Need help or have questions?
Call 1-800-772-7852
(8:30 a.m. - 5:00 p.m. ET, M-F)
or
Visit econhelp.census.gov/mrts

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

Return via Internet: econhelp.census.gov/mrts
Return via Fax: 1-800-447-4613
To view Survey Results: census.gov/retail

Username: 
Password: 

GENERAL INSTRUCTIONS

• Any significant change in this firm’s operations should be noted in 1.
• For establishments sold or acquired during the month, report data only for the period the establishment was operated by this firm.
• 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 firm’s establishment(s) such as warehouses, garages, central administrative offices, and repair services.
• Leased departments and concessions operated in this firm’s establishments.

EXCLUDE
• Leased departments and concessions operated by other firms in this firm’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)
Has this firm acquired any new EINs for its retail operation(s) since last month?
☐ Yes - List here and continue with 2. Report additional EIN(s) in 4.
☐ No

EIN (9 digits)

2 NUMBER OF RETAIL ESTABLISHMENTS
How many retail establishments did this firm operate?

The remainder of this report refers to the establishments reported here.
### 3 SALES, RECEIPTS, OR REVENUE

**INCLUDE**
- Cash and credit sales of merchandise whether or not payment was received
- E-commerce sales if not submitted on a separate monthly retail report
- Wholesale sales and services revenue made by retail establishments covered by this report
- Value of trade-ins taken as part payment for other merchandise

**EXCLUDE**
- Commissions from vending machine operators and from sales of government lottery tickets
- Nonoperating receipts (such as interest income, income from investments, and receipts from the rental or sale of real estate)
- Refunds and allowances for returned goods
- The actual value of rebates and discounts granted to the purchaser, even if granted as an increase in trade-in allowance

#### A. What type of reporting period do this month’s sales represent?

- [ ] Calendar month reporting period - Go to 3C
- [ ] 4-week reporting period
- [ ] 5-week reporting period

#### B. If not a calendar month reporting period, what is the ending date for the period you are reporting sales?

<table>
<thead>
<tr>
<th>Ending Date</th>
<th>Month</th>
<th>Day</th>
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#### C. What were the total sales in

1. **Main store sales**
   
2. **Leased department sales**
   
3. **Total department store sales**

#### D. Do the sales reported in 3C represent book figures or estimates?

- [ ] Book Figure
- [ ] Estimate

### 4 REMARKS - Please use this space to explain any significant month-to-month changes, to clarify responses, or indicate where data were estimated.

#### CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Name of person to contact regarding this report</th>
<th>Title</th>
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<tr>
<th>Telephone</th>
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### DEFINITIONS OF E-COMMERCE SALES, AUXILIARY ESTABLISHMENTS, LEASED DEPARTMENTS AND CONCESSIONS

- **E-commerce** is the sale of goods and services where the buyer places an order, or the price and terms of the sale are negotiated, over an Internet, mobile device (M-Commerce), extranet, EDI network, electronic mail, or other comparable online system. Payment may or may not be made online.
- **Auxiliary Establishments** are facilities primarily engaged in furnishing supporting services (such as warehouses, garages and central administrative offices) to this firm’s establishments.
- **Leased Departments and Concessions** are separate businesses that lease space on the premises of another business.

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