



2009 ANNUAL WHOLESALE TRADE REPORT MANUFACTURERS' SALES BRANCHES AND OFFICES

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

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 manufacturers' sales branches and offices in the United States reporting payroll **under the Employer Identification Number (EIN)** as referenced in ❶.
- 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.

SPECIAL INSTRUCTIONS

❶ FEDERAL EMPLOYER IDENTIFICATION NUMBER

Does your firm currently report payroll under the EIN

Yes - Go to ❷ 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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2 MANUFACTURING OR MINING IN THE UNITED STATES

A. In 2009, did this firm or its parent, subsidiaries, or affiliates have any manufacturing or mining operations in the United States?

Yes - Continue with **2B**

No - Go to page 5. Describe your type of business in **9** and complete **10** before returning this form.

B. In 2009, did this firm or its subsidiaries have any sales locations that sold (or distributed) products manufactured or mined in the United States either by this firm, or by a parent, subsidiary, or affiliated company.

Yes - Go to **3**

No - Go to page 5. Describe your type of business in **9** and complete **10** before returning this form.

3 NUMBER OF MANUFACTURERS' SALES BRANCHES AND OFFICES

INCLUDE

- Sales locations where more than half of the goods sold consist of goods manufactured, assembled or mined in the United States by this firm or by a parent, subsidiary, or affiliated manufacturer or mine
- Sales locations that are co-located with manufacturing plants, but for which separate records are kept
- Sales locations located separately from a warehouse, manufacturing, or other operating location
- Sales locations regardless of whether they held inventory
- Centers where orders are taken or solicited, and offices of marketing or sales managers, for which records are kept separately from those of manufacturing plants

EXCLUDE

- Agents or brokers primarily selling goods or consignment
- Locations where more than half of the goods sold consist of goods manufactured outside the United States and/or goods purchased from other companies
- Manufacturing locations without separate sales personnel
- Locations selling directly to the general public

What was the total number of sales branches and offices that met the criteria above on December 31, 2009?

Number in 2009

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4 DOLLAR VOLUME OF BUSINESS

Instructions: Sales should cover 12 months of data. If sales are for a fiscal year, sales should represent 12 months of data and include at least 6 months of data from the reference year.

INCLUDE

- All sales of your sales branches and offices reported in 5 whether they are your own products or products you purchased
- Include e-commerce sales reported in 5B
- Gross value of sales made on a commission basis for non-affiliated firms
- 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

- Direct sales made by manufacturing plant personnel
- Foreign sales of products that never enter the United States
- Commissions or fees for goods that never entered the United States
- Nonoperating receipts (such as interest income, income from investments, and receipts from the rental or sale of real estate)
- 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

A. What were the total sales and other operating receipts that you earned during 2009? (EXCLUDE sales (or other) taxes collected but INCLUDE the value of liquor and tobacco tax stamps for only the sales branches and offices reported in 5)

Mark "X" if None

\$ Bil.	Mil.	Thou.	Dol.

B. Were the figures reported above for the period that began on January 1, and ended on December 31, 2009?

Yes - Go to 5

No - Please report your beginning and ending dates

Beginning Date		
Month	Day	Year
Ending Date		
Month	Day	Year

5 E-COMMERCE

E-commerce is the sale of goods and services where the buyer places an order, or the price and the terms of the sale are negotiated over an Electronic Data Interchange (EDI), the Internet, or any other online system. Payment may or may not be made online.

- EDI is the exchange of documents in standardized electronic form between organizations in an automated manner directly from a computer application in one organization to an application in another.
- Other online systems include the Internet, extranets, e-mail, and instant messaging.

A. Did you have any e-commerce sales (as described above) during 2009?

Yes - Continue with 5B

No - Go to 6 on the next page

B. What was the total e-commerce sales for 2009?

- This amount should equal the sum of 5B1 and 5B2 shown below.
- Also include this amount in item 4A

\$ Bil.	Mil.	Thou.	Dol.

1. What were the EDI network sales during 2009, if any?

- This includes EDI over the Internet
- EDI is the exchange of documents in standardized electronic form between organizations in an automated manner directly from a computer application in one organization to an application in another.

2. What were the online system sales during 2009?

- This excludes EDI over the Internet
- Other online systems include the Internet, extranets, e-mail, and instant messaging.

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6 VALUE OF INVENTORIES

INCLUDE

- All inventories of products covered by this report, including auxiliary locations (such as warehouses, garages, and central administrative offices) servicing these establishments, **regardless of where held**
- Report at cost or market value as of December 31 (or the end of the period for which you are reporting)

EXCLUDE

- Items such as fixtures, equipment, and supplies not held for resale
- Products owned by others that are being held on consignment

A. Did establishments covered by this report own inventories, regardless of where held, at the end of 2009 (or the end of the period for which you are reporting)?

- Yes - Continue with **6B**
- No - Go to **8** on the next page

B. Are you reporting inventories as of December 31, 2009?

- Yes - Continue with **6C**

- No - For what date are you reporting inventories?

Month	Day	Year

C. What was the value of your inventories?

1. Total inventories (if applicable, before Last-in, First-out (LIFO) adjustment)
2. LIFO reserve, if applicable (enter zero if not applicable)
3. Book value of inventories (**6C1** minus **6C2**)

\$ Bil.	Mil.	Thou.	Dol.

D. Were any of the inventories reported in **6C1** stored, or en route, OUTSIDE the 50 states and the District of Columbia?

- Yes - Continue with **6E**
- No - Go to **7**

E. What was the value of the inventories stored, or en route, OUTSIDE the 50 states and the District of Columbia?

- Do not report inventory held in Foreign Trade Zones or in bond warehouses in the U.S. that should be reported in **6C1** above

\$ Bil.	Mil.	Thou.	Dol.

7 INVENTORY VALUATION METHOD

A. Were any of the inventories reported in **6C** subject to the LIFO valuation method?

- Yes - Continue with **7B**
- No - Go to **8** on the next page

B. How much of the inventory was subject to:

1. LIFO valuation method before adjustment
2. Any other valuation method
3. Verify Total (Add **7B1** and **7B2**. Total must equal **6C1** above)

\$ Bil.	Mil.	Thou.	Dol.

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8 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 sales branches and offices ONLY?

Mark "X" if None

\$ Bil.	Mil.	Thou.	Dol.

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

10 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; 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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