2005 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SURVEY INSTRUCTIONS AND INDUSTRY CATEGORY CODES

INTRODUCTION

This manual provides instructions, definitions, and codes to assist you in completing your Information and Communication Technology (ICT) Survey report form. Data from this survey will be used to assess future productivity and economic growth prospects. In addition, the data will provide improved source data significant to the investment component of gross domestic product, capital stock estimates, and capital flow tables.

This form collects capitalized and non-capitalized expenditures for Information and Communication Technology equipment and software only.

BURDEN HOUR ESTIMATE

Public reporting burden for this collection of information is estimated to range from 1 to 21 hours, averaging 1.7 hours per response, including 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 to:

Paperwork Project 0607-0909, U.S. Census Bureau, 4700 Silver Hill Road, Stop 1500, Washington, DC 20233-1500. You may email comments to Paperwork@census.gov; use "Paperwork Project 0607-0909" as the subject.

GENERAL INSTRUCTIONS

Survey Scope – This survey collects expenditure data for nonfarm companies, organizations, and associations operating within the United States. Information for agricultural production operations should be excluded. However, companies performing agricultural services are included. **Information for churches, nonprofit organizations, and organizations that are government owned but privately operated should be included.**

Reporting Entity - Report for all domestic operations of your enterprise, including subsidiaries and divisions. For this report, the terms enterprise and company are used interchangeably. An enterprise is a business, service, or membership organization consisting of one or more establishments under common ownership or control. It includes all establishments of subsidiary companies, where there is more than 50 percent ownership, as well as establishments of firms which the enterprise has the power to direct or cause the direction of management and policies. If another domestic company owns more than 50 percent of the voting stock of your company or has the power to direct or cause the direction of your management and policies, then please note this in "Remarks" section on the last page of the form. Holding companies should report for the entire corporation, including all subsidiaries under their ownership. If you are unable to consolidate records for the entire company or have any reporting questions,

please call **1–800–528–3049**. This report form will be used by companies having activity in one or more industries; therefore, not all items will apply to all companies. For purposes of this survey, exclude data for Puerto Rico, the Virgin Islands, and U.S. Territories.

Survey Period – Report data for the calendar year 2005. If calendar year book figures are not available except at considerable cost, reasonable estimates are acceptable. If you cannot provide reasonable estimates on a calendar basis, fiscal year data will be accepted. Indicate on page 10 of the ICT-1(Long), page 8 of the ICT-1(M) form, or page 6 of the ICT-1(S) form the exact dates the data represent if they are not for the calendar year. If fiscal data are used and your fiscal period ends in January, February, or March, report for the fiscal year ending in 2005.

Estimates Are Acceptable –The data requested on this report form may not correspond to your company's accounting records. If you cannot answer a question from your company records, please provide carefully prepared estimates. If your company did not have any ICT expenditures for the 2005 reporting period, enter "0" in the appropriate cell(s).

Report dollar values rounded to thousands.

	\$Mil.	\$Thou.	\$Dol.	
Example: If figure is \$179,125,628.00 repo	ort	179	126	

Mergers and Acquisitions – Such events occurring during the period covered by this report require special attention.

(a) If your enterprise merged with or acquired another domestic enterprise during the reporting period, include the domestic ICT expenditures made by the merged or acquired enterprise since the date of acquisition. Please furnish the date of the acquisition or merger and the name of the acquired enterprise in the "Remarks" section on the last page of the form.

(b) If your enterprise was acquired by another enterprise during the period covered by this report, please furnish the acquisition date and the name and address of the acquiring enterprise in the ownership information section on the last page, and complete the form for the period of time the enterprise was in operation prior to the acquisition.

Additional Forms – Photocopies of this form are acceptable. If you require additional forms, call 1–800–528–3049 or write to the U.S. Census Bureau, ICT Processing, 1201 East 10th Street, Jeffersonville, IN 47132-0001. Please include your 11-digit Census ID Number located on the first line of the mailing address.

Alternate Reporting Formats – For information concerning the use of reporting formats other than the report form provided, call **1–800–528–3049.**

Filing the Report Form – Return your completed report form in the pre-addressed envelope. If you are not using the pre-addressed envelope, return your report form to the U.S. Census Bureau, 1201 East 10th Street, Jeffersonville, IN 47132-0001 or fax to 1–800–438–8040. Make a copy of the completed report form for your company records.

Filing Extensions – If you cannot complete the survey by the due date shown on the cover page of the report form, you may request an extension of time by writing to the address below (include your 11 digit ID):

U.S. Census Bureau 1201 East 10th Street or call: Jeffersonville, IN 47132-0001 1-800-528-3049

Legal Authority and Confidentiality of Data – 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.

Direct any **QUESTIONS** regarding this report form to the **U.S. Census Bureau, ATTN: Business Investment Branch, Company Statistics Division, Washington, DC 20233-6400 or call 1-800-528-3049.**

INSTRUCTIONS BY ITEM

INDUSTRY CATEGORY CODES

Review the list of industries printed to the left of the company name and address on the cover page of the report form. Our records show your company operated in these industries during 2005. If there are discrepancies, please add, modify, or delete these industry codes. A complete list of valid industry codes is available beginning on page 5 of this booklet. For each of your company's industries, report the ICT expenditures on a separate page.

Expenditures for equipment and software that serve multiple industries (such as those serving headquarters, regional and divisional offices, and research and development) should be allocated to each industry as deemed appropriate. If expenditures for these assets cannot be allocated to specific industry categories, report the amount of these expenditures as industry code 9900.

ITEM 2

EQUIPMENT EXPENDITURES

(Report Computer Software in Item 3) **COLUMNS**

Capitalized Expenditures

Include:

• All capital expenditures during the year for information and communication technology equipment chargeable to asset accounts for which depreciation or amortization accounts are ordinarily maintained;

ITEM 2 – Continued

- Gross additions of information and communication techology equipment during the year to construction-in-progress accounts for projects lasting more than one year, even if the asset was not in use and not yet depreciated;
- Cost of assets acquired under capital leases entered into during the survey year;
- Capitalized interest charges on loans with which capital projects are financed, if consistent with the Statement of Financial Accounting Standards Board (FASB) Number 34;
- Information and communication technology equipment used in the production and distribution of goods and services or in office functions.

Exclude:

- The cost of maintenance, repairs and supplies charged as current operating expenses;
- Expenditures for information and communication technology equipment by subsidiaries and branches located outside the United States;
- Reductions for retirements, write-downs, sales, subsidies, or other dispositions of existing assets;
- Expenditures for goodwill, patents, or copyrights;
- Payments to others for equipment acquired under operating leases or rented;
- Expenditures for property which is leased to others as part of a capital (full-payout or equity) lease arrangement.

Non-capitalized Purchases (Excluding purchased computer and communication services and maintenance and repairs)

Note:

- If equipment purchases are included in the cost of a service/maintenance agreement, report only the equipment value in the Non-capitalized Purchases column;
- If you are unable to separately report the equipment value, and the majority of the service/maintenance agreements cost is the equipment purchase, report the entire cost in the Non-capitalized Purchases column.

Include:

- Non-capitalized purchases and upgrades falling below the company's capitalization threshold (dollar and/or useful life);
- Purchases made from grants and government funds.

Exclude:

- Capitalized expenditures charged to asset accounts for which depreciation or amortization accounts are maintained;
- Purchased services such as purchased computer services, purchased data processing services, and purchased communication services;
- Ordinary maintenance and repairs;
- Office supplies and materials;
- Inventory.

ITEM 2 – Continued

Non-capitalized Operating Leases and Rental Payments

(Excluding maintenance and repairs)

Note:

• In multiyear rental agreements, report only the cost for the 2005 reporting period.

Include:

• Payments made in exchange for use of equipment with no transfer of ownership.

Exclude:

- Leases involving transfer of ownership (capital leases);
- Ordinary maintenance and repairs.

EQUIPMENT EXPENDITURES

(Report Computer Software in Item 3) **ROWS**

The examples provided are not intended to be an exhaustive list.

311

Computer and Peripheral Equipment

Mainframes, personal computers, laptops, workstations, terminals, computer servers, printers, plotters, monitors, storage devices, personal digital assistants (PDAs), automatic teller machines (ATMs), point of sale terminals, etc.

Note:

- If networking equipment is included in the cost of computer and peripheral equipment, report only the networking equipment value in row 313 (ICT Equipment, Excluding Computer and Peripheral Equipment); and report computer and peripheral equipment in row 311 (Computer and Peripheral Equipment);
- If you are unable to separately report networking equipment and the majority of the equipment value is computers and peripherals, report the entire cost in row 311 (Computer and Peripheral Equipment).

Exclude:

- Purchased services such as purchased computer services, purchased data processing services, and purchased communication services;
- Ordinary maintenance and repairs;
- Office supplies and materials;
- Inventory;
- Software (report in Item 3).

313

Information and Communication Technology, Equipment, Excluding Computer and Peripheral Equipment

Central office switching equipment, telephones (wired and wireless) and telephone apparatus, facsimile equipment, bridges, routers, gateways, portable transmitting and receiving antennas, communications satellites, cable television equipment, global positioning system (GPS) equipment, radio and television studio broadcasting equipment, fire detection and alarm systems, intercom systems, etc.

Note:

- If networking equipment is included in the cost of computer and peripheral equipment, report only the networking equipment value in row 313 (ICT Equipment, Excluding Computer and Peripheral Equipment);
- If you are unable to separately report networking equipment and the majority of the equipment value is computers and peripherals, report the entire cost in row 311 (Computer and Peripheral Equipment).

Exclude:

- Purchased services such as purchased computer services, purchased data processing services, and purchased communication services;
- Ordinary maintenance and repairs;
- Office supplies and materials;
- Inventory;
- Software (report in Item 3).

316

Electromedical and Electrotherapeutic Apparatus

Magnetic resonance imaging equipment, electrocardiographs, medical ultrasound equipment, electromedical endoscopic equipment, defibrillators, etc.

Note:

If this category does not apply to your company, place a "0" in the cells.

Exclude:

• Ordinary maintenance and repairs;

Inventory;

• Software (report in Item 3).

COMPUTER SOFTWARE EXPENDITURES

(Including Payroll for Developing Software)

Capitalized Purchases and Payroll for Developing Software

Note:

• Capitalized computer software is defined by the criteria in Statement of Position 98-1. Accounting for the Costs of Computer Software Developed or Obtained for Internal Use.

Include:

- Capital expenditures for computer software developed or obtained for internal use during the year;
- Costs of materials and services directly related to the development or acquisition of software; payroll and payroll-related costs for employees directly associated with software development and interest costs incurred while developing the software.

Non-capitalized Purchases and Payroll for Developing Software

(Excluding maintenance and repairs)

Note:

- Costs of software developed under contract should only be reported by the purchaser;
- If purchases and/or upgrades are included in the cost of a license or service agreement, report only the purchase and/or upgrade value in the Non-capitalized Purchases and Payroll for Developing Software column and report licenses in the Non-capitalized Software Licensing and Service/Maintenance Agreements column;
- If you are unable to separately report individual purchases and/or upgrades from license or service agreements, report the entire cost in the Non-capitalized Purchases and Payroll for Developing Software column.

Include:

- Purchases and/or upgrades of software (one-time and/or periodic);
- Purchased computer services **only** if they relate to vendor-customized software or adaptation to existing software.

Exclude:

- Payroll related to IT functions other than software development (e.g., help desk);
- Software purchased for duplication and resale without additional alteration or value added;
- Site and seat licenses;
- Ordinary maintenance and repairs to software;
- Inventory.

Non-capitalized Software Licensing and Service/Maintenance Agreements (Including leased software)

Note:

 If purchases and upgrades are included in the cost of a license or service agreement, report only the license and service agreement value in the Non-capitalized Software Licensing and Service/Maintenance Agreements column;

- If you are unable to separately report purchases and/or upgrades from service/maintenance agreements, report the entire cost in the Non-capitalized Purchases and Payroll for Developing Software column;
- For multi-year contracts report only the cost for the 2005 reporting period.

Include:

- Software under operating leases;
- Site and seat licenses;
- Software service/maintenance agreements (purchased annually or otherwise).

Exclude:

- Purchases and/or upgrades of software;
- Inventory;
- Costs already reported in the Non-capitalized Purchases and Payroll for Developing Software column.

SOFTWARE EXPENDITURES

(Including Payroll for Developing Software)

318

Computer Software

(Including Payroll for Developing Software)

- Prepackaged (off-the-shelf), vendor customized, and internally developed software.
- Costs related to software development (for internal use and/or resale) including loaded payroll (salaries, wages, benefits, and bonuses).
- Exclude other IT payroll.

Include:

- <u>Prepackaged</u> software purchased off-the-shelf through retailers or other mass-market outlets;
 - Include payroll for adaptation to existing software;
 - If pre-packaged software was purchased and then altered internally or by a vendor, report both the purchase price and the cost of alteration;
- <u>Vendor customized</u> software **externally** developed by vendors, customized for your company's use or resale;
- Internally developed software developed by your company's employees for internal use or resale. Include loaded payroll (defined below);
- Loaded Payroll salaries, wages, benefits, and bonuses related to **all** software development activities. Report these figures in the Capitalized or Non-capitalized Purchases and Payroll for Developing Software column;
 - Exclude stock options.

Exclude:

- Payroll related to IT functions other than software development (e.g., help desk);
- Inventory.

ICT INDUSTRY CATEGORY CODES LIST

INSTRUCTIONS

Use the following industry codes to complete Item 1 as requested on the report form. The North American Industrial Classification System (NAICS) codes are listed for reference only.

INDUSTRY CODE	DESCRIPTION	NAICS CODE(S)	INDUSTRY CODE	DESCRIPTION	NAICS CODE(S)
	Agriculture, Forestry, Fishing and Hunting			Manufacturing - Continued	
1110	Crop and Animal Production	111, 112	3160	Leather and Allied Product Manufacturing	316
-		-	3210	Wood Product Manufacturing	321
1130	Forestry, Logging, Fishing, Hunting, Trapping, and Agricultural Support Activities	113, 114, 115	3220	Paper Manufacturing	322
	Mining		3230	Printing and Related Support Activities	323
2110	Oil and Gas Extraction	2111	3240	Petroleum and Coal Products Manufacturing	324
2121	Coal Mining	2121	3251	Basic Chemical, Resin, Synthetic Rubber, and Fiber Manufacturing	3251, 3252
2122	Metal Ore Mining	2122	3253	Pesticide, Fertilizer, and Other Agricultural	3253
2123	Nonmetallic Mineral Mining and Quarrying	2123	3233	Chemical Manufacturing	3233
2130	Support Activities for Oil and Gas Operations	213111, 213112	3254	Pharmaceutical and Medicine Manufacturing	3254
2131	Support Activities for Solid Mineral Operations	213113, 213114, 213115	3259	Paint, Adhesive, Soap, and Other Chemical Manufacturing	3255, 3256, 3259
	Utilities		3260	Plastics and Rubber Products Manufacturing	326
2211	Electric Power Generation, Transmission and Distribution	2211	3271	Clay and Glass Products Manufacturing	3271, 3272
2212	Natural Gas Distribution	2212	3279	Cement, Concrete, Lime, Gypsum, and	3273, 3274, 3279
2213	Water, Sewage, and Other Systems	2213		Other Nonmetallic Mineral Product Manufacturing	
	Construction	Instruction 3311	3311	Iron and Steel Mills, Ferroalloy Manufacturing, and Steel Product	3311, 3312
2360	Construction of Buildings	236		Manufacturing from Purchased Steel	
2370	Heavy and Civil Engineering Construction	237	3313	Nonferrous Metals Production and Processing	3313, 3314
2380	Specialty Trade Contractors	238	3315	Ferrous and Nonferrous Foundries	3315
	Manufacturing		3320	Fabricated Metal Product Manufacturing	332
3110	Food Manufacturing	311	3331	Agriculture, Construction, and Mining Machinery Manufacturing	3331
3121	Beverage Manufacturing	3121	3332	Industrial, Metalworking, and General	3332, 3335, 3339
3122	Tobacco Manufacturing	3122		Purpose Machinery Manufacturing	
3130	Textile Mills and Textile Product Mills	313, 314	3333	Commercial, Service Industry, Temperature Control, and Air- Flow Control Machinery	3333, 3334,
3150	Apparel Manufacturing	315		Manufacturing	,

NDUSTRY		NIALOO	INDUSTRY		NIALOC
CODE	DESCRIPTION	NAICS CODE(S)	CODE	DESCRIPTION	NAICS CODE(S
	Manufacturing – Continued			Transportation and Warehousing	
3336	Engine, Turbine, and Power Transmission Equipment Manufacturing	3336	4810	Air Transportation	481
3341	Computer and Peripheral Equipment	3341			482
	Manufacturing	4830		Water Transportation	483
3342	Communications, Audio, and Video Equipment Manufacturing	3342, 3343	4840 4850	4840 Truck Transportation4850 Transit and Ground Passenger	
3344	Semiconductor and Other Electronic Component Manufacturing	3344	4861	Transportation	
3345	Navigational, Measuring, Electromedical, and Control Instruments Manufacturing	3345	4001	Petroleum, and Miscellaneous Products, except Natural Gas	
	6		4862 Pipeline Transportation of Natural Gas		4862
3346	Manufacturing and Reproducing Magnetic and Optical Media	3346	4870	Scenic and Sightseeing Transportation	487
3350	Electrical Equipment, Appliance and	335	4880	Support Activities for Transportation	488
	Component Manufacturing		4920	Couriers and Messengers	492
3361	Motor Vehicle, Body, Trailer, and Parts Manufacturing	3361, 3362,	4930	Warehousing and Storage	493
		3363		Information	
3364	Aerospace Product and Parts Manufacturing	3364	5111	Newspaper, Periodical, Book, and Directory Publishers (except Internet)	5111
3369	Other Transportation Equipment Manufacturing	3365, 3366, 3369	5112	Software Publishers (except Internet)	5112
3370	Furniture and Related Product Manufacturing	337	5120	Motion Picture and Sound Recording Industries (except Internet)	512
3391	Medical Equipment and Supplies Manufacturing	3391	5151	Radio and Television Broadcasting (except Internet)	
3399	Other Miscellaneous Manufacturing	3399	5152	Cable and Other Subscription Programming (except Internet)	5152
	Wholesale Trade		5160	Internet Publishing and Broadcasting	516
4230	Wholesale Trade, Durable Goods	423	5171	Wired Telecommunications Carriers	
4240	Wholesale Trade, Nondurable Goods	424	5172	Wireless Telecommunications Carriers	
4250	Wholesale Electronic Markets and Agents and Brokers	425	5173	(except Satellite) Telecommunications Resellers, Satellite, and Other Telecommunications	5173 5174
	Retail Trade			Other relecommunications	5179
4410	Motor Vehicle and Parts Dealers	441	5175	Cable and Other Program Distribution	5175 5181
4430	Electronics and Appliance Stores	443	5181	Internet Service Providers and Web Search Portals	
4450	Food and Beverage Stores	445	5182	Data Processing, Hosting, and Related Services	518
4480	Clothing and Clothing Accessories Stores	448	5190	Other Information Services	519
4520	General Merchandise Stores	452		Finance and Insurance	
4540	Nonstore Retailers	454 442, 444,	5210	Monetary Authorities-Central Bank	521
4599	Other Retail Trade Stores, including Gasoline Stations	442, 444, 446, 447, 451, 453		Depository Credit Intermediation	5221

ICT INDUSTRY CATEGORY CODES LIST – Continued INDUSTRY CODE INDUSTRY NAICS NAICS DESCRIPTION DESCRIPTION CODE CODE(S) CODE(S) Finance and Insurance – Continued Administrative and Support and Waste Management 5222 Nondepository Credit Intermediation 5222 5614 **Business Support Services** 5614 5223 Activities Related to Credit Intermediation 5223 5615 Travel Arrangement and Reservation 5615 5230 Securities, Commodity Contracts, and Other 523 Services Financial Investments and Related Activities 5616, 5616 Investigation, Security, and Services to Buildings and Dwellings 5617 5241 **Insurance** Carriers 5241 5242 Agencies, Brokerages, and Other Insurance 5242 5611, 5619 Office Administrative, Facilities, **Related** Activities Employment, and Other Support Services 5612, 5613. Funds, Trusts, and Other Financial Vehicles 5251 525 5619 (including REITS) 5621, 5621 Waste Collection, Treatment, and Disposal **Real Estate and Rental and Leasing** 5622 **Real Estate** 5310 531 5629 Remediation and Other Waste Management 5629 Services 5321 Automotive Equipment Rental and Leasing 5321 **Educational Services** 5322 Consumer Goods and General Rental 5322. Centers 5323 6110 **Educational Services** 611 Commercial and Industrial Machinerv and 5324 5324 **Health Care and Social Assistance** Equipment Rental and Leasing 5330 Lessors of Nonfinancial Intangible Assets 533 6211 Offices of Physicians 6211 6212 6212, Offices of Dentists and Other Health **Professional. Scientific. and Technical Services** Practitioners 6213 5411 Legal Services 5411 6215 Medical and Diagnostic Laboratories 6215 5412 Accounting, Tax Preparation, Bookkeeping, 5412 6216 Home Health Care Services 6216 and Payroll Services 6219 **Outpatient Care Centers and Other** 6214, 5413 5413 Architectural, Engineering, and Related Ambulatory Health Care Services 6219 Services 5414 Specialized Design Services 5414 6221 General Medical and Surgical Hospitals 6221 5415 Computer Systems Design and Related 5415 Services 6222 6222. Psychiatric, Substance Abuse, and Specialty Hospitals 6223 5416 Management, Scientific, and Technical 5416 **Consulting Services** 6230 Nursing and Residential Care Facilities 623 5417 Scientific Research and Development 5417 Services 6240 Social Assistance (except Child Day Care 624 Services) (except 5418 Advertising and Related Services 5418 6244) 5419 Other Professional, Scientific, and Technical 5419 6244 6244 Child Day Care Services Services **Arts, Entertainment, and Recreation Management of Companies and** Enterprises 7110 Performing Arts, Spectator Sports, and 711 551 5510 Management of Companies and **Related Industries** Enterprises 7120 Museums, Historical Sites, and Similar 712 Institutions

NDUSTRY CODE	DESCRIPTION	NAICS CODE(S)	INDUSTRY CODE	DESCRIPTION	NAICS CODE(S
UUDL	Arts, Entertainment, and Recreation – Continued				0002(0
7130	Amusement, Gambling, and Recreation Industries	713			
	Accommodation and Food Services				
7210	Traveler Accommodation Services	721			
7220	Food Services and Drinking Places	722			
	Other Services (except Public Administration)				
8111	Automotive Repair and Maintenance	8111			
8119	Other Repair and Maintenance	8112, 8113, 8114			
8120	Personal Care, Death Care, Laundry, and Other Personal Services	812			
8131	Religious, Grantmaking, Social Advocacy, Civic, and Social Organizations	8131, 8132, 8133, 8133			
Similar Organ	Business, Professional, Labor, Political, and Similar Organizations	8139			
	Central Administrative Office Activity				
9900	Central Administrative Office Activity Unallocated to Other Industry Categories	N/A			