

2017 Economic Census

Instructions

Finance and Insurance Sector Banking and Savings Institutions and Insurance Carriers Consolidated Reporting Unit Paths

Path: 5221A, 5222A, 5240A, 5241A, 5243A, 5244A, 5247A, 5248A

This 2017 Economic Census information sheet covers companies engaged in the following areas of economic activity:

- Commercial banking – accepting demand and other deposits and making commercial, industrial, and consumer loans
- Savings institutions – accepting time deposits, making mortgage and real estate loans, and investing in high-grade securities
- Direct insurance carriers – initially underwriting life, accident, health, fire, marine, casualty and/or surety insurance
- Reinsurance carriers – assuming all or part of the risk associated with existing insurance policies originally underwritten by other insurance carriers

ITEM 5: SALES, SHIPMENTS, RECEIPTS, OR REVENUE

Report total revenue for the company's United States locations operating in the industry identified in the *Industry* field on the *Location Information* screen.

Revenue should be reported in thousands of dollars.

For companies which generate no revenue, report zero and explain in Item 31: Remarks at the end of the survey.

Include:

- Interest, dividends, royalties, and net realized capital gains (losses)
- Commissions and fees received from all sources, including fees earned for exchanging currencies, selling money orders, and cashing checks
- Net gains (losses) from the sale of real property owned for investment, rent, or lease (**NOT** gross sales)
- Gross sales (**NOT** net gains (losses)) of real property developed or buildings built for sale
- Gross rents from real property leased to others
- The consolidated reporting unit's share of revenue from departments, concessions, and vending and amusement machines operated by others
- Revenue from the rental and leasing of vehicles, equipment, instruments, tools, videos, etc. (Interest earned from financing leases should be included with interest.)

Exclude:

- Revenue or other taxes (including Hawaii's General Excise Tax) collected directly from customers and paid directly to a state, local, or federal tax agency
- Revenue of departments or concessions operated by others

ITEM 7: EMPLOYMENT AND PAYROLL

Definitions are the same as those used on the Internal Revenue Service (IRS) Forms 941 and 944, and as described in Circular E, Employer's Tax Guide.

A. Employment

Include:

- All full- and part-time employees on the payroll during the pay period including March 12, 2017
- Salaried officers and executives of a corporation
- Salaried members of a professional service organization or association (operating under state professional corporation statutes and filing a corporate federal income tax return)
- Employees on paid sick leave, paid vacations, and paid holidays
- For insurance and real estate sectors, include agents considered employees of the firm (e.g., full-time insurance or real estate agents) as reported on IRS Form 941 or 944.

Exclude:

- Proprietors or partners of an unincorporated company
- Employees of departments or concessions operated by other companies at the establishment
- Full- and part-time leased employees whose payroll was filed under an employee leasing company's Employer Identification Number (EIN)
- Temporary staffing obtained from a staffing service
- Independent contractors
- For insurance and real estate sectors, exclude agents **not** considered employees of the firm on IRS Form 941 or 944 (e.g., independent insurance or real estate agents).

B. Payroll

Include:

- Wages, salaries, tips, vacation allowances, bonuses, commissions, and other compensation paid to employees during 2017 and reported on IRS Forms 941 or 944 as taxable Medicare Wages and tips (even if not subject to income or FICA tax)
- Salaries of officers and executives of a corporation
- Salaries of members of a professional service organization or association (operating under state professional corporation statutes and filing a corporate federal income tax return)
- Employee contributions to qualified pension plans
- The spread on stock options that is taxable to employees as income
- For insurance and real estate sectors, include compensation paid to sales agents as reported on IRS Form 941 or 944 (e.g., independent insurance or real estate agents); **exclude** if reported on IRS Form 1099 – MISC – Statement for Recipients of Miscellaneous Income.

Exclude:

- Employer's cost for fringe benefits (e.g., employer-paid insurance premiums, pension plans, payroll taxes, and other employer-paid benefits)
- Payments to or withdrawals by proprietors or partners of an unincorporated company
- Annuities or supplemental unemployment compensation benefits, even if income tax was withheld
- Payrolls of departments or concessions operated by other companies at the establishment
- For insurance and real estate sectors, exclude compensation paid to agents **not** considered employees of the firm on IRS Form 941 or 944 (e.g., independent insurance or real estate agents).

ITEM 33: LOCATIONS OF OPERATION

Number of Locations

Provide a summation of all establishments prelisted in item **33A** that are in operation or temporarily inactive, minus the establishments closed or sold, plus the establishments added in item **33B**.

A. Pre-identified Locations of Operation

We prelisted physical locations of your company that are part of this consolidated reporting unit based on Census records. Please bring this list up to date as follows:

LOCATION INFORMATION – Please correct any errors or omissions in the prelisted information. If the major activity listed is not the major activity of the location, correct the major activity and do not include this location in the count, item **33**.

EMPLOYMENT AND PAYROLL – Report the number of employees and payroll for each establishment. Do not combine data for locations. If employees work at more than one location, report employment and payroll for employees at the ONE location where they spent most of their working time.

OPERATIONAL STATUS – Check the ONE option that best describes the operational status of the establishment at the end of 2017.

- **In operation** – The establishment was open and actively conducting business on December 31, 2017.
- **Temporarily or seasonally inactive** – Although not conducting business at the end of 2017, the establishment will eventually reopen and conduct business under the same Employer Identification Number (EIN). Examples include businesses in resort areas that close during the “off-season” or establishments that temporarily close for remodeling.
- **Ceased operation** – The establishment has gone out of business or closed and does not plan to reopen. Provide the **month, day, and year** that the establishment ceased operation. Complete all items for the portion of 2017 during which the establishment was in operation.
- **Sold or leased to another operator** - The establishment was sold or leased to another company or organization. Provide the **month, day, and year** that the change occurred and indicate the name and address of the new owner or operator. Complete all items for the portion of 2017 prior to the change in operator.
- **Other** - The establishment's operational status at the end of 2017 is not accurately described above. Please describe the establishment's operational status in the space provided.

B. Additional Locations of Operation

Provide additional establishments not prelisted in item **33A** that operate in the industry identified in the *Industry* field on the *Location Information* screen.

If your company operates at locations for which you received separate establishment reporting instrument(s), do not add them, but rather complete the other reporting instruments(s).

LOCATION INFORMATION - List separately any locations of your company and its subsidiaries that were not included in item **33A**, but were in operation and engaged in the industry identified in the *Industry* field on the *Location Information* screen.

EMPLOYMENT AND PAYROLL - Report the number of employees and payroll for each establishment. Do not combine data for locations. If employees worked at more than one location, report employment and payroll for employees at the ONE location where they spent most of their working time.

MAJORITY ACTIVITY CODE - Select the two digit code from the MAJOR ACTIVITY CODES list that best describes the major activity of each location. Please specify the principal products or services.

FORMER OWNER OR OPERATION INFORMATION - Provide the name and address of previous owner and date of purchase for each **acquired** establishment listed.