2022 Economic Census

Instructions

Professional, Scientific, and Technical Services; Administrative, Support, Waste Management, and Remediation Services; Health Care and Social Assistance; Arts, Entertainment, and Recreation; and Other Services Sectors

Paths: 54120, 54134, 54135, 54138, 54140, 54150, 54161, 54162, 54191, 54192, 54194, 56110, 56120, 56160, 56170, 56210, 56220, 56290, 62113, 62121, 62151, 71140, 71150, 71320, 81110, 81120, 81130, 81140, 81230, 81291, 81292, 81293, 81299

ITEM 5: SALES, SHIPMENTS, RECEIPTS, OR REVENUE

Include:

- Gross receipts from services provided, from the use of facilities, and from merchandise sold in 2022, whether or not payment was received in 2022.
- Advertising agencies, travel industries, and other service establishments operating on a commission basis - commissions, fees, and other operating income, NOT gross billings or sales.
- Health care establishments - net patient revenue (the amount actually received or due from payers), NOT gross patient revenue (the total amount of charges before contractual adjustments and charity care).
- Capitation revenue (health care providers only).
- Sales of goods and services marketed through sales offices.
- Sales to and receipts from services performed for FOREIGN clients, including parent firms, subsidiaries, and branches.
- Sale or licensing of rights to intellectual property protected by copyright (e.g., literary works, software, audio visual works, musical compositions and recordings, etc.) or as industrial property (e.g., patents, trademarks).
- Rental of nonresidential space in buildings and facilities, including this establishment's share of receipts from departments, concessions, and vending and amusement machines operated by others.
- Receipts from the rental and leasing of vehicles, equipment, instruments, tools, etc.
- Total value of service contracts.
- Market value of compensation received in lieu of cash.
- Amounts received for work subcontracted to others.
- Dues and assessments from members and affiliates.

Exclude:

- Sales and other taxes (including Hawaii's General Excise Tax) collected directly from customers or clients and paid directly to a local, state, or federal tax agency.
- Sales of used equipment previously rented or leased to customers.
- Gross receipts collected on behalf of others.
- Gross receipts from departments or concessions operated by others.
- Proceeds from the sale of real estate (land and buildings), investments, or other assets (except inventory held for resale).
- Income from interest, real estate investments, dividends, contributions, and grants.
- Domestic intracompany transfers.
- Receipts of foreign parent firms and subsidiaries.
- Other nonoperating income.

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.

If employees worked at more than one location, report employment and payroll for those employees at the ONE location where they spent most of their working time.

A. Employment

Include:

- All full- and part-time employees on the payroll during the pay period including March 12, 2022.
- 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 2022 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).