



U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

FORM

CBO-3

1992 ECONOMIC CENSUS CHARACTERISTICS OF BUSINESS OWNERS SURVEY PARTNERSHIP OR SUBCHAPTER S CORPORATION - OWNER CHARACTERISTICS

In correspondence pertaining to this report,
please refer to this Census File Number (CFN)

CBO-3

OMB No. 0640-0022: Approval Expires 08/31/96

DUE DATE: 15 DAYS AFTER RECEIPT OF FORM

Notice — Response to this inquiry is required by law (Title 13, U.S. Code). By the same law, your report to the Census Bureau is confidential. It may be seen only by sworn Census employees and may be used only for statistical purposes. The law also provides that copies retained in your files are immune from legal process.

If you have questions about completing this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right.

Toll-free assistance, 8 a.m. to 5 p.m., eastern time. Monday through Friday: 1-800-354-7271

Please correct errors in name, address, and ZIP Code. ENTER street and number if not shown.

INSTRUCTIONS — *Please Read*

The purpose of this questionnaire is to collect information about the characteristics of self-employed persons, business owners, and their business activities.

The term business in the following questions refers to the self-employment or business activity for which you filed one of the following IRS tax forms in 1992:

- a. Schedule K-1 (Form 1065) "Partner's Share of Income, Credits, Deductions, etc.", or
- b. Schedule K-1 (Form 1120S) "Shareholder's Share of Income, Credits, Deductions, etc."

Examples of a person, considered a business owner, who should complete this questionnaire:

- A member in a partnership, limited partnership, syndicate, group, pool, joint venture or similar unincorporated business that was not a trust, estate, or sole proprietorship in 1992.
- A shareholder in a corporation that elected to be an S corporation by filing Form 2553, "Election by a Small Business Corporation", the IRS accepted the election, and the election remained in effect during 1992.

The questions apply to business activities during all or part of calendar years 1992 and 1994 and must be completed even if the business has since been sold, reorganized, or discontinued or you are no longer self-employed. For a child who is a shareholder, the child's parent or guardian must complete the questions for the child.

If the information requested is not available, your best estimate is acceptable.

Even if this questionnaire was mailed to your home address and the business is not located at this address, the form is applicable and must be completed.

Data provided by you will be used only for statistical purposes and will be kept strictly confidential.

IMPORTANT — How to Fill Out This Form

Please use a #2 black lead pencil. Most questions ask you to mark **IN THE BOX**, or to print the information.

See **EXAMPLE** →

<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> No

PLEASE TURN THIS BOOKLET OVER AND BEGIN THE SURVEY WITH QUESTION 1a.

Please read the instructions on page 1 of this booklet and BEGIN the survey with question 1a below.

1a. Do you still share ownership in the same business, referred to in the mailing label on page 1, that you owned in 1992?

Yes — SKIP to question 2 No

b. What year did your ownership end?

1992 1994
 1993 1995

c. Mark the item below which best describes the change in ownership and complete the questionnaire for the business you owned in 1992.

Sold
 Transferred ownership/gift
 Business no longer exists

2. What is your gender?

Male Female

3a. What was your age as of December 31, 1992?

Under 25 45—54
 25—34 55—64
 35—44 65 or older

b. Were you born in the United States?

Yes No

4. What was your marital status —

On the date that you started/ acquired ownership or your portion of the ownership of this business?

Never married Divorced/separated
 Married Widowed

As of December 31, 1992?

Never married Divorced/separated
 Married Widowed

5a. What was your veteran status as of December 31, 1992?

Not a veteran — SKIP to question 6
 Less than 6 months active duty — SKIP to question 5c
 6 months or more active duty — Complete questions 5b and 5c

b. Was any of your active duty served during the Vietnam-era (i.e., any service between August 5, 1964 and May 7, 1975)?

Yes No

c. Are you a disabled veteran?

Yes No

6. Did you have health insurance from any source —

During 1992?
 Yes, through spouse's insurer
 Yes, through this business's insurer
 Yes, through another business's insurer
 Yes, through trade association's insurer
 Yes, through some other source
 No

During 1994?
 Yes, through spouse's insurer
 Yes, through this business's insurer
 Yes, through another business's insurer
 Yes, through trade association's insurer
 Yes, through some other source
 No

7a. How much schooling had you completed when you started/acquired your portion of this business?

Mark ONE box for the highest level completed or degree received.

Less than 9th grade Some college, but no degree
 Some high school, but no diploma Associate Degree
 High school graduate — DIPLOMA or EQUIVALENT DIPLOMA (GED) Bachelor's Degree
 Technical, trade, or vocational school Master's Degree
 Professional School or Doctorate

b. If you attended college or other school beyond high school, what was your area of concentration?

Architecture/Engineering Liberal Arts/General Studies
 Biological/Medical Science Mathematics
 Business Military Technologies
 Computer Science Other college
 Construction Trade/Industrial Arts Other vocational
 Law and Legal Studies

8a. Prior to beginning/acquiring this business, had any of your close relatives ever owned a business OR been self-employed? (Close relatives refer to spouses, parents/guardians, brothers, sisters, or immediate family.)

Yes No — SKIP to question 9a

b. If "Yes", did you work for any of these relatives?

Yes No

10b. What percent of your total personal income was produced as a result of this business -

For the year of 1992?

None 50%—74%
 Less than 10% 75%—99%
 10%—24% 100%
 25%—49%

For the year of 1994?

None 50%—74%
 Less than 10% 75%—99%
 10%—24% 100%
 25%—49%

9a. How many years of work experience did you have prior to starting/acquiring your portion of this business?

None (did not work) — SKIP to question 10a 6—9 years
 Less than 2 years 10—19 years
 2—5 years 20 years or more

b. How many of those years did you work in a managerial capacity?

None 6—9 years Not sure
 Less than 2 years 10—19 years
 2—5 years 20 years or more

c. How many of those years were you an owner of another business?

None 6—9 years Not sure
 Less than 2 years 10—19 years
 2—5 years 20 years or more

d. Did you previously work for a business whose goods/service(s) were similar to those provided by this business?

Yes No

11a. When did you acquire the ownership or your portion of the ownership in this business?

Before 1970 1980—1985 1989 1991
 1970—1979 1986—1988 1990 1992

b. How did you acquire ownership in this business?

Founded Inherited Other — Specify
 Purchased Received transfer of ownership/gift

c. Which of the following most closely matches your reason for becoming an owner in this business?

Mark ONE box only.

To have a primary source of income To bring a new idea to the marketplace
 To have a secondary source of income To advance in my profession
 To have work which conforms to my health limitations To be my own boss
 To have work not available elsewhere in the job market Other — Specify
 To have more freedom to meet family responsibilities

10a. What was YOUR total personal income - (Do NOT include income from spouse or other family members.)

For the year of 1992? Mark ONE box only.

Less than \$5,000 \$25,000—\$34,999 \$100,000—\$149,999
 \$5,000—\$9,999 \$35,000—\$49,999 \$150,000 or more
 \$10,000—\$14,999 \$50,000—\$74,999
 \$15,000 —\$24,999 \$75,000—\$99,999

For the year of 1994? Mark ONE box only.

Less than \$5,000 \$25,000—\$34,999 \$100,000—\$149,999
 \$5,000—\$9,999 \$35,000—\$49,999 \$150,000 or more
 \$10,000—\$14,999 \$50,000—\$74,999
 \$15,000 —\$24,999 \$75,000—\$99,999

12a. What was the total amount of capital required to start/acquire your portion of the ownership in this business? (Capital includes assets and money that were your own, that were given to you, and that you borrowed.)

None — SKIP to question 13a on page 4 \$50,000—\$99,999
 Less than \$5,000 \$100,000—\$249,999
 \$5,000—\$9,999 \$250,000—\$999,999
 \$10,000—\$24,999 \$1,000,000 or more
 \$25,000—\$49,999

Continue with question 12b on page 4



Continue with question 10b →

12b. What percent of the total capital, by means of personal loans, did you borrow to start/acquire your portion of the ownership of this business?

<input type="checkbox"/> None — SKIP to question 12d	<input type="checkbox"/> 25%—49%	<input type="checkbox"/> 100%
<input type="checkbox"/> Less than 10%	<input type="checkbox"/> 50%—74%	
<input type="checkbox"/> 10%—24%	<input type="checkbox"/> 75%—99%	

c. What was the source(s) from which you received the money you borrowed? Mark all that apply.

<input type="checkbox"/> Personal loan using your home mortgage/equity line of credit	<input type="checkbox"/> Personal loan from family
<input type="checkbox"/> Personal credit card	<input type="checkbox"/> Other personal loan
<input type="checkbox"/> Personal loan from spouse	

d. What was the source(s) of your non-borrowed capital? Mark all that apply.

<input type="checkbox"/> None — 100% borrowed capital	<input type="checkbox"/> Personal/family savings
<input type="checkbox"/> Use of personal/family physical assets (building, motor vehicle, equipment, etc.)	<input type="checkbox"/> Other — Specify ↴
<input type="checkbox"/> Proceeds from the sale of personal assets	<input type="text"/>

e. What measure(s) did you take if this business was producing inadequate cash flow or low sales after your initial investment of start-up/acquisition capital? Mark all that apply.

<input type="checkbox"/> Did not occur — SKIP to question 13a	<input type="checkbox"/> Received help from family
<input type="checkbox"/> Relied upon own income from other business/job	<input type="checkbox"/> Other — Specify ↴
<input type="checkbox"/> Invested additional capital	<input type="text"/>

b. What was the average number of hours per week you spent managing or working in this business —

During 1992?

<input type="checkbox"/> None	<input type="checkbox"/> 40 hours
<input type="checkbox"/> Less than 10 hours	<input type="checkbox"/> 41—49 hours
<input type="checkbox"/> 10—19 hours	<input type="checkbox"/> 50—59 hours
<input type="checkbox"/> 20—29 hours	<input type="checkbox"/> 60 hours or more
<input type="checkbox"/> 30—39 hours	

During 1994?

<input type="checkbox"/> None	<input type="checkbox"/> 40 hours
<input type="checkbox"/> Less than 10 hours	<input type="checkbox"/> 41—49 hours
<input type="checkbox"/> 10—19 hours	<input type="checkbox"/> 50—59 hours
<input type="checkbox"/> 20—29 hours	<input type="checkbox"/> 60 hours or more
<input type="checkbox"/> 30—39 hours	

14. Did you receive any grants, management training, or technical assistance in the start-up or operation of this business from any of the following sources? Mark all that apply.

<input type="checkbox"/> No assistance received	<input type="checkbox"/> Other business/franchisor
<input type="checkbox"/> Federal government	<input type="checkbox"/> Other — Specify ↴
<input type="checkbox"/> State and/or local government	<input type="text"/>
<input type="checkbox"/> College or university	

Remarks

13a. How many weeks did you spend managing or working in this business —

During 1992?

<input type="checkbox"/> None	<input type="checkbox"/> 24—35 weeks
<input type="checkbox"/> Less than 12 weeks	<input type="checkbox"/> 36—47 weeks
<input type="checkbox"/> 12—23 weeks	<input type="checkbox"/> 48 weeks or more

During 1994?

<input type="checkbox"/> None	<input type="checkbox"/> 24—35 weeks
<input type="checkbox"/> Less than 12 weeks	<input type="checkbox"/> 36—47 weeks
<input type="checkbox"/> 12—23 weeks	<input type="checkbox"/> 48 weeks or more

Continue with question 13b →

PLEASE DETACH LETTER ALONG PERFORATION BEFORE MAILING.
Send the questionnaire in the preaddressed return envelope. If you did not receive a return envelope, send the questionnaire to the Bureau of the Census, 1201 East 10th Street, Jeffersonville, IN 47134-0001.

CERTIFICATION — Please print name of person responsible for completing this report.

Name	Telephone number (Include Area Code)
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Signature	Date
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QUESTIONS AND ANSWERS REGARDING THE 1992 CHARACTERISTICS OF BUSINESS OWNERS SURVEY

Why is this survey being taken?

To provide valuable data for comparing selected economic, demographic, and sociological characteristics of business owners, self-employed persons, and their businesses. This survey is part of the economic census program, which the Census Bureau is required to conduct every 5 years by law (Title 13 of the United States Code). The Census Bureau combines data from this survey with data from the 1992 Economic Census and presents them in the Characteristics of Business Owners publication. The published data describe business owners and self-employed persons, including their education, capital requirements, owner's work experience, workforce characteristics, and business characteristics.

Who uses the survey data?

Persons and institutions in both the public and private sectors extensively use these survey data. Accurate data regarding business ownership are critical to informed decision making by Federal, State, and local governments regarding business assistance programs. In addition, private companies and trade associations use the data to analyze trends; educators use them in teaching and research; and the media use them in news articles.

Why was I selected for this survey?

You are part of a small sample of business owners that we randomly selected to represent your type of business and geographic area. The use of a sample substantially limits the reporting burden on small businesses and reduces the survey cost; however, it also greatly increases the importance of receiving a report from each business selected.

What businesses are included in this survey?

Businesses were eligible to be selected for this survey if they reported any business activity on the 1992 Internal Revenue Service tax form 1065, "U.S. Partnership Return of Income," or form 1120S, "U.S. Income Tax Return for an S Corporation". To survey its owner characteristics, each selected business is being asked to distribute respectively the Characteristics of Business Owner Survey Form CBO-3 to those partners or shareholders who received a 1992 IRS form 1065, Schedule K-1, "Partner's Share of Income, Credits, Deductions, etc." or form 1120S, Schedule K-1, "Shareholder's Share of Income, Credits, Deductions, etc.".

Can I be paid for completing this report?

No. The law (Title 13 of the United States Code) that directs the Census Bureau to conduct the economic census and requires firms to report does not authorize payment for completing census reports. In addition, no funds have been appropriated for this purpose.

Is each survey response kept confidential?

Yes. By law, the Census Bureau cannot give individual responses to anyone (including government agencies) for any purpose. Survey responses are immune from legal action and exempt from the provisions of the Freedom of Information Act. Census Bureau publications summarize responses so that the confidentiality of respondents and their business activities is fully protected.

Why is the Census Bureau asking questions about 1992 and 1994?

The complete sample for this survey cannot be selected until all collected data from the 1992 Economic Census are available. Use of these data delays the mailout of this survey, but allows us to reduce significantly the number of survey questions and the survey cost. To determine the viability of businesses in existence in 1992 and to improve the timeliness of the Characteristics of Business Owners publication, business owners are being asked about their 1994 economic activities.

How can I get more information?

Call 1-800-354-7271 Monday through Friday, 8 a.m. to 5 p.m. eastern time. Our telephone staff can answer survey questions as well as provide you with additional forms and instructions.

We estimate it will take 15 minutes or less to complete this questionnaire. If you have any comments regarding these estimates or any other aspect of this survey, send them to the Associate Director for Administration, Paperwork Reduction Project 0640-0022, Room 3104, FB 3, Bureau of the Census, Washington, DC 20233; and to the Office of Management and Budget, Paperwork Reduction Project 0640-0022, Washington, DC 20503.