

# QUARTERLY SERVICES SURVEY



FORM

## 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 FEDERAL EMPLOYER IDENTIFICATION NUMBER (EIN)

**Is the Federal Employer Identification Number (EIN) printed in the upper left of the address label the same as that used for this firm on its latest Employer's Quarterly Federal Tax Return (Treasury Form 941)?**

- 1  Yes – Go to Item 3
- 2  No – Enter current EIN and date you started reporting payroll under this EIN.

Federal Employer Identification Number (EIN)

|  |  |   |  |  |  |  |  |  |  |  |
|--|--|---|--|--|--|--|--|--|--|--|
|  |  | - |  |  |  |  |  |  |  |  |
|--|--|---|--|--|--|--|--|--|--|--|

Month | Year

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

**3 REVENUE**

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

| \$ Bil. | Mil. | Thou. | Dol. |
|---------|------|-------|------|
|         |      |       |      |

**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 6
- 2  No – Provide beginning and ending dates for the most recent quarter.

Beginning date .....

Ending date .....

| Most recent quarter |     |      |
|---------------------|-----|------|
| Month               | Day | Year |
|                     |     |      |
|                     |     |      |

**5 NOT APPLICABLE TO THIS FORM**

**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 REVENUE

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

### ***Include –***

- Net ***realized*** gains as well as losses within specified area(s) of activity.
- Interest earned from financing leases. Interest earned from sales, rent or lease under capital, finance, or full payout. Also include interest, dividends, royalties, and net ***realized*** capital gains (losses).
- Commissions and fees received from all sources, including fees earned for exchanging currencies, selling money orders, and cashing checks.
- Net Gains (losses) from the sale of real property owned by this establishment for investment, rent, or lease (NOT Gross sales).
- Gross sales (NOT net gains (losses)) of real property developed or buildings built by this establishment for sale.
- Gross rents from real property leased by this establishment to others.
- Total value of service contracts.
- Amounts received for work subcontracted to others.
- Revenue from services performed by domestic locations for foreign parent firms, subsidiaries, branches, etc.
- Rents from departments or concessions operated by other companies at this establishment.
- Franchise 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.
- Revenue of departments or concessions operated by other companies at this establishment.
- 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).
- Intracompany transfers.

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](mailto: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.