GENERAL INSTRUCTIONS

- This report should cover ALL wholesale distributor establishments in the United States reporting payroll 
  under the Employer Identification Number (EIN) as referenced in 1 on page 3
- Include data for auxiliary facilities primarily engaged in supporting services to this EIN’s establishment(s) 
  such as warehouses, garages, and central administrative offices
- Any significant change in this EIN’s operations should be noted in 3 on page 3
- For establishments sold or acquired during the month, report data only for the period the establishments 
  were operated by this EIN
- Estimates are acceptable if book figures are not available
- Enter "0" where applicable

ANNOUNCEMENTS AND SPECIAL INSTRUCTIONS

We estimate this survey will take an average of 7 minutes to complete, 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 voluntary collection of information, including suggestions for reducing this burden, to: EID Survey Comments 0607-0190, U.S. Census Bureau, 4600 
Silver Hill Road, Room EID-6K081, Washington, DC 20233. You may email comments to eid.wholesale.indicator.branch@census.gov. Be sure to use "EID Survey 
Comments 0607-0190" as the subject.
Survey Instructions:

**ITEM 1 SALES, RECEIPTS, or REVENUE**

**INCLUDE**
- Sales of products that are shipped on this EIN’s orders directly to customers
- Retail sales made by wholesale establishments covered by this report
- Gross value of sales made on a commission basis (not your actual commissions)
- Receipts from freight, installations, rentals, maintenance, repairs, alterations, storage, and other such services
- E-commerce sales
- Excise taxes (such as those on gasoline, liquor, and tobacco) that are levied on the manufacturer and included in the cost of products purchased by this EIN
- Sales of nonconsumer durable goods (such as Industrial machinery, construction machinery, heavy trucks, and tractors)
- Sales to farmers for farm use (such as farm equipment, seeds, fertilizer, and feed)

**EXCLUDE**
- Sales from establishments that are primarily selling products manufactured or mined in the United States by this EIN
- Foreign sales of products that are not owned by establishments in the United States
- Taxes (sales, excise, and other) collected directly from customers and paid directly to a local, State, or Federal tax agency
- Nonoperating receipts (such as interest income, income from investments, and receipts from the rental or sale of real estate)
- Commissions earned for the sale of products
- Receipts from customers for carrying or other credit charges

**DEDUCT**
- Refunds and allowances for returned products
- The actual value of rebates and discounts granted to the purchaser, even if granted as an increase in trade-in allowance

**ITEM 2 VALUE OF INVENTORIES**

Report end-of-month inventories at cost or market for all wholesale establishments and internet operations covered by this report, including auxiliary locations (such as warehouses, garages, and central administrative offices) servicing these establishments. If any part of the inventory is valued using the LIFO method, report the amount of inventories before any adjustment for LIFO reserve.

**INCLUDE**
- All inventories of products, covered by this report, which are owned as of the end of the month, regardless of where held
- Inventories held in Foreign Trade Zones or in bond warehouses in the United States

**EXCLUDE**
- Items such as fixtures, equipment, and supplies not held for resale
- Products owned by others that are being held on consignment
1. **FEDERAL EMPLOYER IDENTIFICATION NUMBER (EIN)**
   - Does this firm report payroll under EIN?
     - Yes
     - No - Enter current 9-digit EIN AND date payroll was first reported for this EIN.

2. **NUMBER OF ESTABLISHMENTS**
   - How many wholesale establishments (including auxiliary facilities primarily engaged in supporting services such as warehouses, garages, and central administrative offices) did this EIN operate in?

3. **SALES, RECEIPTS, OR REVENUE**
   - Refer to page 2 for instructions on what should be included and excluded.
   - A. What type of reporting period do this month's sales represent?
     - Calendar month reporting period
     - 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? . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
   - End of Month
   - Day
   - C. What were this EIN's sales and other operating receipts in

4. **VALUE OF INVENTORIES**
   - Refer to page 2 for instructions on what should be included and excluded.
   - A. Did this EIN own inventories, regardless of where held, at the end of the month (or the end of the period for which you are reporting)?
     - Yes
     - No - Go to C
   - B. What was the value of inventories (before Last-in, First-out (LIFO) adjustment)? . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
   - C. Were inventories reported as of
     - Yes - Go to C
     - No
   - D. If not end of the month, inventories were reported as of what date? . . . . . . . . . . . . . .

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

6. **CONTACT INFORMATION**
   - Name of person to contact regarding this report (Please print)
   - Title
   - Telephone
   - Area code
   - Number
   - Extension
   - Fax
   - Area code
   - Number

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THANK YOU for completing your Monthly Wholesale Trade Report.
We suggest you keep a copy for your records.