

1997 ECONOMIC CENSUS Information Sector

INSTRUCTIONS FOR FORM SV-7800 (Telecommunications)

This 1997 Economic Census instruction sheet covers companies engaged in providing telecommunications services.

This report form requests data for activities conducted during 1997. It consists of two parts:

(1) Items 5-12 (pages 1, 2, and 3) request consolidated information for the State and major activity printed on the label.

(2) Item 13A, **PRELISTED ESTABLISHMENTS OF YOUR COMPANY**, requests information for the individual establishments your company previously reported to be in the State and engaged in the major activity printed on the label. This listing of establishments can be used as a guide to determine the scope of activities for which data are to be reported on pages 1, 2 and 3. Add any establishments that are not listed in item 13A that operate in this State and provide telecommunications services in item 13B, **ADDITIONAL ESTABLISHMENT(S) OF YOUR COMPANY**.

If a company is **NOT** engaged in any of the prelisted kinds of business on the report form, **DESCRIBE** its business or activity **IN ITEM 8 AND COMPLETE** the report as accurately as possible.

CONFIDENTIALITY

Your response to items on all forms is **STRICTLY CONFIDENTIAL**. Your firm's reports will be used solely for developing summary statistics. **THEY CANNOT BE USED FOR PURPOSES OF TAXATION, INVESTIGATION OR REGULATION.**

GENERAL INSTRUCTIONS

- o Complete the form only for the State and major activity identified in the label area of the form. If the company operates in a State for which you were not provided a separate form, call the Census Bureau at 1-800-233-6136, Monday through Friday between 8:00 a.m. and 8:00 p.m. eastern time, to request additional forms.
- o Each report should cover calendar year 1997. If book figures are not available, **estimates** are acceptable.
- o Mail both the State reporting form and the establishments' listing sheets together in the same package. The forms may be separated for purposes of completing the information requested, but be sure to put the parts back together before mailing them.
- o If your company stopped operating in the State before January 1, 1997, indicate action and date in the Remarks and return the form.
- o If your company stopped operating in the State during 1997; i.e., it was closed, sold, or leased to another company or organization, complete the report for the portion of 1997 that the establishment was in operation.
- o Receipts and payroll data should be rounded to the nearest thousand dollars as illustrated on the form.
- o If you have any questions or if any communication regarding the reports is necessary, reference the 11-digit Census File Number (CFN) printed in the address label.
- o If additional space is necessary to complete any item, use the remarks section at the end of the form (if applicable) or attach a separate sheet. If extra sheets are added, write the CFN and the item number at the top of each additional page.
- o Please make photocopies of your completed forms and retain the copies in your files.
- o Respondents are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget (OMB). The OMB 8-digit number appears in the upper right corner of this questionnaire.
- o Public reporting burden for this collection of information is estimated to vary from 12 minutes to 9 hours and 24 minutes per response, with an average of 1 hour per response, 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 the Associate Director for Administration/Comptroller, Attn: Paperwork Reduction Project 0607-0834, Room 3104, Federal Building 3, Bureau of the Census, Washington, DC 20233.

INSTRUCTIONS FOR SELECTED ITEMS

Items 1, 2, 3, and 4 are NOT APPLICABLE to this report form.

Item 5. DOLLAR VOLUME

Report the total operating receipts of the company in the State in thousands of dollars. Telephone service establishments should **exclude** receipts collected on behalf of another company. **Include** receipts received from international calls originating in the United States (including that portion paid to foreign countries for accessing their network). **Include** allowances for uncollectible accounts.

Include:

- o Gross receipts from services provided, from the use of facilities, and from merchandise sold in 1997, whether or not payment was received in 1997. Include royalties, license fees, and other payments from the marketing of intangible products (e.g. licensing the use of or granting reproduction rights for software, musical compositions, and other intellectual property).
- o Receipts from FOREIGN parent firms, subsidiaries, branches, etc.
- o Receipts from the rental and leasing of vehicles, equipment, instruments, tools, etc.
- o Total value of service contracts.
- o Market value of compensation received in lieu of cash.
- o Amounts received for work subcontracted to others.
- o Dues and assessments from members and affiliates.
- o This establishment's share of receipts from departments, concessions, and vending and amusement machines operated by others.
- o Public broadcast stations and libraries should include contributions, gifts, grants, and income from interest, rental of real estate, and dividends; all others should exclude such revenues.
- o If total receipts is zero, report a zero in Item 5 and explain in the remarks section of the form.

Exclude:

- o Sales and other taxes collected directly from customers or clients and paid directly to a local, State, or Federal tax agency.
- o Gross receipts collected on behalf of others.
- o Gross receipts of departments or concessions operated by others.
- o Sales of used equipment previously rented or leased to customers.
- o Proceeds from the sale of real estate (land and buildings), investments, or other assets (except inventory held for resale).
- o Contributions, gifts, grants, and income from interest, rental of real estate, and dividends **except** for public broadcast stations and libraries.
- o Domestic intracompany transfers.
- o Receipts of foreign subsidiaries.
- o Other nonoperating income (e.g., franchise fees).

Item 6. PAYROLL

Answer this item according to the guidelines outlined below. (Definitions are the same as those used on the Employer's Quarterly Federal Tax Return, Form 941, and as described in Circular E, Employer's Tax Guide.)

PLEASE CONTINUE ON REVERSE

Report the total payroll for the number of employees in the State. If employees worked in more than one State, report payroll for those employees in the ONE State where they spent most of their working time.

Include:

- o Wages, salaries, tips, vacation allowances, bonuses, commissions, and other compensation paid to employees during 1997, whether or not subject to income or FICA tax.
- o Salaries of officers and executives of a corporation.
- o Employee contributions to qualified pension plans.

Exclude:

- o Payments to or withdrawals by proprietors or partners of an unincorporated company.
- o Annuities or supplemental unemployment compensation benefits, even if income tax was withheld.
- o Payrolls of departments or concessions operated by other companies at the establishment.

Item 7. EMPLOYMENT

Report the number of paid employees in the State. If employees worked at more than one location, report employment at the ONE location where they spent the majority of their working time.

Include:

- o All full- and part-time employees on the payroll during the pay period including March 12, 1997.
- o Salaried officers and executives of a corporation.
- o Employees on paid sick leave, paid vacations, and paid holidays.

Exclude:

- o Proprietors or partners of an unincorporated company.
- o Employees of departments or concessions operated by other companies at the establishment.

Item 13. LOCATIONS OF OPERATION

We have prelisted all the known establishments of the company, for the corresponding major activity and State, in item 13A. These establishments should include all operating facilities, service locations, and any other support facilities such as warehouses, administrative offices, main or branch offices, or terminals which are either directly responsible for supervising such activities or the base from which personnel operate to carry out those activities. Locations with no paid employees, including telephone relay and switching stations, broadcasting antennas, and other similar facilities, are not considered separate establishments. Update the list as instructed on the form.

Report the employment and payroll for each location in the State. If employees worked at more than one location, report the employment and payroll for these employees at the ONE location where they spent the majority of their time working.