



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

FORM

AS-56101 (11-16-2011)

2012 ECONOMIC CENSUS

Employment Services

OMB No. 0607-0934: Approval Expires 12/31/2013

DUE DATE
FEBRUARY 12, 2013

(Please correct any errors in this mailing address.)

Need help or have questions?

- **Read** the accompanying information sheet(s) before answering the questions.
- **Visit** econhelp.census.gov
- **Call** 1-800-233-6136, between 8:00 a.m. and 6:00 p.m., Eastern time, Monday through Friday.

AS-56101

INFORMATION COPY
DO NOT USE TO REPORT

Report Online - It's fast and secure!
Go to: econhelp.census.gov

- OR -

Mail your
completed
form to:

U.S. CENSUS BUREAU
1201 East 10th Street
Jeffersonville, IN 47134-0001

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.

- Use blue or black ballpoint pen.
- Do not use pencil or felt-tip pen.
- Do not put slashes through 0 or 7.
- Please center numbers in their respective boxes.
- Place an "X" inside the box.

Examples:

☒ 0 1 2 3 4 5 6 7 8 9

The reporting unit for this form is an establishment. An **establishment** is generally a single physical location where business is conducted or where services or industrial operations are performed. For further clarification, see information sheet(s).

1 EMPLOYER IDENTIFICATION NUMBER

Is the Employer Identification Number (EIN) shown to the left of the mailing address the same as the one used for this establishment on its latest 2012 Internal Revenue Service Form 941, Employer's Quarterly Federal Tax Return?

0021 ☐ Yes - Go to **2** 0022 ☐ No - Enter current EIN (9 digits) → 0025

-

2 PHYSICAL LOCATION

A. Is this establishment's physical location the same as shown in the mailing address?
(P.O. Box and rural route addresses are not physical locations.)

0031 ☐ Yes - Go to line B

0032 ☐ No - Enter →
physical
location

0035 Number and street

0036 City, town, village, etc.

0037 State

0038 ZIP Code

-

CONTINUE WITH **2** ON PAGE 2

PENALTY FOR FAILURE TO REPORT

CONTINUE ON PAGE 2

56101017



2 PHYSICAL LOCATION - Continued

B. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.?
(Mark "X" only ONE box.)

0041 ☐ Yes 0042 ☐ No 0043 ☐ No legal boundaries 0044 ☐ Do not know

C. In what type of municipality is this establishment physically located?
(Mark "X" only ONE box.)

0046 ☐ City, village, or borough 0047 ☐ Town or township 0048 ☐ Other 0024 ☐ Do not know

3 OPERATIONAL STATUS

Which ONE of the following best describes this establishment's operational status at the end of 2012?
(Mark "X" only ONE box.)

0011 ☐ In operation

0013 ☐ Temporarily or seasonally inactive

0014 ☐ Ceased operation - Give date at right →

0015 ☐ Sold or leased to another corporation - Give date at right
AND enter name and address of new owner or operator
and Employer Identification Number (EIN) below ↘

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

0018

0060 Name of new owner or operator

0061 EIN (9 digits)

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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0062 Mailing address (Number and street, P.O. Box, etc.)

0063 City, town, village, etc.

0064 State

0065 ZIP Code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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0016 ☐ Other - Specify →

0815

4 MONTHS IN OPERATION

Mark "X"
if None

2012
Number

Number of months in operation during 2012 (If none, mark "X" and go to 30.) 0002 ☐

<input type="text"/>	<input type="text"/>
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HOW TO
REPORT
DOLLAR
FIGURES

Dollar figures should be **rounded** to
thousands of dollars.

If a figure is **\$2,035,628.79**:

Report →

Mark "X"
if None

☐

If a value is "0" (or less than \$500.00):

Report →

☒

2012
\$ Bil. Mil. Thou.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

EXAMPLE

5 SALES, SHIPMENTS, RECEIPTS, OR REVENUE

Operating receipts (Professional Employer Organizations (PEOs)
should report gross amounts billed to clients, including gross wages
of clients' (worksite) employees.) 0100 ☐

Mark "X"
if None

☐

2012
\$ Bil. Mil. Thou.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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6 Not Applicable.

CONTINUE ON PAGE 3

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If not shown, please enter your 11-digit Census File Number (CFN) from the mailing address.

7 EMPLOYMENT AND PAYROLL

Include:

- Full- and part-time employees (including worksite employees of Professional Employer Organizations) whose payroll was reported on Internal Revenue Service Form 941, Employer's Quarterly Federal Tax Return, and filed under the Employer Identification Number (EIN) shown to the left of the mailing address or corrected in ①.

Exclude:

- Worksite employees of Professional Employer Organizations whose payroll was **not** reported under the EIN shown to the left of the mailing address or corrected in ①, e.g., employment and payroll filed under a client's EIN.

For further clarification, see information sheet(s).

Mark "X"
if None

2012

Number

A. Number of employees for pay period including March 12 0320 ☐

B. Payroll before deductions

(Exclude employer's cost for fringe benefits)

Mark "X"
if None

2012

Bi.

Mil.

Thou.

1. Annual payroll 0300 ☐

2. First quarter payroll (January-March 2012) 0310 ☐

8-18 Not Applicable.

19 KIND OF BUSINESS OR ACTIVITY

Which **ONE** of the following best describes this establishment's principal kind of business or activity in 2012?

If none of the provided selections seem appropriate, provide a specific description of the primary business activity.

Mark "X" only **ONE** box.

Staffing services

0700 561 320 00 8 ☐ Temporary staffing - providing commercial (general office/administrative) and professional (healthcare, technical and IT, accounting, legal, management, etc.) staffing

621 610 00 1 ☐ Home health care provider, including visiting nurse associations

Employment placement agency

561 311 00 1 ☐ Employment office (agency)

561 312 00 1 ☐ Executive search services

561 311 00 2 ☐ Employment registry

561 311 00 3 ☐ Casting bureau or agency

Professional Employer Organization

561 330 00 2 ☐ Professional Employer Organization (PEO) - employee leasing services, providing human resource and human resource management services to client businesses, and their employees

Other employment services

541 214 20 2 ☐ Payroll services

777 561 01 1 ☐ Other type of help supply services or labor contractor - Describe services and type of employees

0701

CONTINUE WITH 19 ON PAGE 4

CONTINUE ON PAGE 4

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19 KIND OF BUSINESS OR ACTIVITY - Continued**Other kind of business or activity**

0700	777 560 00 1	<input type="checkbox"/>	Managed services/solutions outsourcing - providing specific services such as engineering services, security guard services, etc., to a client's organization, offered as a solutions package and assuming responsibility for the final outcome of the contracted services or project - Describe type of services
0701	777 541 02 3	<input type="checkbox"/>	Consulting services (Providing operating advice and assistance to businesses and other organizations.) - Describe type of consulting
0701	773 000 00 2	<input type="checkbox"/>	Other kind of business or activity - Describe type of business or activity

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20 Not Applicable.**21** SUPPORT SERVICES

Was this establishment primarily engaged in providing management, administrative, or support services to other establishments of your enterprise (rather than for the general public or other business firms) in 2012?

0998 ☐ Yes0999 ☐ No
 HOW TO
REPORT
PERCENTS

Percents should be **rounded to whole** percents.

If figure is **38.76%** of total sales: **Report** →

2012

Report thousands of dollars OR whole percents.

Estimates are acceptable.

\$ Bil.	Mil.	Thou.	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="3"/> <input type="text" value="9"/>

22 DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE

(Report receipts by source either as a dollar figure or as a whole percent of total receipts (reported in **5**). See **HOW TO REPORT DOLLAR FIGURES** on page 2 and **HOW TO REPORT PERCENTS** above. Do not combine data for two or more receipts lines.)

Line 1 - Report commissions or fees from recruiting, selecting, and referring candidates to the client to fill positions on the client's payroll. Report employee leasing services on the appropriate detail lines under **line 8**.

Line 2 - Report commissions or fees from recruiting, selecting, and referring candidates to work as independent contractors. Report employee leasing services on the appropriate detail lines under **line 8**.

Line 3 - Report receipts from specialized search and recruitment services limited to filling highly paid executive, senior manager, and professional positions, according to client specifications. Services may include conducting detailed interviews with the client organization's management team, developing job profiles, conducting original research and advertising to locate potential job candidates, screening possible candidates, negotiating compensation, and providing post-hire follow-up. The client makes the decision as to which candidate to hire. The search agency's fee is charged whether or not the candidate is hired.

Line 4 - Report gross billings from supplying temporary employees to client organizations.

Line 5 - Report fees from the conversion of temporary staff to a client's workforce. Report temporary staffing fees on the appropriate detail lines under **line 4**.

Line 6 - Report fees from the coordination of temporary help staff for clients.

Line 7 - Report amounts received for carrying client's employees on this establishment's payroll.

Line 8 - Report gross billings from providing a staffing arrangement in which the organization, a Professional Employer Organization (PEO), co-employs a client's workforce.

Line 9 - Report billings for the calculation of employee hours worked, pay rates, deductions, and other payroll-related data from clients. Include receipts from generating paychecks, payroll reports, and tax filings.

CONTINUE WITH **22** ON PAGE 5

CONTINUE ON PAGE 5

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If not shown, please enter your 11-digit Census File Number (CFN) from the mailing address.

22 DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE - Continued

Line 10 - Report receipts from operating online job or resume listing services, job site memberships, and employment database search services.

Line 12 - Report fees from providing a "solutions package" to a customer where this firm is responsible for the final outcome (e.g., completed project, cost savings).

Description of sales, shipments, receipts, or revenue	2012			
	Report thousands of dollars OR whole percents. Estimates are acceptable.			
	\$ Bil.	Mil.	Thou.	Percent
1. Permanent (direct employee) placement services 32700				
2. Independent contractor placement services 32710				
3. Executive search services 32720				
4. Temporary staffing services				
a. Office/clerical and administrative support staff 32731				
b. Industrial/trades staff 32732				
c. Health care staff 32733				
d. Information technology (IT) staff 32734				
e. Engineering staff 32735				
f. Scientific staff 32736				
g. Accounting/financial staff 32737				
h. Management (including executives) staff 32738				
i. Sales/marketing staff 32739				
j. Legal staff 32741				
k. Other professional staff 32742				
l. Other temporary staffing services - Describe 				
<div style="border: 1px solid black; height: 30px; width: 400px;"></div> 32743				
m. Add lines 4a through 4l 32730				

CONTINUE WITH **22** ON PAGE 6

CONTINUE ON PAGE 6

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22 DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE - Continued

Description of sales, shipments, receipts, or revenue	2012			
	Report thousands of dollars OR whole percents. Estimates are acceptable.			
	\$ Bil.	Mil.	Thou.	Percent
5. Temporary staffing-to-permanent placement services 32750				
6. Management and coordination of temporary help (program management at client's location) 32760				
7. Payrolling services (Long term staffing) 32770				
8. Employee leasing services				
a. Employee leasing services with payroll and benefit services 32781				
b. Employee leasing services with payroll and human resource services 32782				
c. Employee leasing services with payroll, benefit, and human resource services 32783				
d. Add lines 8a through 8c 32780				
9. Payroll accounting services 36880				
10. Online employment services 32790				
11. Sale of online job site advertising space 32800				
12. Managed services (outsourcing) - <i>Describe</i> ↴				
<div style="border: 1px solid black; height: 30px; width: 450px;"></div> 39010				
13. Human resource consulting services 32830				
14. Medical examinations for employment 32860				
15. Outplacement/career counseling services 32850				
16. Training services related to employment services 32870				
17. Personal background checks 33100				
18. Resale of merchandise - <i>Describe</i> ↴				
<div style="border: 1px solid black; height: 30px; width: 450px;"></div> 39638				

CONTINUE WITH **22** ON PAGE 7

CONTINUE ON PAGE 7

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If not shown, please enter your 11-digit Census File Number (CFN) from the mailing address.

22 DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE - Continued

Description of sales, shipments, receipts, or revenue	2012			
	Report thousands of dollars OR whole percents. Estimates are acceptable.			
	\$ Bil.	Mil.	Thou.	Percent
19. All other operating receipts - Describe if more than 10 percent of total receipts				
<div style="border: 1px solid black; height: 30px; width: 450px;"></div> 39737	<div style="border: 1px solid black; width: 20px; height: 20px;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px;"></div>
20. TOTAL OPERATING RECEIPTS - Sum of lines should equal 5 if reporting in dollars 39850	<div style="border: 1px solid black; width: 20px; height: 20px;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px;"></div>	100

23 and 24 Not Applicable.

25 EXPORTED SERVICES

NOTE - An exported service is a product (e.g., service, performed, license agreement) that is sold or transferred to, or performed for a customer or client (individual, government, business establishment, etc.) located **outside** the United States (i.e., outside the 50 states, District of Columbia, U.S. Commonwealth Territories, or U.S. possessions). Include products provided to unaffiliated and affiliated foreign firms (e.g., foreign parent firms, subsidiaries, branches). Exclude products provided to domestic subsidiaries of foreign firms.

A. Did the receipts or revenue (reported in 5) include any amounts for exported services?

0911 ☐ Yes - Go to line B

0912 ☐ No - Go to 26

B. Amount of receipts or revenue for exported services 0914

2012		
\$ Bil.	Mil.	Thou.
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26 SPECIAL INQUIRIES

A. PROFESSIONAL EMPLOYER ORGANIZATIONS

(To be completed by Professional Employer Organizations (PEOs) only.)

1. Net revenues (i.e., gross amounts billed to client firms LESS clients' (worksite) payroll costs, such as salaries, benefits, and taxes paid to taxing authorities) 0737

2012		
\$ Bil.	Mil.	Thou.
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2. Payroll and employment

a. Clients' (worksite) employees paid by this establishment, by industry category of client

1. Agriculture, forestry, hunting 0738

2. Mining 0740

3. Utilities 0742

4. Construction 0744

5. Manufacturing 0746

Number of employees for pay period including March 12, 2012

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2012 Annual payroll		
\$ Bil.	Mil.	Thou.
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CONTINUE ON PAGE 8

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26 SPECIAL INQUIRIES - Continued**A. PROFESSIONAL EMPLOYER ORGANIZATIONS - Continued****2. Payroll and employment - Continued****a. Clients' (worksite) employees paid by this establishment, by industry category of client - Continued**

	Number of employees for pay period including March 12, 2012	2012 Annual payroll		
		\$ Bil.	Mil.	Thou.
6. Wholesale 0748	<input type="text"/>	0749	<input type="text"/>	<input type="text"/>
7. Retail 0760	<input type="text"/>	0761	<input type="text"/>	<input type="text"/>
8. Transportation and warehousing . 0762	<input type="text"/>	0763	<input type="text"/>	<input type="text"/>
9. Information services (e.g., publishing, motion picture, sound recording, communications) 0765	<input type="text"/>	0765	<input type="text"/>	<input type="text"/>
10. Finance and insurance 0767	<input type="text"/>	0767	<input type="text"/>	<input type="text"/>
11. Real estate and rental and leasing 0768	<input type="text"/>	0769	<input type="text"/>	<input type="text"/>
12. Professional, scientific, and technical services 0770	<input type="text"/>	0771	<input type="text"/>	<input type="text"/>
13. Administrative and support and waste management and remediation services 0772	<input type="text"/>	0773	<input type="text"/>	<input type="text"/>
14. Educational services 0774	<input type="text"/>	0775	<input type="text"/>	<input type="text"/>
15. Health care and social assistance . 0776	<input type="text"/>	0777	<input type="text"/>	<input type="text"/>
16. Arts, entertainment, and recreation 0778	<input type="text"/>	0779	<input type="text"/>	<input type="text"/>
17. Accommodation (e.g., hotels and motels) and food services (e.g., restaurants) 0780	<input type="text"/>	0781	<input type="text"/>	<input type="text"/>
18. Repair, personal care, and laundry services 0782	<input type="text"/>	0783	<input type="text"/>	<input type="text"/>
19. Other - <i>Specify</i> 				
0786 <input type="text"/> 0784	<input type="text"/>	0785	<input type="text"/>	<input type="text"/>
b. Management and administrative employees of this establishment . . . 3562	<input type="text"/>	3567	<input type="text"/>	<input type="text"/>
c. TOTAL (Sum of lines a1 through b should equal 7, line A for column 1 and 7, line B1 for column 2.) 3200	<input type="text"/>	3300	<input type="text"/>	<input type="text"/>

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CONTINUE WITH **26** ON PAGE 9

CONTINUE ON PAGE 9

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If not shown, please enter your 11-digit Census File Number (CFN) from the mailing address.

26 SPECIAL INQUIRIES - Continued

B. PLACEMENT SERVICES

Estimate the percentage of placement fees reported in **22**, lines 1 through 3, from the following sources:

1. Business clients 3722

2. Individual clients 3721

3. Other clients 3723

4. TOTAL

2012			
Percent			
			%
			%
			%
1	0	0	%

C. FRANCHISE

1. Was this establishment operating under any trademark(s) authorized by a franchisor in 2012?
(Mark "X" only **ONE** box.)

0237 ☐ Yes - franchisee-owned establishment

0238 ☐ Yes - franchisor-owned establishment

0239 ☐ No

2. If yes, provide the trademark(s) below. ↗

0235

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27-29 Not Applicable.

REMARKS (Please use this space for any explanations that may be essential in understanding your reported data.)

30 CERTIFICATION - This report is substantially accurate and was prepared in accordance with the instructions.

Is the time period covered by this report a calendar year?

☐ Yes

☐ No - Enter time period covered →

FROM	Month	Year	TO	Month	Year

Name of person to contact regarding this report

Title

Area code Number Extension

Tele-
phone

Area code Number

Fax

E-mail address

Date completed

Month Day Year

Thank you for completing your 2012 ECONOMIC CENSUS form.

PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS AND RETURN THE ORIGINAL.

56101090