



# MONTHLY RETAIL TRADE REPORT

## Due Date

### Need help or have questions?

Call 1-800-772-7852

(8:30 a.m. - 5:00 p.m. ET, M-F)

or Visit

<https://econhelp.census.gov/mrts>

**YOUR CENSUS REPORT IS CONFIDENTIAL.** This report is authorized by law (Title 13, United States Code, Sections 131 and 182). By Section 9 of the same law, your report to the Census Bureau 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. Under the same law, information that you report cannot be used for taxation, regulation, or investigation and are exempt from release under the Freedom of Information Act. Further, copies of your responses retained in your files are immune from legal process.

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

### Return via Internet:

<https://econhelp.census.gov/mrts>

Username:

Password:

### Return via Fax:

1-800-447-4613

### To view Survey Results:

[census.gov/retail](https://census.gov/retail)

## GENERAL INSTRUCTIONS

- This report should cover all establishments in the U.S. (including the District of Columbia) reporting payroll on its latest Federal Tax Return (Treasury Form 941 or 944), **under the Employer Identification Number (EIN)** as shown in **1**
- Any significant change in this EIN's operations should be noted in **4**
- For establishments sold or acquired during the month, report data only for the period the establishment was operated by this EIN
- Estimates are acceptable if book figures are not available
- Enter "0" where applicable

### INCLUDE

- Data for auxiliary facilities primarily engaged in supporting services to this EIN's establishment(s) such as warehouses, garages, central administrative offices, and repair services
- Leased departments and concessions operated in other establishments

### EXCLUDE

- Leased departments and concessions operated by other firms in this EIN's establishments
- Sales taxes and finance charges
- Data for establishments operated by other firms, such as franchises

## ANNOUNCEMENTS AND SPECIAL INSTRUCTIONS

### 1 FEDERAL EMPLOYER IDENTIFICATION (EIN)

Does this firm report payroll under EIN

Yes

No - Enter current 9-digit EIN **AND** date payroll was first reported for this EIN . . . . .

EIN (9 digits)

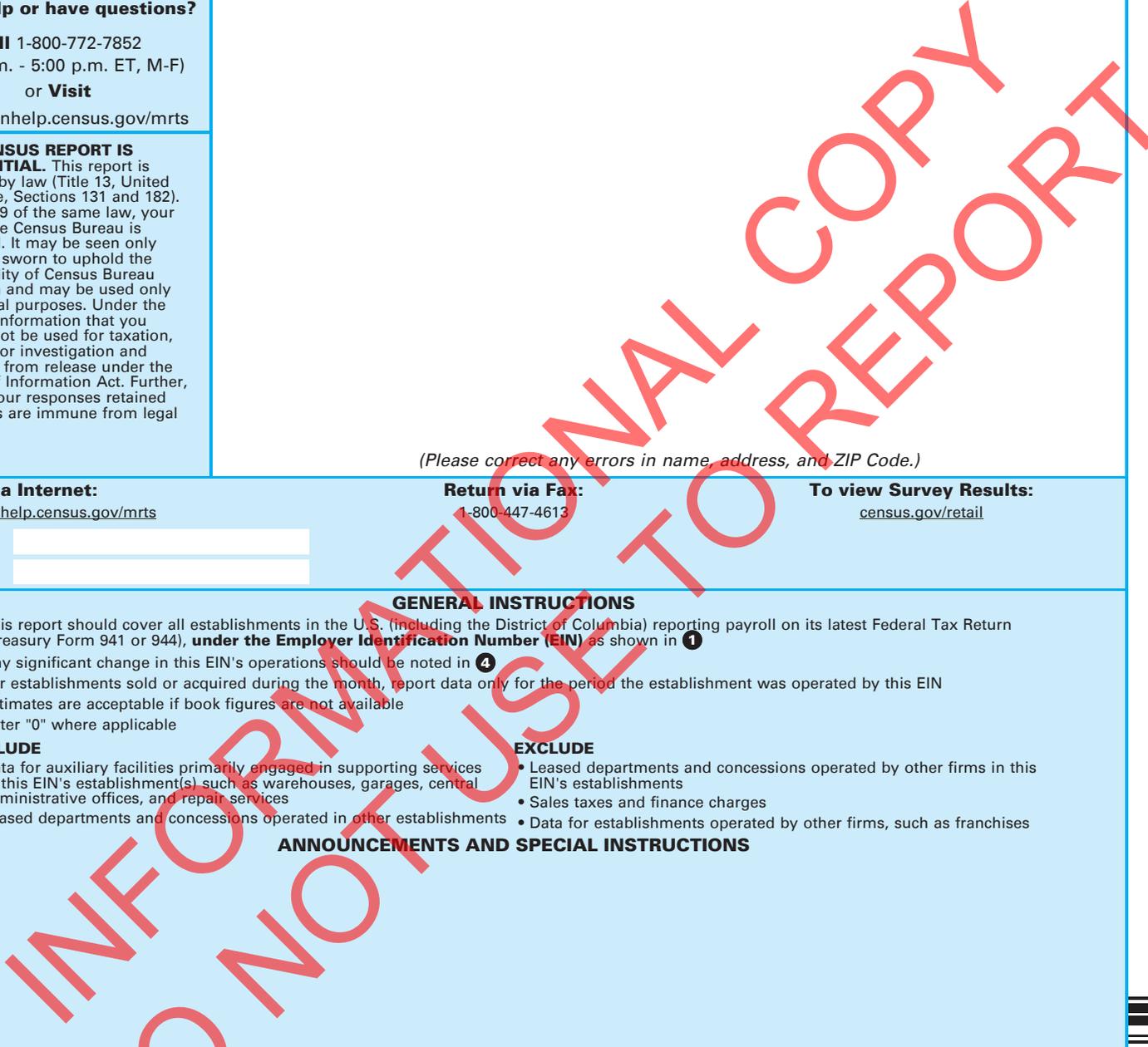
Month Day Year

### 2 NUMBER OF RETAIL ESTABLISHMENTS

How many retail establishments did this EIN operate? . . . . .

Number

The remainder of this report refers to the establishments reported here.



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