



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

FORM

**AS-56102** (11-16-2011)

## 2012 ECONOMIC CENSUS

### Administrative and Other Support 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](http://econhelp.census.gov)
- **Call** 1-800-233-6136, between 8:00 a.m. and 6:00 p.m., Eastern time, Monday through Friday.

**AS-56102**

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**Report Online** - It's fast and secure!  
**Go to:** [econhelp.census.gov](http://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**

56102015

**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 operation - Give date at right  
AND enter name and address of new owner or operator  
and Employer Identification Number (EIN) below

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

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"/>
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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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56102023

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

**HOW TO  
REPORT  
DOLLAR  
FIGURES**

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

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

**Report** → ☐

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

**Report** → ☒

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"/> <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**

Report operating receipts of this establishment

- Collection agencies should include commissions, plus gross recoveries from purchased receivables. Do not report gross amounts collected on a commission basis.
- Industrial development organizations should report total revenue, including contributions, gifts, and grants.

Operating receipts . . . . . 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"/> <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"/>

**6 Not Applicable.**

**7 EMPLOYMENT AND PAYROLL**

**Include:**

- Full- and part-time employees working at this establishment 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 ⑦.

**Exclude:**

- Temporary staffing obtained from a staffing service.
- Contractors, subcontractors, or independent contractors.
- Full- or part-time leased employees whose payroll was filed under an employee leasing company's EIN.
- Purchased or managed services, such as janitorial, guard, or landscape services.
- Professional or technical services purchased from another firm, such as software consulting, computer programming, engineering, or accounting services.

For further clarification, see information sheet(s).

Mark "X"  
if None

2012		
Number		
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**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		
\$ 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"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

**1.** Annual payroll . . . . . 0300 ☐

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

**8-18 Not Applicable.**

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**19** KIND OF BUSINESS OR ACTIVITYWhich **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.****Business service center, including duplication and mailing services**0700 561 439 00 3 ☐ Copy center/shop - providing photocopying, blueprinting, or other document copying services without in-house printing operations (*Printing may be contracted out.*)323 114 00 1 ☐ Quick printing - providing printing services using small offset presses or duplicators with or without photocopying services777 561 02 2 ☐ Other printing services - *Describe* ↴

0701

561 431 00 1 ☐ Private mail center - providing mailbox rental, postal shipping services, and related office support services (e.g., fax services, postage PC rental, office product sales)561 499 00 1 ☐ Mail processing services561 910 00 1 ☐ Packaging and labeling services (i.e., apparel folding and packaging, shrink wrapping), excluding aerosol packaging488 991 00 1 ☐ Packing, crating, and preparing goods for shipping518 210 00 D ☐ Microfilm recording or optical scanning services777 561 02 3 ☐ Other reproduction or duplication services - *Describe* ↴

0701

541 860 00 1 ☐ Direct mail advertising services491 110 00 1 ☐ Post office contract station**Credit bureau, collection, and repossession services**561 440 00 4 ☐ Collection agency561 450 20 1 ☐ Commercial credit reporting agency561 450 10 1 ☐ Consumer credit reporting agency561 491 00 1 ☐ Repossession services561 440 00 5 ☐ Debt collection services561 440 00 6 ☐ Adjustment bureau773 000 00 4 ☐ Other credit bureaus, collection, and repossession services - *Describe* ↴

0701

**Document preparation and court reporting services**561 492 00 1 ☐ Court reporting or stenotype services561 410 00 3 ☐ Document preparation services, including editing, typing, and transcription561 410 00 1 ☐ Typing, word-processing, or other secretarial servicesCONTINUE WITH **19** 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.**

**19** KIND OF BUSINESS OR ACTIVITY - Continued

**Telephone call center**

- 0700 561 422 00 2 ☐ Call/contact center - initiating or receiving communications via telephone, facsimile, email, or other communication modes for administering product and customer support or information inquiries
- 561 421 00 1 ☐ Telephone answering services
- 561 422 00 1 ☐ Telemarketing bureau - selling, taking orders, and/or soliciting contributions, information, etc., on a contract basis
- 777 561 02 1 ☐ Telemarketing center - selling this company's own products and services - *Describe products or services sold* ↴

0701

- 561 421 00 2 ☐ Voice mail/mailbox services

**Other administrative and business support services**

- 561 920 00 1 ☐ Convention and trade show organizers or management services
- 561 591 00 1 ☐ Convention and visitor/tourist information bureau
- 561 990 30 1 ☐ Economic/industrial development organization
- 561 990 20 1 ☐ Water softening and conditioning services
- 561 499 00 4 ☐ Fundraising services, on a contract or fee basis
- 777 561 02 7 ☐ Other business support services - primarily engaged in performing activities that are ongoing routine business support functions that businesses and organizations traditionally do for themselves - *Describe* ↴

0701

- 339 950 00 1 ☐ Manufacturer of signs and related displays (*Exclude printing paper and paperboard signs, notices, and displays.*)

**Other kind of business or activity**

- 561 990 90 1 ☐ Inventory counting services
- 561 920 00 3 ☐ Event planning
- 561 499 00 5 ☐ Conferencing services
- 561 990 90 4 ☐ Auctioneer - independent, providing calling services on a contract basis
- 453 998 30 A ☐ Auction house (exclude art) - selling new or used merchandise to the general public on an auction basis
- 777 561 02 5 ☐ Wholesale auction company - selling goods for resale or durable non-consumer goods (e.g., used automobiles, livestock) on an auction basis - *Describe type of auction good* ↴

0701

- 522 320 90 3 ☐ Credit and/or debit card processing services

CONTINUE WITH **19** ON PAGE 6

CONTINUE ON PAGE 6

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

0700 777 561 02 6 ☐ Fulfillment services (i.e., third party distributors of merchandise on a contract basis) - *Describe type of merchandise* ↴

0701

773 000 00 2 ☐ Other kind of business or activity - *Describe type of business or activity* ↴

0701

**20** CLASS OF CUSTOMER

*Estimate the percentage of receipts (reported in 5) by class of customer.*

*Collection agencies should estimate receipts based on the business category of their clients and should **not** report receipts from "Household consumers and individuals."*

**1.** Household consumers and individuals (*Report receipts from individually owned businesses on lines 2, 3, 4, or 5 as appropriate.*) . . . . . 3100

**2.** Retailers . . . . . 3101

**3.** Banks, insurance companies, and other financial institutions . . . . . 3102

**4.** Hospitals and other health care services . . . . . 3103

**5.** All other business firms and farms . . . . . 3104

**6.** Not-for-profit organizations (*Include religious organizations.*) . . . . . 3107

**7.** Federal government . . . . . 3105

**8.** State and local governments . . . . . 3106

**9. TOTAL** . . . . .

2012

Whole percent  
of receipts   %   %   %   %   %   %   %   %   %   %**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 ☐ Yes

0999 ☐ No

56102064

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

**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

39

**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 3 and **HOW TO REPORT PERCENTS** above. Do not combine data for two or more receipts lines.)

**Line 4** - Report receipts from providing copying and reproduction services from an original hard copy or an electronic copy. Include reprinting blueprints and architectural drawings. Exclude quick and digital printing.

**Line 5** - Report receipts from providing black and white or color printing services of all sizes. Include offset, quick, and digital printing services. Exclude lithographic, gravure, flexography, and screen printing services.

**Line 7** - Report receipts from telemarketing services, including promotional and advertising telephone-based services, market research and polling telephone-based services, fundraising telephone-based services, and customer service telephone-based services.

**Line 10** - Report receipts from providing packaging and labeling services on contract, or outsourced basis of client-owned products.

**Line 13** - Report receipts from providing credit reports on individuals or businesses containing information on the ability to pay bills, arrest records, records of bankruptcy, job stability, credit history, credit scores, etc.

**Line 16** - Report receipts from the production and management of special events, such as trade fairs and conventions. Include receipts from a variety of sources, such as products sold, advertising, admissions, and management fees.

**Line 17** - Report receipts from developing and implementing a public relations strategy through the use of special events or event sponsorships.

2012

Report thousands of dollars OR whole percents.

Estimates are acceptable.

\$ Bil.

Mil.

Thou.

Percent

**1.** Document preparation services (Include editing, proofreading, layout, desktop publishing, etc.) . . . . . 32890

**2.** Typing services (Include transcription services.) . . . . . 32900


**3.** Document finishing services (Include binding, mounting, laminating, folding, etc.) . . . . . 32910

**4.** Copying and reproduction services . . . . . 32920

**5.** Printing services

**a.** Quick . . . . . 35561

**b.** Digital . . . . . 35562

**c.** Other printing services - Describe 

35563

**d.** Add lines 5a through 5c . . . . . 35560

CONTINUE WITH **22** ON PAGE 8

CONTINUE ON PAGE 8

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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
<b>6.</b> Stenographic services <i>(Include court reporting services.)</i> . . . . . 32940	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>7.</b> Telemarketing services				
<b>a.</b> Outbound telemarketing services . . . . . 32951	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>b.</b> Inbound telemarketing services . . . . . 32952	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>c. Add lines 7a and 7b</b> . . . . . 32950	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>8.</b> Telephone answering and messaging services <i>(Include contact/call center services.)</i> . . . . . 32960	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>9.</b> Postal, shipping, and mailing services				
<b>a.</b> Postal and shipping services and mailbox rentals . . . . . 32980	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>b.</b> Mail presorting services and address barcoding . . . . . 32990	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>c.</b> Fax transmission services . . . . . 33000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>10.</b> Packaging and labeling services . . . . . 33010	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>11.</b> Collection services and debt recovery				
<b>a.</b> Consumer debt collection . . . . . 33021	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>b.</b> Commercial debt collection . . . . . 33022	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>c. Add lines 11a and 11b</b> . . . . . 33020	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>12.</b> Repossession and collateral recovery services . . . . . 33030	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>13.</b> Credit rating services <i>(Include credit investigation services, reporting bureaus, and credit agencies.)</i>				
<b>a.</b> Individual credit rating services . . . . . 33041	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>b.</b> Commercial credit rating services . . . . . 33042	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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CONTINUE WITH **22** 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.****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
<b>13.</b> Credit rating services - Continued				
<b>c.</b> Government rating services . . . . . 33043				
<b>d.</b> Add lines 13a through 13c . . . . . 33040				
<b>14.</b> Fundraising organization services (on a contract or fee basis for clients, individuals, or organizations) . . . . . 33100				
<b>15.</b> Distance conferencing services . . . . . 33010				
<b>16.</b> Convention and trade show organization services . . . . . 35590				
<b>17.</b> Event management services (Public relations) . . . . . 37705				
<b>18.</b> Investigation services (Include personal background checks.) . . 33100				
<b>19.</b> Resale of merchandise - Describe ↴ <div></div> . . . . . 39639				
<b>20.</b> All other operating receipts - Describe if more than 10 percent of total receipts ↴ <div></div> . . . . . 39738				
<b>21. TOTAL OPERATING RECEIPTS - Sum of lines should equal 5 if reporting in dollars</b> . . . . . 39850				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 B0912 ☐ No - Go to 26**B.** Amount of receipts or revenue for exported services . . . . . 0914

2012		
\$ Bil.	Mil.	Thou.

CONTINUE ON PAGE 10

56102098

**26** SPECIAL INQUIRIES

## 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 establishment0238 ☐ Yes - franchisor-owned establishment0239 ☐ No

- 2.** If yes, provide the trademark(s) below. ↴

0235

**27-29** Not Applicable.

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

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DO NOT USE TO REPORT**

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

Name of person to contact regarding this report

Title

Area code	Number	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>

Tele-  
phone

Fax

Area code	Number
<input type="text"/>	<input type="text"/>

E-mail address

Date  
completed

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

**Thank you for completing your 2012 ECONOMIC CENSUS form.****PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS AND RETURN THE ORIGINAL.**

56102106