## DUE DATE FEBRUARY 12, 2008

Mail your completed form to:
U.S. CENSUS BUREAU

1201 East 10th Street Jeffersonville, IN 47134-0001

Please read the accompanying information sheet(s) before answering the questions.

Need help or have questions about filling out this form?

Visit www.census.gov/econhelp
Call 1-800-233-6136, between 8:00 a.m. and 6:00 p.m., Eastern time, Monday through Friday.

- OR -

Write to the address above. Include your 11-digit Census File Number (CFN) printed in the mailing address.

MN-55102

# DO NOT USE TO REPORT 

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 Iaw, YOUR CENSUS 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.

- Use blue or black ballpoint pen. • Please center numbers in their respective boxes. Examples:
- Do not use pencil or felt-tip pen. - Do not put slashes through 0 or 7.
- Place an "X" inside the box.

The reporting unit for this form is an establishment. An establishment is generally a single physical location where business is conducted or where services or industrial operations are performed. For further clarification, see information sheet(s).

## EMPLOYER IDENTIFICATION NUMBER

Is the Employer Identification Number (EIN) shown in the mailing address the same as the one used for this establishment on its latest 2007 Internal Revenue Service Form 941, Employer's Quarterly Federal Tax Return?

0021Yes - Go to 20022No - Enter current EIN (9 digits) $\qquad$ $\rightarrow 0025$

PHYSICAL LOCATION
A. Is this establishment's physical location the same as shown in the mailing address?
(P.O. Box and rural route addresses are not physical locations.)

0031Yes - Go to line B

0032 $\square \underset{\substack{\text { physical } \\ \text { No - Enter }}}{\longrightarrow}$ 0035 Number and street
location

| 0036 City, town, village, etc. | 0037 State | 0038 ZIP Code |  |  |  |
| :--- | :--- | :--- | :--- | :--- | :--- |
|  |  |  |  | - |  |

B. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.? (Mark "X" only ONE box.)
$0041 \square$ Yes $0042 \square$ No
No
0043No legal boundaries
0044Do not know
C. In what type of municipality is this establishment physically located? (Mark "X" only ONE box.)

City, village, or borough
$0047 \quad \square$ Town or township
0048Other
0024Do not know

OPERATIONAL STATUS
Which ONE of the following best describes this establishment's operational status at the end of 2007?
(Mark "X" only ONE box.)


| 0060 Name of new owner or operator | 0061 EIN (9 digits) |  |  |
| :--- | :--- | :--- | :--- |
|  |  | - |  |
| 0062 Mailing address (Number and street P P Box etc) |  |  |  |

0062 Mailing address (Number and street, P.O. Box, etc.)


0016
Other - Specify $\qquad$
MONTHS IN OPERATION
Mark "X"
2007
if None
Number
Number of months in operation during 2007 (If none, mark "X" and go to 30.)


Not Applicable.

## EMPLOYMENT AND PAYROLL

## Include:

- Full- and part-time employees working at this establishment whose payroll was reported on Internal Revenue Service Form 941, Employer's Quarterly Federal Tax Return, and filed under the Employer Identification Number (EIN) shown in the mailing address or corrected in 1.


## Exclude:

- Temporary staffing obtained from a staffing service.
- Contractors, subcontractors, or independent contractors.
- Full- or part-time leased employees whose payroll was filed under an employee leasing company's EIN.
- Purchased or managed services, such as janitorial, guard, or landscape services.
- Professional or technical services purchased from another firm, such as software consulting, computer programming, engineering, or accounting services.

For further clarification, see information sheet(s).
A. Number of employees for pay period including March 12 .
B. Payroll before deductions (Exclude employer's cost for fringe benefits.)

1. Annual payroll 0300
2. First quarter payroll (January-March, 2007) 0310

|  |  |  | 2007 |  |
| :---: | :---: | :---: | :---: | :---: |
|  |  |  | Numbe |  |
| . . . . | 0320 |  |  |  |
| Mark "X" |  |  |  |  |
| if None | \$ Bil. | Mil | Thou. | Dol. |
| $\square$ |  |  |  |  |
|  |  |  |  |  |

## If not shown, please enter your 11-digit Census File

 Number (CFN) from the mailing address.Not Applicable.
(9) VALUE OF INVENTORIES
A. Did this establishment own inventories, regardless of where held, at the end of 2007 and/or 2006 ?

0486Yes - Go to line B

0487No - Go to 16
B. Report inventories for products owned by this establishment as of December 31.

1. Total inventories before Last-in, Firstout (LIFO) adjustment (if any)
2. LIFO reserve (if any) . . 0466
3. Total inventories after LIFO adjustment (Line B1 minus line B2) . 0468



## INVENTORIES BY VALUATION METHOD

Report how much of the inventory reported in 9 , line B1 for 2007 is subject to the following valuation methods.
A. LIFO valuation method before adjustment $\qquad$

| 2007 |  |  |  |  |
| :--- | :--- | :--- | :--- | :---: |
| \$ Bil. | Mil. | Thou. | Dol. |  |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  | F. TOTAL (Add lines A through E. Total should equal ©, line B1.) 0494

C. Average cost 0491
C. Average 0492
D. Standard cost . 0493
E. Other valuation method - Specify method

Not Applicable.

## SELECTED EXPENSES

## Report the operating expenses allocated by category

- Report expenses directly attributable to this establishment in column 1.
- Report payments made by this establishment for expenses incurred by other establishments of your enterprise in column 2 (where applicable).


## Exclude:

- Transfers made within the company
- Capitalized expenses
- Impairment
- Interest
- Bad debt
- Income tax
- Cost of merchandise for resale

Line 1 - Employer's cost for legally required programs and programs not required by law. Include health insurance, pension plans, Social Security, workers' compensation insurance, unemployment tax, state disability insurance programs, life insurance benefits, Medicare, etc. (Include fringe benefits for all employees reported in $\mathbf{7}$, line $A$.)
Line 2 - Total costs paid to Professional Employer Organizations (PEOs) and staffing agencies for personnel. Include all charges for payroll, benefits, and services.
Line 3 - Include expensed office and communication equipment; equipment used in manufacturing, sales, and service; and computer equipment. Report packaged software in line 5. Report leased and rented equipment in line 15.
Line 4 - Materials and supplies used in providing services to others; materials and parts used in repairs; office and janitorial supplies; small tools; containers and other packaging materials; and motor fuels. Exclude cost of merchandise for resale.
Line 5 - Purchases of prepackaged, custom coded, or vendor customized software. Include software developed or customized by others, web design services and purchases, licensing agreements, upgrades of software, and maintenance fees related to software upgrades and alterations.
Line 6 - Include computer facilities management services, computer input preparation, data storage, computer time rental, optical scanning services, and other computer-related advice and services, including training. Exclude expensed integrated systems, repair and maintenance of computer equipment, payroll processing and credit card transaction fees, and expenses for telecommunication services (e.g., Internet, connectivity, telephone).
Line 7 - Telephone, cellular, and fax services; computer-related communications (e.g., Internet, connectivity, online); and other wired and wireless communication services. Report expensed communication equipment in line 3.
Line 8 - Expensed repair and maintenance services to machinery, vehicles, equipment, and computer hardware. Report materials, parts, and supplies used for repairs and maintenance performed by this firm's employees in line 4.
Line 9 - Include repair and maintenance to integral parts of buildings (e.g., elevators, heating systems). Report materials, parts, and supplies used for repairs and maintenance performed by this firm's employees in line 4. Report janitorial and grounds maintenance services in line 19.
Line 10 - Report the cost of electricity included in a lease or rental payment in line 16.
Line 11 - Fuel for heating, power, or generating electricity (e.g., natural gas, propane, oil, coal). Report motor fuels in line 4. Report the cost of fuels included in a lease or rental payment in line 16.
Line 12 - Include the cost of hazardous waste removal. Report the cost of utilities included in a lease or rental payment in line 16.
Line 13 - Include marketing and public relations services.
Line 14 - Include management consulting, accounting, auditing, bookkeeping, legal, actuarial, payroll processing, architectural, engineering, and other professional services. Exclude salaries paid to your own employees for these services.
Line 15 - Include lease and rental of transportation equipment without operators, and penalties incurred for broken leases. Exclude capital and financing lease agreements. Report expensed software in line $\mathbf{5}$.
Line 16 - Include penalties incurred for broken leases.
Line 17 - Include depreciation charges taken against tangible assets owned and used by your firm, tangible assets and improvements owned by your firm within leaseholds, tangible assets obtained through capital lease agreements, and amortization charges against intangible assets (e.g., patents, copyrights). Exclude impairment.
Line 18 - Payments to government agencies for taxes and licenses. Include business and property taxes. Exclude income taxes and sales and excise taxes collected from customers.
Line 19 - All other operating expenses not reported above, unless specifically excluded in the general instructions. Exclude payroll, purchases of merchandise for resale, and nonoperating expenses.

## If not shown, please enter your 11-digit Census File

 Number (CFN) from the mailing address.
## SELECTED EXPENSES - Continued

## Personnel costs, except payroll

1. Employer's cost for fringe benefits
2. Temporary staff and leased employee expense

## Expensed equipment and materials

3. Expensed computer hardware and other equipment (e.g., copiers, fax machines, telephones, shop and lab equipment, CPUs, monitors)
4. Expensed purchases of other materials, parts, and supplies

## Expensed purchased services

5. Expensed purchases of software . . . . . . . . . . 080 801 $\square$
6. Data processing and other purchased computer services .
7. Purchased communication services
Purchased repairs and maintenance to machinery, vehicles, and equipment
8. Purchased repairs and maintenance to buildings, structures, and offices
9. Purchased electricity $\qquad$
10. Purchased fuels (except motor fuels)
11. Water, sewer, refuse 12. Water, sewer, refuse
removal, and other utility payments
12. Purchased advertising and promotional services . . . . 0417
13. Purchased professional and technical services . . . . . . 0812$\square$ $\square$
14. Purchased electricity . . . . 0452

| 2007 |
| :---: |
| Expenses of this establishment <br> ONLY |

ONLY


$\square$

$\qquad$ $\square$


$$
-
$$



Mark " X "
if None

## 2007

Payments made by this establishment in behalf of other establishments of your enterprise

| \$ Bil. | Mil. | Thou. | Dol. |
| :--- | :--- | :--- | :--- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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## Other operating expenses

15. Lease and rental payments for machinery, equipment, and other tangible items
$\square 2007$
16. Lease and rental payments for land, buildings, structures, store spaces, and offices s. . . . .
17. Depreciation and amortization charges
18. Governmental taxes and license fees (Exclude income, sales, and excise taxes)
19. All other operating expenses (Specify - If more than 50\% of TOTAL reported on line 20) 7

0409 $\qquad$ 0418 $\square$
20. TOTAL OPERATING EXPENSES of this establishment ONLY, excluding payroll (Add lines 1 through 19) . . . . 0459 $\square$

| 2007 |  |  |  |
| :--- | :--- | :--- | :--- | :--- |
| Expenses of this establishment <br> ONLY |  |  |  |
|  |  |  |  |


| 2007 |  |  |  |  |
| :--- | :--- | :--- | :--- | :---: |
|  |  | Payments made by this <br> establishment in behalf of other <br> establishments of your enterprise |  |  |
| \$ Bil. | Mil. | Thou. | Dol. |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

and 18 Not Applicable.
KIND OF BUSINESS OR ACTIVITY
Which ONE of the following best describes this establishment's principal kind of business or activity in 2007?
(Mark "X" only ONE box.)

## Corporate managing offices and holding companies

551114001Corporate, subsidiary, or regional managing office or office of a holding company, providing a range of services to other establishments of the enterprise, such as long term strategic and organizational planning, financial management, payroll and personnel management, centralized billing, advertising, and public relations services
$551111001 \square$ Bank holding company, not engaged in direct management of held company(ies)
551112001
Holding company, excluding bank holding companies, not engaged in direct management of held company(ies)

Other kind of support service or activity
$777551021 \quad \square$ Research and development-Specify type of research or product/product line(s) to be developed 7Data processing center or facility

## If not shown, please enter your 11-digit Census File Number (CFN) from the mailing address.

KIND OF BUSINESS OR ACTIVITY - Continued
Other kind of support service or activity - Continued
0700
$777551023 \quad \square$ Warehouses and storage facilities - Specify type of product or commodity warehoused or stored 7
$777551024 \quad \square$ Local or long distance trucking - Specify normal distance and type of freight $\downarrow$
$777551026 \quad \square$ Accounting, billing, tax preparation, bookkeeping, or payroll services - Specify primary service(s) performed

0701

777551027Sales office that sells directly to customers from this location - Specify product(s) sold 7

0701

777551028Other kind of support service - Specify

0701

773000002Other kind of business or activity - Specify

0701
Not Applicable.
A. SUPPORT SERVICES

Was this establishment primarily engaged in providing management, administrative, or support services to other establishments of your enterprise (rather than for the general public or other business firms) in 2007?

0998Yes - Go to line $B$

0999
No - Go to ${ }^{2}$
B. PRINCIPAL BUSINESS OR ACTIVITY OF THE OPERATING ESTABLISHMENTS SERVICED

Describe the principal kind of business or activity performed by the establishments of your enterprise that are managed or serviced by this establishment.

Example: If this establishment is a corporate, subsidiary, or regional managing office, data processing service center, or administrative/support office to a chain of clothing stores, please specify "clothing stores" below. 7

0996


If figure is $\mathbf{3 8 . 7 6 \%}$ of total sales:

Report whole percents

| 2007 |  |  |  |  |  |
| :---: | :---: | :---: | :---: | ---: | :---: |
| Estimates are acceptable. <br> Report dollars OR percents. |  |  |  |  |  |
| \$ Bil. | Mil. | Thou. | Dol. | Percent |  |
|  |  |  |  | 3 |  |

## DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE

(Report sources of revenue for this establishment, either as a dollar figure or as a whole percent of total revenue (reported in (5). See HOW TO REPORT DOLLAR FIGURES on page 2 and HOW TO REPORT PERCENTS above. Do not combine data for two or more lines.)
Line 1 - Report receipts from sales of products manufactured or assembled at this establishment, sales of products manufactured or assembled at other establishments of this enterprise and sold by employees of this establishment, and resale of products manufactured or assembled by a different enterprise.

Line 2a-Report receipts from granting permission to use intellectual property owned or controlled by this establishment (i.e., by patent and trade secrets law). Include licenses to use property protected by utility, design, plant, software patents, etc. Include the right to publish, reproduce, modify, or distribute patented intellectual property for an agreed period of time, manner, and place.
Line 2b - Report receipts from granting permission for the commercial use of trademarked property (e.g., names, symbols, logos) owned or controlled by this establishment.
Line 2c - Report receipts from granting permission to use content protected by copyright that is owned or controlled by this establishment.
Line 3 - Report receipts from franchise sales and fees from granting permission to operate a business under a trademark or brand name. Include receipts from business format franchising where the franchisee sells the franchisor's products or services and operates the business according to the system provided by the franchisor and from product distribution franchising where the franchisee sells the franchisor's products in a supplier-distributor or supplier-dealer relationship. Report receipts from product sales by the franchisor on line 1, report management and administrative services charged separately by the franchisor on line 6, and report advertising services and training services charged for separately by the franchisor on line 11.
Line 5 - Report receipts from basic research undertaken to gain new knowledge and/or applied research undertaken to develop practical applications for the knowledge acquired through basic research.
Line 7 - Report receipts from the direct lending of funds under legal contract. Include interest received, origination and other fees received, and revenue from sales of loans.

Line 8 - Report receipts from investments, including interest and dividends. Exclude unrealized gains or losses. Report proceeds from the sale of investments and other assets on line 9.

Line 9 - Report the net gain (or loss) from the sale or trade of real property and financial assets, such as stocks and bonds. Exclude unrealized gains or losses.

Description of sales, shipments, receipts, or revenue

| 0723 | Description of sales, shipments, receipts, or revenue | $\begin{aligned} & \text { Cen- } \\ & \text { sus } \\ & \text { use } \end{aligned}$ | 2007 |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  | Estimates are acceptable. Report dollars OR percents. |  |  |  |  |
|  |  |  | \$ Bil. | Mil. | Thou. | Dol. | $\begin{aligned} & \hline \text { Percent } \\ & \hline 0722 \end{aligned}$ |
|  |  | 0720 | 0721 |  |  |  |  |
|  | Sale of merchandise |  |  |  |  |  |  |
|  | a. Motor vehicles and parts | 34401 |  |  |  |  |  |
|  | b. Furniture and home furnishings | 34402 |  |  |  |  |  |
|  | c. Lumber, building materials; metals and minerals | 34403 |  |  |  |  |  |
|  | d. Professional equipment and supplies, including computers and peripheral equipment | 34404 |  |  |  |  |  |
|  | e. Electrical and communications equipment, excluding computers | 34405 |  |  |  |  |  |
|  | f. Hardware, plumbing and heating equipment | 34406 |  |  |  |  |  |
|  | g. Other machinery and equipment | 34407 |  |  |  |  |  |
|  | h. Paper and paper products | 34408 |  |  |  |  |  |
|  | i. Drugs, pharmaceuticals, cosmetics, and toiletries | 34409 |  |  |  |  |  |

If not shown, please enter your 11-digit Census File Number (CFN) from the mailing address.

DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE - Continued

> Description of sales, shipments, receipts, or revenue

1. Sale of merchandise - Continued
j. Clothing and apparel
k. Grocery and beverage products
I. Chemical and petroleum products
m. Other - Specify

## n. Sum lines 1a through 1 m

2. Licensing of rights to use intellectual property
a. Protected by patent
b. Protected by trademark
c. Protected by copyright
3. Franchising
4. Rental and leasing
5. Research and development services in the physical, engineering and life sciences
6. Administrative and management services
7. Loans
8. Interest and dividends
a. Interest
b. Dividends
c. Sum lines 8a and 8b
9. Gains (losses) from assets sold or traded (Report losses by including a dash prior to the dollar amount.)
10. Contributions, gifts, and grants
11. All other revenue - Specify principal activity and estimated receipts 7
12. TOTAL REVENUE - Sum of lines should equal $\boldsymbol{5}^{5}$ if reporting in dollars
and 24 Not Applicable.

## EXPORTS OF GOODS AND SERVICES

NOTE - An export is a tangible or intangible product (e.g., good, license agreement, reproduction right, service) that is sold or transferred to a customer or client (individual, government, business establishment, etc.) located outside the United States (i.e., outside the 50 States, District of Columbia, U.S. Commonwealth Territories, or U.S. possessions). Include products transferred to, sold to, or services performed for unaffiliated and affiliated foreign firms (e.g., foreign parent firms, subsidiaries, branches). Exclude products provided to domestic subsidiaries of foreign firms.
A. Did the receipts or revenue (reported in (5) include any amounts for exported goods or services?

0911Yes - Go to line B

0912
No - Go to 6
B. Amount of receipts or revenue for exported goods or services

0914


## SPECIAL INQUIRIES

## A. EMPLOYMENT BY FUNCTION

Enter employment reported on IRS Form 941, Employer's Quarterly Federal Tax Return, by function. The total should equal the number reported in $\mathbf{7}$, line $A$ (number of employees at this location).
Enter each employee on the one line which best describes his/her position. Where records do not provide actual employee counts in terms of the function listed, estimates of the approximate number in each are acceptable.

1. Administrative and management:
a. Executive and general management (e.g., corporate officers and staff)
b. Accounting, billing, tax preparation, and bookkeeping
c. Personnel/human relations
d. Advertising and marketing/market research, excluding direct sales staff
e. Legal
f. Computer systems design, custom computer programming, and electronic data processing

| Cen- <br> sus <br> use | Number of <br> employees for pay <br> period including <br> March 12, 2007 |
| :--- | :--- |
| 3321 |  |
| 3322 |  |
| 3323 |  |
| 3320 |  |
| 3326 |  |
| 3338 |  |
| 3329 |  |
| 3206 |  |
| 3331 |  |
| 3324 |  |
| 3355 |  |
| 3336 |  |
| 337 |  |
|  |  |
|  |  |

## If not shown, please enter your 11-digit Census File

 Number (CFN) from the mailing address.
## SPECIAL INQUIRIES - Continued

9. Manufacturing/production workers

| Cen- <br> sus <br> use | Number of <br> employees for pay <br> period including <br> March 12, 2007 |
| :---: | :---: |
| 0325 |  |
|  |  |
| 3339 |  |
| 3200 |  |

Report receipts and revenues of this establishment during 2007 to support research and development activities (i.e.,
wages and salaries, direct materials costs, services and supporting costs, and an appropriate share of depreciation
Report receipts and revenues of this establishment during 2007 to support research and development activities (i.e.,
wages and salaries, direct materials costs, services and supporting costs, and an appropriate share of depreciation and overhead). If this establishment performed research and development for the federal government or for other enterprises on contract during 2007, include the total amount charged for such work performed.

1. Did this establishment receive funds for research and development during 2007?
$3571 \quad \square$ Yes - Go to line 2
$3572 \quad \square \quad$ No - Go to $\boldsymbol{C}$
2. Source of funds for research and development
a. Federal government contracts and subcontracts
b. Non-federal sources outside your enterprise (Include receipts from other enterprises, state and local governments, and other organizations.) . . . 35
c. Transfers or other payments from other establishments of your
enterprise
3583
d. TOTAL (Add lines a through $c$ - Note that the sum of lines $a$ and $b$
should equal ${ }^{2} 2$, line 5.).
3580
3. All other - Specify

0839 $\qquad$
11. TOTAL (Add lines 1a through 10. Total should equal $\boldsymbol{7}$, line $A$.)

3200

## B. SOURCE OF RESEARCH AND DEVELOPMENT FUNDS

| 3581 | 2007 |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
|  | \$ Bil. | Mil. | Thou. | Dol. |
|  |  |  |  |  |
| 3582 |  |  |  |  |
| 3583 |  |  |  |  |
| 3580 |  |  |  |  |

C. RESEARCH AND DEVELOPMENT ACQUISITION

The United States includes all 50 states, District of Columbia, U.S. Commonwealth Territories, and U.S. possessions.

During 2007 did this establishment:

1. Perform research and development?
2. Acquire research and development performed by another establishment of your enterprise in the United States?
3. Acquire research and development performed by another establishment of your enterprise outside of the United States?
4. Acquire research and development performed by another company in the United States?
5. Acquire research and development performed by another company outside of the United States?
6. Acquire rights to use patents, inventions, licenses, trademarks, software, or other types of intellectual property from others for use in this establishment's products or processes?

| Yes | No | Do not <br> know |  |  |
| :---: | :---: | :---: | :---: | :---: |
| 3801 | $\square$ | 3802 | $\square$ | 3803 |
| 3811 | $\square$ | $\square$ |  |  |
| 3821 | $\square$ | $\square$ | 3813 | $\square$ |

SPECIAL INQUIRIES - Continued

## D. MERCHANDISE SALES

Estimate the percent of merchandise sales reported in 22, line 1, from:

1. Products manufactured or assembled at this establishment
2. Products manufactured or assembled by other establishments of this enterprise and sold by employees of this establishment
3. Product resales (products purchased from others and sold by this establishment without further manufacture, fabrication, processing or assembly)
4. TOTAL


Not Applicable.
REMARKS (Please use this space for any explanations that may be essential in understanding your reported data.)

CERTIFICATION - This report is substantially accurate and was prepared in accordance with the instructions.
Is the time period covered by this report a calendar year?


