

U.S. DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. CENSUS BUREAU



FORM  
**SA-42(B)**  
(11-12-2002)

**2002 BUSINESS EXPENSES SURVEY**

**DUE DATE**

Any questions call  
1-800-772-7851

Complete this form and  
RETURN TO

U.S. CENSUS BUREAU  
1201 East 10th Street  
Jeffersonville, IN 47132-0001  
FAX 1-800-447-4613

**YOUR RESPONSE IS REQUIRED BY LAW.** Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the U.S. Census Bureau. By the same law, **YOUR REPORT IS CONFIDENTIAL.** It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

**In correspondence pertaining to this report, please refer to the identification number (ID) represented by the first 14 digits shown to the left in the label below.**

(Please correct any error in name, address, and ZIP Code)

**REPORTING INSTRUCTIONS — See also separate instruction sheet enclosed.**

This report covers merchant wholesale locations. Please read all instructions and complete all items. Except for payroll and contributions for employee benefits, report data for operating expenses incurred during the reporting period, even though payment may have been made at a later date. If book figures are not available or easily accessible, **carefully prepared estimates are acceptable.**

**Item 1 NUMBER OF MERCHANT WHOLESALE LOCATIONS ON DECEMBER 31, 2002**

Enter the total number of merchant wholesale locations covered by this report, including auxiliary locations (such as warehouses, garages, and central administrative offices) servicing these locations.

Number			
102			

**HOW TO REPORT DOLLAR FIGURES**

Value figures may be reported in dollars or rounded to thousands.  
Example: If a figure is **\$1,179,125,628** report

- Preferred .....
- Acceptable .....

Bil- lions (000)	Mil- lions (000)	Thou- sands (000)	Dol- lars (000)
1	179	125	628
1	179	126	000

**Item 2 OPERATING EXPENSES IN 2002, INCLUDING PAYROLL, EXCLUDING INTEREST**

**EMPLOYEE COMPENSATION**

**2a. TOTAL ANNUAL PAYROLL IN 2002, BEFORE DEDUCTIONS**

**Include**

Full- and part-time employees working for this company whose payroll was reported on Internal Revenue Service Form 941, Employer's Quarterly Federal Return, and filed under this company's Employer Identification Number(s) (EIN(s)).

**Exclude**

- Full- and part-time employees whose payroll was filed under a leasing company's EIN, but for whom you maintain day-to-day control of their activities (such as hiring/firing decisions, determining base pay rates, and selecting benefits options).
- Temporary staffing obtained from a temporary help service.

Key	Bil.	Mil.	Thou.	Dol.
202				

**PLEASE CONTINUE ON NEXT PAGE**

**Item 2 OPERATING EXPENSES IN 2002, INCLUDING PAYROLL, EXCLUDING INTEREST - Continued**

**EMPLOYEE COMPENSATION - Continued**

**2b. EMPLOYER'S COST FOR FRINGE BENEFITS IN 2002**

For employees included in above payroll, include employer's cost for *legally required* programs actually paid during the year, such as Social Security, workman's compensation insurance, unemployment tax, and state disability insurance programs; and employer's cost for programs *not required by law* such as pension plans, stock purchase plans, union-negotiated benefits, life insurance benefits, and insurance premiums on hospital and medical plans.

Key	Bil.	Mil.	Thou.	Dol.
204				

**2c. CONTRACT LABOR**

Contract employees are persons who are not on your payroll but are supplied through a contract with another company to perform specific jobs (e.g., temporary help, leased employees); your company provides day-to-day supervision. Thus, security and janitorial personnel are excluded if supervised by the supplying firm.

205 1  Yes - Report amount →  
2  No

Did this firm purchase contract labor services in 2002?

206				
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**PURCHASED MATERIALS AND SUPPLIES FOR OWN USE, NOT FOR RESALE**

**2d. EXPENSED COMPUTER-RELATED SUPPLIES, including hardware and pre-packaged software**

Did this firm purchase any computer-related equipment or supplies that were expensed?

301 1  Yes - Report amount →  
2  No

302				
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**2e. PURCHASED PACKAGING AND CONTAINERS**

Did this firm purchase containers or materials used in packaging in 2002?

303 1  Yes - Report amount →  
2  No

304				
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**2f. INDUSTRY SPECIFIC MATERIALS, PARTS, AND SUPPLIES, FOR OWN USE**

Did this firm purchase materials, parts, and supplies specific to your kind of business in 2002 for your own use?

305 1  Yes - Report amount →  
2  No

Describe and report the two largest types.

307	
309	

Report amounts →

Key	Bil.	Mil.	Thou.	Dol.
308				
310				

**Do not combine** entries for lines d, e, f, and g. If records are not available, reasonable estimates are acceptable. **Exclude** items purchased for resale.

**2g. OTHER MATERIALS, PARTS AND SUPPLIES PURCHASED FOR OWN USE, not separately listed above**

Did this firm purchase office and janitorial supplies; small tools; and other expensed equipment, parts and supplies in 2002 for your company's own use?

311 1  Yes - Report amount →  
2  No

Key	Bil.	Mil.	Thou.	Dol.
312				

**UTILITIES COSTS**

**2h. PURCHASED ELECTRICITY**

In 2002, was electricity (1) purchased for any locations by this firm, or (2) included only in lease payments, rent, or other fee?

401 1  Purchased - Report amount →  
2  Included only in lease, rent, or other fee

402				
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**2i. PURCHASED FUELS**

In 2002, was fuel for heating, power, or generating electricity (1) purchased for any locations by this firm, or (2) included only in lease payments, rent, or other fee?

403 1  Purchased - Report amount →  
2  Included only in lease, rent, or other fee  
3  Not applicable

404				
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**2j. WATER, SEWER, REFUSE REMOVAL AND/OR TREATMENT, including hazardous waste; and other purchased utilities, except communication**

In 2002, were any of these utilities (1) purchased for any locations by this firm, or (2) included only in lease payments, rent, or other fee?

407 1  Purchased - Report amount →  
2  Included only in lease, rent, or other fee

408				
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**PURCHASED SERVICES**

**2k. PURCHASED TRANSPORTATION, SHIPPING, AND WAREHOUSING SERVICES, including postage costs**

Did this firm purchase postage, shipping or delivery services, or warehousing or storage in 2002? *Exclude the cost of shipping using your own vehicles and employees.*

501 1  Yes - Report amount →  
2  No

502				
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**PLEASE CONTINUE ON NEXT PAGE**

**IF NOT SHOWN, PLEASE ENTER YOUR ID NUMBER FROM THE ADDRESS LABEL ON PAGE 1.**

ID number

**Item 2 OPERATING EXPENSES IN 2002, INCLUDING PAYROLL, EXCLUDING INTEREST — Continued**

**PURCHASED SERVICES – Continued**

2i. PURCHASED REPAIR AND MAINTENANCE SERVICES		Key	Bil.	Mil.	Thou.	Dol.
Did this firm purchase from other firms in 2002 repair and maintenance services which were NOT capitalized? 503 1 <input type="checkbox"/> Yes – Complete lines (1), (2), and (3) 2 <input type="checkbox"/> No – SKIP to item 2m						
(1) Repairs and maintenance to buildings, structures, offices, and their integral parts (elevators, etc.)	504					
(2) Repairs and maintenance to machinery and equipment	510					
<b>(3) TOTAL cost of purchased repair and maintenance services in 2002</b> <i>Sum of lines (1) and (2)</i> →						512
<b>2m. PURCHASED PRINTING SERVICES</b>						
Did this firm incur any expenses for purchased or contracted printing services in 2002? 513 1 <input type="checkbox"/> Yes – Report amount → 2 <input type="checkbox"/> No						
	514					
<b>2n. PURCHASED ADVERTISING AND PROMOTIONAL SERVICES</b>						
Did this firm purchase advertising, promotional, marketing, or public relations services in 2002? 515 1 <input type="checkbox"/> Yes – Report amount → 2 <input type="checkbox"/> No						
	516					
<b>2o. PURCHASED LEGAL SERVICES</b>						
Did this firm purchase any legal services from other firms in 2002? Exclude salaries paid to your own employees for legal services. 517 1 <input type="checkbox"/> Yes – Report amount → 2 <input type="checkbox"/> No						
	518					
<b>2p. PURCHASED ACCOUNTING, AUDITING, AND BOOKKEEPING SERVICES</b>						
Did this firm purchase any of these services from others in 2002? Exclude salaries paid to your own employees for such services. 519 1 <input type="checkbox"/> Yes – Report amount → 2 <input type="checkbox"/> No						
	520					
<b>2q. PURCHASED MANAGEMENT CONSULTING, ADMINISTRATIVE SERVICES AND OTHER PROFESSIONAL SERVICES not elsewhere specified</b> <i>Report legal services on line 2o and accounting services on line 2p.</i>						
Did this firm purchase any of these services from others in 2002? 521 1 <input type="checkbox"/> Yes – Report amount → 2 <input type="checkbox"/> No						
	522					
<b>2r. PURCHASED COMMUNICATIONS SERVICES</b>		Key	Bil.	Mil.	Thou.	Dol.
Did this firm purchase communications services in 2002? 523 1 <input type="checkbox"/> Yes – Complete lines (1), (2), and (3) 2 <input type="checkbox"/> No – SKIP to item 2s						
(1) Cost of computer-related communications <i>Include Internet, connectivity, and online services.</i>	524					
(2) Cost of telephone, cellular phones, FAX, and other communications services	526					
<b>(3) TOTAL cost of purchased communications services in 2002</b> <i>Sum of lines (1), and (2)</i> →						528
<b>2s. PURCHASED COMPUTER SERVICES, excluding communications costs specified above</b>						
Did this firm purchase any computer-related services from other firms in 2002? 529 1 <input type="checkbox"/> Yes – Complete lines (1), (2), and (3) 2 <input type="checkbox"/> No – SKIP to item 2t						
(1) Cost of <i>custom coded</i> software (expensed) including adaptation of off-the-shelf software	530					
(2) Cost of system support design and services including web design	532					
(3) Cost of data processing and other purchased computer services, except communications	534					

**Do not combine.**  
If records are not available, reasonable estimates are acceptable.

**Do not combine.**  
If records are not available, reasonable estimates are acceptable.

**PLEASE CONTINUE ON NEXT PAGE**

**Item 2 OPERATING EXPENSES IN 2002, INCLUDING PAYROLL, EXCLUDING INTEREST — Continued**

**PURCHASED SERVICES - Continued**

			Key	Bil.	Mil.	Thou.	Dol.
<b>2t. COMMISSIONS EXPENSE</b>							
Did this firm pay commissions in 2002 to other firms for sale of merchandise on your account?	535	1 <input type="checkbox"/> Yes - Report amount → 2 <input type="checkbox"/> No	536				
<b>2u. COST OF CONTRACT WORK</b>							
Did this firm pay others in 2002 for contract work for readying your merchandise for sale, such as blending, repacking, or other processing?	537	1 <input type="checkbox"/> Yes - Report amount → 2 <input type="checkbox"/> No	538				

**OTHER OPERATING EXPENSES**

<b>2v. LEASE AND RENTAL PAYMENTS</b>	601	1 <input type="checkbox"/> Yes - Complete lines (1), (2), and (3) 2 <input type="checkbox"/> No - SKIP to item 2w	Key	Bil.	Mil.	Thou.	Dol.	<b>Do not combine.</b> If records are not available, reasonable estimates are acceptable.
Did this firm make lease or rental payments in 2002?								
(1) Land, buildings, structures, store space, and offices	602							
(2) Machinery, equipment, and other items, excluding computer software	604							
(3) TOTAL lease and rental payments in 2002 — Sum of lines (1) and (2) →	608		Key	Bil.	Mil.	Thou.	Dol.	
<b>2w. COST OF INSURANCE, including business-related premiums, such as liability and excluding costs included with employee fringe benefits</b>								
Did this firm purchase business-related insurance in 2002?	609	1 <input type="checkbox"/> Yes - Report amount → 2 <input type="checkbox"/> No	610					
<b>2x. TAXES AND LICENSE FEES, excluding income, sales, payroll, and excise taxes</b>								
Did this firm make any payment in 2002 to government agencies for taxes, including real property taxes and tobacco and liquor stamps, and license fees (such as business license fees)?	611	1 <input type="checkbox"/> Yes - Report amount → 2 <input type="checkbox"/> No	612					
<b>2y. DEPRECIATION AND AMORTIZATION CHARGES</b>								
Did this firm record any depreciation and amortization charges in 2002?	613	1 <input type="checkbox"/> Yes - Report amount → 2 <input type="checkbox"/> No	614					
<b>2z. OTHER OPERATING EXPENSES, EXCLUDING ITEMS PURCHASED FOR RESALE, TAXES, AND INTEREST IN 2002 - Report amount</b>								
Describe and report the amount for the largest type.	619		Key	Bil.	Mil.	Thou.	Dol.	
Report amount →	620							
<b>2aa. TOTAL</b>			Key	Bil.	Mil.	Thou.	Dol.	
<b>2002 OPERATING EXPENSES, INCLUDING PAYROLL, EXCLUDING INTEREST</b> Sum of item 2 expenses in right-most column above, lines 2a-2z. See separate instruction sheet. →	622							

**Item 3 INTEREST EXPENSE**

Did this firm incur any noncapitalized interest expense in 2002, except for intracompany payments (paid to company divisions, subsidiaries, etc.)? Do NOT include this amount in the operating expenses item above.	615	1 <input type="checkbox"/> Yes - Report amount → 2 <input type="checkbox"/> No	616				
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**EXPLANATIONS** — Please use this space or attach a sheet for any explanations that may be essential in understanding your reported data.

801	
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**Item 4 CERTIFICATION** — This report is substantially accurate and has been prepared in accordance with instructions.

Name and title of person to contact regarding this report — Print or type				Address — Number and street, city, State, ZIP Code			
901		905		903			
907	Area code	Number	Extension	909	Area code	Number	
Telephone				Fax			
E-mail address				913	Date completed	Month	Day
911						Year	