



# 2009 ANNUAL WHOLESALE TRADE REPORT AGENTS, BROKERS, REPRESENTATIVES, AND ELECTRONIC MARKETS

## DUE DATE

### Need help or have questions?

Call 1-800-327-4389, option "3"  
(8:30 a.m. - 4:30 p.m. EST, M-F)

**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 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. Further, copies retained in respondents' files are immune from legal process.

(Please correct any errors in name, address, and ZIP Code.)

### Return via Internet:

[www.census.gov/econhelp/awts](http://www.census.gov/econhelp/awts)

### Return via Fax:

1-800-447-4613

### Return via Mail:

U.S. CENSUS BUREAU  
1201 East 10th Street  
Jeffersonville, IN 47132-0001

Username:

Password:

If you change your password, please keep a record for future reference.

## GENERAL INSTRUCTIONS

- This report should cover ALL agent, broker, representative, and electronic market locations in the United States reporting payroll **under the Employer Identification Number (EIN)** as referenced in **2**.
- For establishments sold or acquired during 2009, report data only for the period the establishments were operated by your firm.
- Estimates are acceptable if book figures are not available.
- Report only for locations primarily engaged in the activities described in **1**.

### 1 AGENTS, BROKERS, REPRESENTATIVES, OR ELECTRONIC MARKETS

This report applies to firms that primarily arrange for the sale or purchase of goods owned by others, generally on a fee or commission basis. Examples include:

- Auction companies
- Commission merchants
- Electronic markets (business to business)
- Import or export agents
- Manufacturers' agents
- Manufacturers' representatives
- Merchandise brokers
- Purchasing agents
- Selling agents

### 2 FEDERAL EMPLOYER IDENTIFICATION NUMBER

Does your firm currently report payroll under the EIN

Yes - Go to **3** on the next page

No —————> A. What is the current EIN for this firm? . . . . .

EIN	
-	
Month	Year

B. When did your firm start reporting payroll under this EIN? . . . . .

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**3 DOLLAR VOLUME OF BUSINESS**

**Total receipts and other operating revenue, should:**

**INCLUDE**

- All revenue from locations identified in 1
- Receipts from freight, installations, rentals, maintenance, repairs, alterations, storage, and other such services
- Excise taxes (such as those on gasoline, liquor, and tobacco) that are levied on the manufacturer and included in the cost of products purchased by this firm

**EXCLUDE**

- Nonoperating receipts (such as interest income, income from investments, and receipts from the rental or sale of real estate)
- Taxes (sales, excise, and other) collected directly from customers and paid directly to a local, state, or federal tax agency
- Commissions or fees for goods that never entered the United States
- Finance charges

**DEDUCT**

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

	Mark "X" if None	\$ Bil.	Mil.	Thou.	Dol.
A. What were the commissions and selling or listing fees that you earned during 2009? . . . . .	<input type="checkbox"/>				
B. What were product sales of goods that your company owned (took title to), if any, or other operating revenue earned during 2009? . . . . .	<input type="checkbox"/>				
C. What were your TOTAL commissions, fees, sales, and operating revenue during 2009? (3A + 3B = 3C) . . . . .	<input type="checkbox"/>				
D. What was the gross selling value of the goods you earned commission or fees for in Item 3A? <i>Gross selling value is the total value of the goods sold</i> • Exclude commissions and fees reported in 3A • Include any e-commerce sales conducted for others . . . . .	<input type="checkbox"/>				

E. What was the AVERAGE commission rate you earned? • 3A divided by 3D X 100 • Round to the nearest whole percent . . . . .	Percent
	<input type="text"/> %

- F. Were the figures reported above for the period that began on January 1 and ended on December 31, 2009?
- Yes - Go to 4 on the next page
- No - Please report your beginning and ending dates . . . . .

Beginning Date		
Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>
Ending Date		
Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

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**4 OPERATING EXPENSES**

**INCLUDE**

- Expenses arising from the normal course of business, including payroll

**EXCLUDE**

- Bad debt/customer related loss
- Purchases of goods for resale or cost of goods sold
- Income taxes
- Taxes (sales, excise, and other) collected directly from customers and paid directly to a local, State, or Federal tax agency
- 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

What were the total operating expenses for your agent, broker, representative and electronic market locations ONLY? . . . . .

Mark "X" if None

\$ Bil.	Mil.	Thou.	Dol.

**5 REMARKS** - Please use this space to explain any significant year-to-year changes, to clarify your responses, etc.

**6 CONTACT PERSON** - Certifies data are accurate and can assist with any questions

Name of person to contact regarding this report - (Please print)

Title

Telephone

Area Code	Number	Extension
	-	

Fax

Area Code	Number
	-

**THANK YOU**  
**for completing your ANNUAL WHOLESALE TRADE REPORT**  
*We suggest you keep a copy for your records*

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for assembling data from existing records and completing this 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 0607-0195, U.S. Census Bureau, 4600 Silver Hill Road, AMSD-3K138, Washington, DC 20233. You may e-mail comments to [Paperwork@census.gov](mailto:Paperwork@census.gov); use "Paperwork Project 0607-0195" as the subject. Respondents are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget (OMB). The OMB eight-digit number appears in the upper right corner of this form.

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