

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



FORM  
**SA-44N**  
(10-29-2002)

**DUE DATE** ▶

# ANNUAL RETAIL TRADE REPORT 2002

**NOTICE — 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.**

**Any questions call 1-800-772-7851**

PROMPT RETURN WILL RESULT IN CONSIDERABLE SAVINGS TO YOUR GOVERNMENT.

**RETURN TO**  
 ▶ **U.S. CENSUS BUREAU**  
 1201 East 10th Street  
 Jeffersonville, IN 47132-0001  
 FAX 1-800-447-4613

*(Please correct any error in name, address, and ZIP Code)*

### GENERAL INSTRUCTIONS

**Please read all instructions** and complete all items in this report. If book figures are not available, carefully prepared estimates, labeled "Est." are acceptable.

This report should cover ALL retail establishments whose payroll was reported on the Employer's Quarterly Federal Tax Return, Treasury Form 941, **under the Employer Identification Number (EIN)** shown in the address label (or as corrected in item 8A).

Data for auxiliary facilities operated under this EIN primarily engaged in furnishing supporting services to your retail establishments (such as warehouses, garages, central administrative offices, and repair services), should also be included in this report.

For those establishments acquired or sold during 2002, only include data for the period they were operated by your firm.

#### Leased departments and concessions

- 1. Include** in all items of this report, retail leased departments and concessions operated by this firm in establishments of others (e.g., shoe departments in department stores, prescription counters in food stores, gift shops in hotels, concession operations in sports stadiums) which report payroll under this firm's current EIN shown in the address label (or as corrected in item 8A).
- 2. Exclude** from all items of this report, departments and concessions operated by other firms in your retail stores.

### SPECIAL INSTRUCTIONS

#### Item 1A TOTAL SALES OF MERCHANDISE AND OTHER OPERATING RECEIPTS FOR 2002

**See instruction sheet for detailed directions.**

Book figures for the calendar year 2002 should be reported in items 1a through 1c below. If book figures for the calendar year are not available, carefully prepared estimates for the calendar year are preferable to book figures covering another period.

- a.** Sales of merchandise and other receipts for all retail establishments, departments, and concessions. →
- NOTE — Include excise taxes on sales of items such as gasoline, liquor, and tobacco. Include e-commerce sales.**  
*Do not include in item 1a receipts collected from customers for carrying charges or other charges for credit or sales taxes which were forwarded directly to taxing authorities.*
- b.** Did your firm collect sales taxes which were forwarded directly to taxing authorities?  
**NOTE — Do not include excise taxes reported in item 1a.**  
 120 1  YES — Report the amount of such taxes collected. →  
 2  NO
- c. TOTAL sales of merchandise and other operating receipts including sales taxes collected and forwarded directly to taxing authorities —**  
**Sum of items 1a and 1b** →

	2002	
	Dollars	Cents
100		
\$		.00
102		
\$		.00
103		
\$		.00

#### Item 1B E-COMMERCE SALES OF MERCHANDISE AND OTHER OPERATING RECEIPTS FOR 2002

E-commerce sales and other operating receipts are sales of goods and services, where an order is placed by the buyer or price and terms of the sale are negotiated over an Internet, extranet, EDI network, electronic mail, or other online system. Payment may or may not be made online.

- a.** Did your firm have e-commerce sales during 2002?  
 130 1  YES    2  NO — SKIP to item 1D.
- b.** E-commerce sales by your firm for 2002. (Include e-commerce sales in item 1Aa. Exclude sales taxes.) →

	2002	
	Dollars	Cents
113		
\$		.00

**CONTINUE ON REVERSE SIDE** →

**Item 1C E-COMMERCE SALES**

a. Do the e-commerce sales in item 1B include sales to customers located outside the United States?

610  YES — Go to item 1Cb     NO — Skip to item 1D

b. Check the percentage of total e-commerce sales in Item 1B that were to customers located outside the United States. (Reminder: E-commerce sales from U.S. locations only).

620  <1%                       6%—10%  
 1%—5%                       >10%

**Item 1D SALES REPORT PERIOD**

Do the data reported in items 1A and 1B represent the calendar year (January 1 through December 31) for 2002?

121  YES — Go to item 2

NO — Enter the period that the data represent. \_\_\_\_\_

104	Month	Day	Year
<b>From</b>			
105			
<b>To</b>			

**Item 2 CLASS OF CUSTOMER**

Report the percentage of this firm's total sales in 2002 (Item 1A) for each class of customer.

**Class of customer**

- a. Households . . . . .
- b. Wholesalers and other retailers . . . . .
- c. Other businesses and private nonprofit institutions . . . . .
- d. Governments . . . . .

Percentage of total sales	
600	%
601	%
602	%
603	%

**Item 3 MAJOR MERCHANDISE LINES**

For clarification regarding merchandise lines call 1-800-772-7851.

- a. Books and magazines . . . . .
- b. Clothing and clothing accessories (Include footwear) . . . . .
- c. Computer hardware . . . . .
- d. Computer 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. Music and videos . . . . .
- k. Office equipment and supplies . . . . .
- l. Sporting goods . . . . .
- m. Toys, hobby goods, and games . . . . .
- n. Other merchandise — Specify principal line(s) below ↘
- o. Shipping and handling . . . . .
- p. Advertising revenues . . . . .
- q. Other non-merchandise receipts — Specify principal receipt(s) below ↘

2002					
Total sales (a)			E-commerce sales (b)		
Dollars	or	Percent	Dollars	or	Percent
700		800	720		820
\$		%	\$		%
701		801	721		821
\$		%	\$		%
702		802	722		822
\$		%	\$		%
703		803	723		823
\$		%	\$		%
704		804	724		824
\$		%	\$		%
705		805	725		825
\$		%	\$		%
706		806	726		826
\$		%	\$		%
707		807	727		827
\$		%	\$		%
708		808	728		828
\$		%	\$		%
709		809	729		829
\$		%	\$		%
710		810	730		830
\$		%	\$		%
711		811	731		831
\$		%	\$		%
712		812	732		832
\$		%	\$		%
713		813	733		833
\$		%	\$		%
714		814	734		834
\$		%	\$		%
715		815	735		835
\$		%	\$		%
716		816	736		836
\$		%	\$		%

**Item 4 MERCHANDISE INVENTORIES (December 31) — See instruction sheet for detailed directions.**

Report cost value of **all** merchandise. Cost figures for December 31 should be reported in items 4a through 4c. If book figures are not available, carefully prepared estimates of inventories for December 31 are preferable to book figures representing another date. **For inventories at LIFO cost, report the LIFO amount plus the LIFO reserve.**

**Complete each item; enter "0" if none.**

a. Merchandise in retail store(s), departments, and concessions . . . . .

b. Merchandise in warehouses, offices, or in transit for distribution to your retail outlet(s), including merchandise to be distributed to retail departments and concessions operated by your firm in other establishments . . . . .

c. **TOTAL merchandise inventories — Sum of items 4a and 4b** →

d. Are the data reported in items 4a through 4c for December 31?

220 1  YES — Go to item 5  
2  NO — Enter the date that the data represent. →

Merchandise inventories at cost value					
2002			2001		
Dollars	Cents		Dollars	Cents	
201			251		
\$	.00		\$	.00	
202			252		
\$	.00		\$	.00	
200			250		
\$	.00		\$	.00	
203			253		
Month	Day	Year	Month	Day	Year

**Item 5 INVENTORY VALUATION METHOD — See instruction sheet for detailed directions.**

a. Were any of the inventories reported in item 4 above valued using the Last-in, First-out (LIFO) and/or LIFO Retail Method of inventory valuation?

305 1  YES  2  NO — SKIP to item 6

b. LIFO value of inventories in item 4c — Exclude LIFO reserve. . . . .

c. LIFO Reserve — The LIFO Reserve is the DIFFERENCE between a given physical stock valued on a non-LIFO basis, for example FIFO, and that same physical stock valued at LIFO (i.e., non-LIFO value MINUS LIFO value) . . . . .

d. Amount of total inventories subject to LIFO costing . . . . .

e. Amount of total inventories in item 4c which was not subject to LIFO costing . . . . .

**NOTE — The sum of lines b and c should equal line d. The sum of lines d and e should equal item 4c.**

2002		2001	
Dollars	Cents	Dollars	Cents
300		350	
\$	.00	\$	.00
301		351	
\$	.00	\$	.00
302		352	
\$	.00	\$	.00
303		353	
\$	.00	\$	.00

**Item 6 PURCHASES OF MERCHANDISE (AT COST)**

**See instruction sheet for detailed directions.**

a. Report total cost of merchandise purchased for resale (net of returns, allowances, and trade and cash discounts), for which you took title in 2002 whether or not payment was made during the year. Exclude purchases of containers, wrappings, packaging, and selling supplies. →

b. Were any of the goods purchased for resale in item 6a ordered over an Internet, extranet, EDI, or other online system?

405 1  YES 2  NO 3  DON'T KNOW

Purchases at cost value	
2002	
Dollars	Cents
400	
\$	.00

**Item 7A ACCOUNTS RECEIVABLE BALANCES**

Does this company extend credit to customers at any of its retail establishments or departments and concessions covered by this report?

**NOTE — Exclude credit which may have originated at this firm, but is actually provided by others, such as banks, finance companies, oil or other credit card issuing companies.**

520 1  YES — Refer to definitions of accounts receivable below. 2  NO — SKIP to item 8A

**DEFINITIONS OF ACCOUNTS RECEIVABLE**

**INSTALLMENT ACCOUNTS**

**Open-end** — Primarily "revolving" or optional accounts in which a deferred payment privilege is extended through a line of credit and the customer has the option of paying the balance in full, usually with no finance charge, or paying in two or more installments subject to some minimum required payment with a finance charge usually assessed.

**Closed-end** — Credit generally requiring a new contract to cover each extension of credit in which a precomputed finance charge is assessed, and which specifies a fixed schedule of installment payments with the number and the amount of payments and due dates specified in the contract.

**CHARGE ACCOUNTS** — Credit accounts for which full payment is scheduled to be made at the end of the customary billing period.

**PLEASE READ THE INSTRUCTIONS ABOVE BEFORE ANSWERING ITEM 7B.**

**Item 7B UNPAID BALANCES FOR ALL RETAIL ESTABLISHMENTS COVERED BY THIS REPORT**

Type of account <i>Mark (X) one box for each line to indicate type of credit account carried.</i>		Balances outstanding as of —	
		December 31, 2002	
		Dollars	Cents
<b>1. Installment accounts</b>		501	
(a) Open-end accounts (revolving or optional)	521 1 <input type="checkbox"/> YES 2 <input type="checkbox"/> NO	\$	.00
(b) Closed-end accounts	522 1 <input type="checkbox"/> YES 2 <input type="checkbox"/> NO	\$	.00
<b>2. Charge accounts</b>		503	
	523 1 <input type="checkbox"/> YES 2 <input type="checkbox"/> NO	\$	.00
<b>3. Total — Sum of lines 1(a), 1(b), and 2</b> →		500	
		\$	.00

**Item 8A FEDERAL EMPLOYER IDENTIFICATION NUMBER**

Does your firm currently report payroll under the EIN shown in the address label?  
 020 1  YES — Go to item 8B ↗ 2  NO

(1) Enter your present EIN . . . . .

(2) When did you start reporting payroll under this EIN? . . . . .

021

-									
Month					Year				
022									

**Item 8B NUMBER OF RETAIL ESTABLISHMENTS**

Enter the total number of retail establishments, including departments and concessions, covered by this report as of December 31, 2002. →

Number as of December 31, 2002

110

**REMARKS**  
962

**CENSUS USE**  
961

Public reporting burden for this collection of information is estimated to average 24 minutes per response, including the time for assembling data from existing records and completing the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0013, U.S. Census Bureau, 4700 Silver Hill Road, Stop 1500, Washington, DC 20233-1500. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0013" as the subject. **PLEASE INCLUDE FORM NAME AND NUMBER IN ALL CORRESPONDENCE.** 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 in the top right corner of this form.

**Item 9 CERTIFICATION — This report is substantially accurate and has been prepared in accordance with instructions.**

Name of person to contact regarding this report <i>Print or type</i> 950	Address — <i>Number and street, city, State, ZIP Code</i> 951		954 Telephone			
			Area code	Number	Extension	
			955 Fax number			
Signature of authorized person	Title 952	Date 953	Area code	Number		
			956 Internet address (firm's homepage)			
			http://			