

## 2017 Economic Census

### Instructions

#### U.S. Territories

#### Finance, Insurance, Real Estate, and Rental and Leasing Sector

#### Sectors 52 & 53:

The Finance and Insurance and Real Estate and Rental and Leasing sectors of the 2017 Economic Census include establishments primarily engaged in the following areas of economic activity:

- Financial services – banks; credit unions; savings institutions; finance, mortgage, and loan companies; securities and commodities brokers, dealers, and exchanges; holding companies, investment companies, pension fund administrators.
- Insurance carriers, agents (agencies), and brokers (brokerages).
- Real estate operators and lessors; listing, sales, and rental agents (agencies); property management; and other real estate services.
- Auto and truck rental and leasing; computer and other equipment rental and leasing; video tape rental; and other rental and leasing services.

If an establishment is **NOT** engaged in one of these kinds of businesses, **DESCRIBE** its business or activity in **ITEM 17 AND COMPLETE** the report form as accurately as possible.

#### ITEM 5: SALES, SHIPMENTS, RECEIPTS, OR REVENUE

For establishments that generate no revenue, report zero and explain in the remarks section at the end of the report form.

#### Include:

- Interest, dividends, royalties, 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 by the establishment for investment, rent, or lease (**NOT** gross sales).
- Gross sales (**NOT** net gains (losses)) of real property developed or buildings built by the establishment for sale.
- Gross rents from real property leased by the establishment to others.
- Rents from departments or concessions operated by other companies at the establishments.

#### Exclude:

- Revenue or other taxes collected directly from customers and paid directly to a Commonwealth, Territorial, or Federal tax agency.
- Revenue of departments or concessions operated by other companies at the establishment.

#### B. E-Commerce Sales

E-commerce transactions are transactions completed over an Internet, electronic mail, Extranet, Electronic Data Interchange (EDI) network, or other online system.

**Include:**

- Revenue generated from agreements negotiated online between buyer and seller on price and terms of a transfer of ownership of, or rights to use, goods or services.
- Online sales of goods or services, regardless of whether payment is made online.
- Commissions or fees from the use of online services (e.g., computerized reservation systems, financial transaction processing systems, etc.) where the order or contact was negotiated online.
- Commissions or fees from online trading of securities or other financial products (e.g., insurance, loans, etc.).
- Commissions or fees from selling or from facilitating the sale of third party products (e.g., click-throughs on advertisements or referral fees) through the establishment's website.
- Revenue generated from telephone transactions using interactive voice response systems.
- Shipping and handling receipts for online orders.

**Exclude:**

- Online payments from customers where the order or contract was **not** negotiated online.
- Commissions or fees from the provision of telecommunications and related infrastructure systems (e.g., data transfer, web hosting, Internet access, etc.) where the order or contract was **not** negotiated online.
- Order for goods or services placed over facsimile machines or switched telephone networks.

**ITEM 7: EMPLOYMENT AND PAYROLL**

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.

**A. Number of Paid Employees**

Report number of paid employees for pay period including the March 12, 2017.

**Include:**

- All full- and part-time employees working at this establishment whose payroll was reported on Internal Revenue Service Form 941-PR or 941-SS, Employer's Quarterly Federal Tax Return, or Form 944-PR or 944-SS, Employer's Annual Federal Tax Return, and filed under the Employer Identification Number (EIN) in Item 1.
- Salaried officers and executives of a corporation.
- Salaried member of a professional service organization or association.
- Agents considered employees of the firm.
- Employees on paid sick leave, paid holidays, and paid vacation.

**Exclude:**

- Temporary staffing obtained from a staffing service.
- Employees of departments or concessions operated by other companies at this establishment.
- Proprietors or partners of an unincorporated business.

- Unpaid family members.
- Agents not considered employees of the firm on Internal Revenue Service Form 941-PR or 941-SS, Employer's Quarterly Federal Tax Return, or Form 944-PR or 944-SS, Employer's Annual Federal Tax Return (e.g., real estate agents, independent insurance agents).

## **B. Payroll Before Deductions**

### **Include:**

- Wages, salaries, tips, vacation allowances, bonuses, commissions, and other compensation paid to employees during 2017, whether or not subject to income or FICA tax.
- Salaries of officers and executives of a corporation. Employee contributions to qualified pension plans.
- The spread on stock options that is taxable to employees as income.
- Compensation paid to sales agents as reported on Internal Revenue Service Form 941, Employer's Quarterly Federal Tax Return, or Form 944, Employer's Annual Federal Tax Return.

### **Exclude:**

- Payments to or withdrawals by proprietors or partners of an unincorporated business.
- Annuities or supplemental unemployment compensation benefits, even if income tax was withheld.
- Payrolls of departments or concessions operated by other companies at the establishment.
- Compensation paid to agents not considered employees of the firm on Internal Revenue Service Form 941-PR or 941-SS, Employer's Quarterly Federal Tax Return, or Form 944-PR or 944-SS, Employer's Annual Federal Tax Return (e.g., real estate agents, independent insurance agents).

## **C. Employer's Annual Cost for Fringe Benefits**

### **Include:**

- Legally required employer's cost for benefits (employer payments for Social Security, Medicare, unemployment compensation, workmen's compensation, and local disability programs, if required). Also include any legally required employer's cost for benefits under non-FICA regulations.
- Voluntarily provided benefits (payments for life insurance, medical insurance, pensions, welfare benefits, union-negotiated benefits, and other benefits).

## **ITEM 13: CAPITAL EXPENDITURES**

Report expenditures made during 2017 to purchase buildings or structures, including improvements and repairs, and machinery and equipment that are chargeable to the fixed assets accounts and for which depreciation accounts are maintained. Also include the cost of buildings or structures and machinery and equipment acquired as the lessee under capital lease agreements entered into during 2017.

## ITEM 16: SELECTED EXPENSES

Costs refer to the amount actually paid or payable after discounts, including freight and other direct charges incurred in acquiring the item or service.

**Communication services** - Report cost of communication services, including telephone, cellular phones, Internet, fax, and the cost for the contracts.

**Computer services** - Report the cost of all computer services. Include data processing and computer software.

**Office supplies** - Report the cost of office supplies.

**Maintenance and repair of machinery and equipment** - Report total amount paid for the maintenance and repair of the machinery and/or equipment during 2017.

**Maintenance and repair of buildings, structures, offices and their integral parts** - Report total amount paid for the maintenance and repair of buildings, structures, offices, and their integral parts. Include the cost of purchased services from other companies that are paid directly by this establishment for janitorial, refuse removal, and other services.

**All other operating expenses** - Include all the other operating expenses incurred by the establishment, such as payroll, benefits, utilities, depreciation. Do not include capital expenditures, interest, and/or bad debt.

**Interest paid** - Include all the interest that was paid in 2017.

### B. Depreciation Charges

Report depreciation charges taken against tangible assets owned and used by your firm, tangible assets and improvements owned by your firm under leaseholds, tangible assets obtained, as the lessee, through capital lease agreements in 2017.

## ITEM 17: PRINCIPAL BUSINESS OR ACTIVITY

Choose the ONE kind of business that best describes this establishment in 2017. If none of the provided selections seem appropriate select "Other kind of business or activity," and provide a specific description of the primary business activity.

## ITEM 22: DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE

- Report in thousands of dollars.
- **Estimates are acceptable**, but please **do not** combine data for two or more lines.
- If the establishment had sources of revenue not covered in the prelisted categories, report them on the "All other products and services, not elsewhere classified" lines and specify principal sources with their estimated sales.
- The sum of products and services reported should equal the amount reported in Item 5.