



FORM

QUARTERLY SERVICES SURVEY

DUE DATE ▸

NOTICE – Your report to the Census Bureau is **confidential by law (Title 13, U.S. Code)**. It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. The law also provides that copies retained in your files are **immune from legal process**.

RETURN COMPLETED FORM TO:
U.S. CENSUS BUREAU
1201 East 10th Street
Jeffersonville, IN 47132-0001
OR
Fax: 1-800-447-4613

NEED HELP?

Visit our web site:
<http://www.census.gov/econhelp/qss>
or

Call 1-800-772-7851 between 8:30 a.m. and 5:00 p.m. EST, Monday through Friday.

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

INTERNET REPORTING

You may complete this survey online at: <http://www.census.gov/econhelp/qss> using your firm's unique username and password.

Username:

Password:

1 SURVEY COVERAGE

Does this firm have domestic locations providing the business activities described in the above survey coverage statement?

- 1 Yes – Continue with 2
- 2 No – Specify your business activity and continue with 2 ↘

2 NOT APPLICABLE TO THIS FORM

3 REVENUE

A. What was this firm's quarterly revenue for the domestic locations (See 1) covered by this report?

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B. Is the revenue reported in A above a book figure or estimate?

- 1 Book figure
- 2 Estimate

4 REPORT PERIOD

- 1 Yes – Continue with 5
- 2 No – Provide beginning and ending dates for the most recent quarter.

Beginning date

Ending date

Most Recent Quarter				
Month	Day	Year		

5 SOURCE OF REVENUE

What percentage of revenue (reported in 3) is received from each of the following types of customers?

Estimates are acceptable if book figures are not available.

1. Government (local, State, and Federal)

2. Business firms and not-for-profit organizations

3. Household consumers and individual users

	%
	%
	%
Total	100%

6 ORGANIZATIONAL CHANGE

- 1 YES
- 1 acquired
- 2 merged with
- 3 sold to
- 2 NO

Name of company acquired/merged with/sold to

Number and street

City, State, and ZIP Code

Date of acquisition merger or sale. →

Month	Year

 EIN →

-

7 REMARKS – Please use this space for comments or to explain any significant difference between your current and prior quarter revenue.

8 CONTACT INFORMATION

Name of person to contact regarding this report	Telephone		
	Area code	Number	Extension
E-mail address	Fax		
Company website			
	Area code	Number	

THANK YOU
for completing your Quarterly Services Survey.

INSTRUCTIONS FOR 3A

Taxable Firms

Firms operating on a commission basis should report commissions, fees, and other operating income, not gross billings or sales.

Include –

- Total value of service contracts.
- Amounts received for work subcontracted to others.
- Market value of compensation in lieu of cash.
- Revenue from services performed by domestic locations for foreign parent firms, subsidiaries, branches, etc.
- Franchises sales, fees, and royalties.
- Sale or licensing of rights to intellectual property protected by copyright or as industrial property (e.g., patents, trademarks).

Exclude –

- Taxes (sales, amusement, occupancy, use, or other) collected directly from customers or clients and paid directly to a local, State, or Federal tax agency.
- Revenue from a domestic parent organization, or from franchise locations owned by others.
- Rents from and revenue of separately operated departments, concessions, etc., which are leased to others.
- Revenue from customers for carrying or other credit charges.
- 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).
- Nonoperating revenue such as income from investments, sales of company-owned real estate (land and building), or other assets (except inventory held for resale), securities, gifts, loans, contributions, or grants.
- Revenue from the sale of used equipment.
- Installment payments from leasing under capital, finance, or full-payout leases.
- Intracompany transfers.
- Interest income.
- Gross contributions, gifts, and grants (whether or not restricted for use in operations).

Tax-Exempt Firms

Firms operating on a commission basis should report commissions, fees, and other operating income, not gross billings or sales.

Include –

- Program service revenue for services provided in the quarter, whether or not payment was received in that quarter.
- Gross sales of merchandise, minus returns and allowances.
- Income from interest, dividends, gross rents (including display space rentals and share of receipts from departments operated by other companies), royalties, and other investments.
- Net gains (or losses) from the sale of real estate (land and buildings), investments, or other assets (except inventory held for resale).
- Gross contributions, gifts, and grants (whether or not restricted for use in operations).
- Dues and assessments from members and affiliates.
- Commissions earned from the sale of merchandise owned by others (including commissions from vending machine operators).
- Gross receipts from fundraising activities.

Exclude –

- Sales and other taxes collected directly from customers or clients and paid directly to a local, State, or Federal tax agency.
- Gross receipts of departments or concessions operated by other companies.
- Amounts transferred to operating funds from capital or reserve funds.

Public reporting burden for this collection of voluntary information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0907, 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 0607-0907" 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 on the front of this form.