INSTRUCTIONS AND DEFINITIONS

INTRODUCTION – These instructions and definitions will assist you in completing your Quarterly Financial Report (QFR). Section 1 provides general information about the QFR survey. Section 2 provides instructions and definitions relating to the addressed side of the form. Section 3 provides item specific instructions and definitions relating to the financial side of the form. QFR information is also available at the following Website: census.gov/econ/qfr.

SECTION 1 – GENERAL INFORMATION

A. Purpose of the Survey – The purpose of this survey is to provide comprehensive and timely information on business financial conditions. Each corporation’s response is an important component in the overall assessment of the health of our Nation’s economy. The information you provide will be used to prepare national measures of corporate profits and to formulate fiscal and monetary policy.

B. Survey Scope – This survey collects income statement and balance sheet data for domestic corporations that have a plurality of sales activity in manufacturing industries.

C. Survey Period and Due Date – Report data for the most recent 3-month period as indicated on the address side of the form. Companies on a 13-period year should submit the data for the third quarter of their fiscal year and a 12-week report for the other quarters. The questionnaire is due to be returned to the U.S. Census Bureau within 25 days after the end of the period requested.

D. Estimates Are Acceptable – The data requested on this form may not be available by the due date of the form or may not correspond to your company’s accounting records. In these instances, your carefully prepared estimates are an acceptable substitute for actual data. If you need assistance in completing the form or have specific questions regarding specific items, or would like to correspond with our staff, enroll in Secure Messaging Center at the following Website: econhelp.census.gov/qfr/contactus. You can also call our staff at our toll-free number 1 (800) 272-4250 or (301) 763-3359.

E. Filing Instructions

1. Internet Reporting – This option is our preferred method of collecting data. Internet reporting is available for all companies. Your username and password are located on the form. Visit econhelp.census.gov/qfr to log on and report.

2. Facsimile – If you choose not to file by internet reporting, fax the completed form toll-free to 1 (800) 447-4613.

3. Mail to – U.S. Census Bureau, 1201 East 10th Street, Jeffersonville, IN 47132-0000.

PLEASE DO NOT MAIL IN YOUR SURVEY FORM – If you submit electronically or by fax, DO NOT ALSO mail in a form. This can create a duplicate form in our system.

Important Note – In all correspondence or additional attachments, include your 10-digit Username located on the front of the form.

File Copies – Copies retained in respondents’ files are immune from legal process. It is recommended that a copy of the completed form be retained for your company records.

F. Filing Extensions – If you cannot complete the questionnaire by the due date, request an extension by phone toll-free at 1 (800) 272-4250 or (301) 763-3359.

G. Legal Authority and Confidentiality of Data – Title 13 United States Code (U.S.C.), Section 91, authorizes this collection and requires your response. The U.S. Census Bureau is required by Section 9 of the same law to keep your information confidential and can use your responses only to produce statistics. The Census Bureau is not permitted to publicly release your responses in a way that could identify your business, organization, or institution. Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.

H. Burden Hour Estimate – This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0432 and appears at the upper right of the survey form/login screen. Without this approval, we could not conduct this survey. We estimate this survey will take an average of 1.2 hours 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 collection of information, including suggestions for reducing this burden, to: EID Survey Comments 0607-0432, U.S. Census Bureau, 4600 Silver Hill Road, Room EID-6K181, Washington, DC 20233. You may email comments to csd.qfr@census.gov. Be sure to use “EID Survey Comments 0607-0432” as the subject.

SECTION 2 – INSTRUCTIONS FOR SELECT LINE ITEMS ON ADDRESSED SIDE OF FORM

2a. and b. Annual closing date and the Federal Employer Identification Number (FEIN) – Provide the current Annual closing date and the FEIN of the addressed, reporting corporation.

If there are changes from the prior quarter for the Annual closing date or the FEIN, attach a separate sheet noting the circumstances of the change and the current status of the former FEIN.

2b. Corporation Status – Reporting companies operating under bankruptcy protection are still required to file. The reports need to be filed on a properly consolidated basis including any subsidiary operating under bankruptcy protection. (See Consolidation Rules in 3 below.) Please note if any operations have been discontinued. If the company is unable to comply with the reporting requirements because the books of the ongoing operations are under the control of a court appointed trustee, etc., please explain on a separate sheet. (Include your 10-digit Username on all attached information.)

2c. Parent Corporation – Give the corporate name, FEIN, and address of any parent domestic company (owns more than 50 percent of voting securities). If there are multiple tiers of ownership, give the highest U.S. corporation as the parent. Note changes from previously reported parent companies giving all tiers in the ownership chain. This will help us determine the reporting level and eliminate duplication of coverage.
INSTRUCTIONS AND DEFINITIONS – Continued

SECTION 2 – INSTRUCTIONS FOR SELECT LINE ITEMS ON ADDRESSED SIDE OF FORM – Cont.

Consolidation Rules – Fully consolidate the operations of all domestic corporations, or owning 100% of domestic corporations) that are taxable under the U.S. Internal Revenue Code and are owned more than 50 percent by your company and its major-owned consolidated subsidiaries. For purposes of this report, domestic operations refer to operations that are within the 50 United States and the District of Columbia. Commonwealths such as Puerto Rico and territories such as the Virgin Islands are not considered domestic.

Nonconsolidated Domestic and Foreign Operations are domestic corporate operations in foreign countries (plants or workforces that are located in foreign countries); foreign entities (corporate or noncorporate); foreign branch operations; foreign sales corporations; and, subsidiaries created in foreign countries to manufacture and/or sell primarily in foreign markets. These operations are to be reported using the equity method or cost method of accounting.

Do not consolidate domestic corporations primarily engaged in banking, finance, or holding other nonconsolidated domestic and foreign operations (plants or workforces are located in foreign countries); foreign entities (corporate or noncorporate); foreign branch operations; foreign sales corporations; and, subsidiaries created in foreign countries to manufacture and/or sell primarily in foreign markets. These operations are to be reported using the equity method or cost method of accounting.


through – Subsidiaries. Any changes indicated in the line for each of those items are to reflect changes from the prior quarter. However, in order to maintain continuity in the QFR estimates, please also include any acquisitions or disposal of noncorporate entities, i.e., branches, divisions, business segments, etc., that have total assets greater than $50 million.

If you have questions regarding the Consolidation Rules, please use the Secure Messaging Center to correspond with our staff at the following Website: econhelp.census.gov/qfr/contactus. You can also call our staff at our toll-free number at 1 (800) 272-4250 or (305) 763-3359.

SECTION 3 – INSTRUCTIONS BY LINE ITEM

LINE A – Sales, receipts, and operating revenues. Report sales net of returns and allowances and excise and sales taxes. Include all sales for the quarter derived from normal operations. Unlike General Accepted Accounting Principles (GAAP), include sales from discontinued operations through the date of disposal. Costs of goods sold should be reported on a gross basis including the commissions received.

LINE B – Depreciation, depletion, and amortization of property, plant, and equipment. Include the expense for the current quarter of any non-corporate assets only. Do not include amortization of intangibles or items such as bargain on acquisition or goodwill. These items should be included in line C.

LINE C – All other operating costs and expenses. Include all costs of goods sold (net of purchase discounts), selling, general and administrative expenses, and amortization of intangible assets. Include such expenses as keyman life insurance, provision for bad debts (net of bad debt recovery), goodwill, mining costs related to dry holes, abandonment of producing properties, and provision for impairment of producing properties.

LINE E – Interest expense. Include all interest expense. Do not net interest income with interest expense. Report interest income in line F.

LINE F – Nonoperating income and expenses. Include interest income, income (loss) of foreign branches and equity in earnings (loss) of domestic and foreign nonconsolidated subsidiaries, other equity income, dividends from investments and nonconsolidated subsidiaries carried on the "cost" basis of accounting, royalties, minority interest, and other nonoperating income (expense) items not elsewhere specified.

LINE H – Provision for current and deferred domestic income taxes. Report the provision for U.S. Federal, state, and local income tax. Accrue current payable in line C and the deferred payable in line G.

LINE K – Cash dividends charged this quarter. Include only cash dividends charged during the quarter. Include 11205 cash distributions.

LINE L – Cost of goods sold. Report the cost of goods sold as calculated on your separate corporation financial statements. Do not include any long-term portion of long-term debt or the current portion of operating leases. Report the long-term portion of other long-term debt in line F-2 and the current portion of operating leases in line G.

LINE M – All other non-current liabilities. Report all long-term liabilities as reported on your separate corporation financial statements. Do not include any long-term portion of long-term debt or the current portion of operating leases. Report the current portion of long-term debt in line D-1.

LINE N – Accumulated depreciation, depletion, and amortization. Report the accumulated depreciation, depletion, and amortization for the fixed assets included in line F-1. Do not include amortization of intangible assets. Report intangible assets net of amortization in line G.

LINE G – All Other noncurrent assets. Include investments in nonconsolidated entities, other long-term investments including noncurrent marketable securities, patents, copyrights, franchises, trade names, goodwill, capitalized exploration and development costs of mineral properties.

LINE H – Total Assets. Report the sum of lines A-1 through E, F-4 and G. line H must be equal to line I, Total Liabilities and Stockholders’ Equity.

LINE B1 – Balance Sheet assets. Include trade receivables from commercial customers and governments, less allowances for doubtful accounts. Also include inter-company trade receivables from minority-owned subsidiaries that are not consolidated in this report in accordance with the consolidation instructions. Unlike conventional accounting, do not deduct progress payments and billings. These should be reported on line E.

LINE D – Inventories. Report book value of all inventories. Include all raw materials, supplies, finished goods, and work-in-process inventories on the premises, in transit, or consigned to others at the end of the accounting period. Inventories may be reported on whatever valuation method is used for the company, as long as it is reported on a consistent basis each quarter. Exclude land, buildings, and other real estate and securities held for resale; these items should be reported on line F. Unlike GAAP, do not deduct progress payments and billings. These should be included in line E.

LINE E – All other current assets. Include prepaid expenses, income tax refunds receivable, short-term deposits, and assets held for resale, which are no longer being used in the operations.

LINE F1 – Property, plant, and equipment. Report the gross value (acquisition or original cost or other basis) of all depreciable and amortizable fixed assets. Include all finance leases; improvements and new construction in progress, but not yet completed; fixed assets owned by the company and its consolidated subsidiaries that are leased or rented to others; and capitalized exploration and development costs of mineral properties.

LINE F-2 – Land and mineral rights. Report the gross value (acquisition or original cost or other basis) of all land, except land held for resale. Include timber and mineral rights, except capitalized exploration and development costs of mineral properties.

LINE G – All Other noncurrent assets. Include investments in nonconsolidated entities, other long-term investments including noncurrent marketable securities, patents, copyrights, franchises, trade names, goodwill, capitalized exploration and development costs of mineral properties.

LINE H-1 – Capital stock and other capital. Include all classes of capital stock and paid-in-capital, except redeemable preferred stock, less the total cost of the company’s stock that has been repurchased and held in the treasury. Report the current portion of long-term debt in line D-1.

LINE H-2 – Retained earnings at end of quarter. Report the corporation’s accumulated net income after tax including cumulative foreign currency translation adjustments, less distributions to stockholders and transfers to the paid-in-capital accounts reported in line H-1.

LINE I – Total Liabilities and Stockholders’ Equity. Report the sum of lines A-1 through G and H-3. Line I must be equal to line H, Total Assets.