

0088

3 ORGANIZATIONAL CHANGE**A. Did this firm experience any acquisitions, sales, mergers, and/or divestitures in 2017?**

- 0016 ☐ Yes
- ☐ No - Go to **4**

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 **17**.

- 0091 ☐ Acquisition
- ☐ Sale
- ☐ Merger
- ☐ Divestiture
- Date of organizational change 0018
- AND
- Enter detailed information below ↴

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

0017	Name of company	0019	EIN (9 digits)
<input type="text"/>		<input type="text"/>	
Address (Number and street, P.O. Box, etc.)			
<input type="text"/>			
City, town, village, etc.		State	ZIP Code
<input type="text"/>		<input type="text"/>	<input type="text"/>

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 2017 calendar year.

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

☐ Calendar year

0006

☐ Fiscal or partial year - Report beginning and ending dates 0007

0008

2017		
Beginning Date		
Month	Day	Year
Ending Date		
Month	Day	Year

5 Not Applicable.

6 SALES, RECEIPTS, OR REVENUE

What were the revenues for this firm in 2017?

Include:

- Report gross billings, **except** where noted elsewhere on the form.
- Dues and assessments from members and affiliates.
- Amounts received for work subcontracted to others.
- For locations that were sold or acquired during a year, only report for the periods that this firm operated the locations.
- Revenue from services performed by domestic locations of foreign parent firms, subsidiaries, branches, etc.
- E-commerce revenue.

Exclude:

- Transfers made within the company.
- Taxes collected directly from customers or clients and paid directly to a local, state, or federal tax agency.
- Rents from 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).

1. Books

- a. Textbooks** - Books primarily used as educational material (e.g., workbooks, teachers' manuals, resource and interactive materials) for students and teachers in formal study programs: elementary, high school, and post secondary levels (e.g., trade schools, colleges, universities). **Include** reference books published specifically for the educational system. **Exclude** standardized tests; report these in line **2** 6101
- b. Children's books** - Books published for children and young adults (up to age 15) (e.g., picture books, children's reference books, educational books not intended for use in the classroom). **Exclude** coloring books and activity books; report these in line **2** 6102
- c. General reference books** - Books published primarily for general reference purposes for the public at large (e.g., dictionaries, encyclopedias, thesauruses, atlases) 6103
- d. Professional, technical, and scholarly books** - Books containing research, advanced knowledge or information for the academic and research community; also includes books used by individuals in the practice of specific occupations or professions (e.g., lawyers, doctors, electricians, accountants, business or computer professionals). **Include** specialized reference books . . 6104
- e. Adult trade books** - Books published for the adult public at large (e.g., literary fiction, non-fiction, religious books, bibles and hymnals, poetry and drama, histories, biographies, cook books, travel guides) 6105

Mark "X"
if None

2017			
\$ Bil.	Mil.	Thou.	Dol.

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6 SALES, RECEIPTS, OR REVENUE - ContinuedMark "X"
if None**2017**

\$ Bil.	Mil.	Thou.	Dol.

2. **All other operating revenue** - Revenue not reported in lines 1a through 1e. If this item is greater than 20% of the total operating revenue, specify the primary source of the revenue below ↴

	1799	☐	
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3. TOTAL OPERATING REVENUE

Sum of lines 1a through 2 1800

7 Not Applicable.**8 REVENUES FROM ELECTRONIC SOURCES**

- A. Did this firm have any revenues from customers entering orders directly on the firm's websites or mobile applications in 2017?

0040 ☐ Yes

☐ No

- B. Did this firm have any revenues from customers entering orders directly on third-party websites or mobile applications in 2017?

0041 ☐ Yes

☐ No

- C. Did this firm have any revenues from customers entering orders via any other electronic systems (such as private networks, dedicated lines, kiosks, etc.) in 2017?

0042 ☐ Yes

☐ No

- D. Of the total 2017 revenues reported in 6, what was the dollar amount (or percentage) that was from the revenues identified in A-C above? Please provide an estimate if exact figures are not available. 2500

2017			
\$ Bil.	Mil.	Thou.	Dol.

OR 2501

2017	
Percent	
	%

9 SOURCE OF REVENUE

How much of the book revenue reported in 6, lines 1a through 1e, is received from the following categories?

1. **Print books** - Books published on paper 6106
2. **Online books** - Books published online 6107
3. **Other media books** - Books published on any physical medium other than paper or online (e.g., CD-ROM, audiocassette, DVD, microfilm, diskette) 6108 +

2017	
Percent	
	%
	%
	%
100	%

10 and 11 Not Applicable.

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12 INVENTORIES AT END OF YEAR

Report inventories at end of year at cost or market value using generally accepted accounting principles.

Include:

- Inventory held in Foreign Trade Zones or in bond warehouses in the United States.

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

6043 ☐ Yes

☐ No - Go to **13**

B. What was the value of the inventories owned by this firm on December 31 in 2017?

1. Finished goods 1751

2. Work-in-process 1752

3. Materials, supplies, fuel, etc. 1753 +

4. TOTAL BOOK VALUE

Sum of lines 1 through 3 1754

2017			
\$ Bil.	Mil.	Thou.	Dol.

C. Were any of the inventories reported in 12B, line 4, stored outside or en route to the 50 states and the District of Columbia in 2017?

6041 ☐ Yes

☐ No - Go to **13**

D. What was the value of inventories stored outside or en route to the 50 states and the District of Columbia in 2017?

Exclude inventory held in Foreign Trade Zones or in bond warehouses in the U.S. 6042

2017			
\$ Bil.	Mil.	Thou.	Dol.

13 EXPORT REVENUE

An exported service is a service performed for a customer or client (individual, government, business establishment, etc.) located outside the United States (i.e., outside the 50 States, District of Columbia, U.S. Commonwealth Territories, or U.S. Possessions).

Include:

- Services performed for unaffiliated and affiliated foreign firms (i.e., foreign parent firms, subsidiaries, branches, etc.).
- Revenue from the sale of personal, business, or mainframe computer software to clients and customers located outside the United States.

Exclude:

- Services provided to domestic subsidiaries of foreign firms.

A. Did the revenue reported in 6 include any revenue from exports?

0009 ☐ Yes

☐ No - Go to **14**

B. What was this firm's revenue from exports in 2017? 2100

2017			
\$ Bil.	Mil.	Thou.	Dol.

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14 OPERATING EXPENSES**What were the operating expenses for this firm in 2017?****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.

Mark "X"
if None**2017**

\$ Bil.	Mil.	Thou.	Dol.
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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 . 1821

☐

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 1841

☐**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 . . . 1842

☐

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) 1843

☐

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 1844

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14 OPERATING EXPENSES - ContinuedMark "X"
if None**2017**

\$ Bil. Mil. Thou. DoI.

1. Personnel Costs - Continued

- 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 1823 ☐

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 **3a**. Report leased and rented equipment in line **3i** 1824 ☐
- 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; and motor fuels 1825 ☐

3. Expensed Purchased Services

- a. 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 . . . 1826 ☐
- b. 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) 1845 ☐
- c. Purchased communication services** - Telephone, cellular, and fax services; computer-related communications (e.g., Internet, connectivity, online), and other wired and wireless communication services 1846 ☐
- d. Purchased repairs and maintenance to machinery and equipment** - 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 firm's employees 1848 ☐
- e. 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 **4c** 1849 ☐
- f. Purchased electricity** - If the cost of electricity is included in lease or rental payments, report in line **3j** 1850 ☐
- g. 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 **3j** 1851 ☐
- h. 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 **3j** 1852 ☐
- i. 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 1853 ☐
- j. Lease and rental payments for land, buildings, structures, store spaces, and offices** - **Include** penalties incurred for broken leases 1854 ☐
- k. Purchased advertising and promotional services** - **Include** marketing and public relations services 1830 ☐
- l. Purchased printing services** - Purchased or contracted printing services 6003 ☐

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14 OPERATING EXPENSES - ContinuedMark "X"
if None**2017**

\$ Bil.	Mil.	Thou.	Dol.
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3. Expensed Purchased Services - Continued**m. 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 1855

☐
4. Other Operating Expenses

a. 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 1831

☐

b. 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 1832

☐

c. 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** ↴

1859

☐
5. TOTAL OPERATING EXPENSES

Sum of lines **1a through 4c** 1900

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.

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18 CONTACT INFORMATION

Name of person to contact regarding this report <i>(Please print)</i>					Title		
Telephone	Area code	Number		Extension	Fax	Area code	Number
			-				
E-mail address					Website address		

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