

2002 ECONOMIC CENSUS OF PUERTO RICO GENERAL SCHEDULE

INFORMATION SHEET

DEFINITION OF ESTABLISHMENT

An **establishment** is generally a single physical location where business is conducted or where services or industrial operations are performed. This includes all selling and service locations of a company. Permanent (or temporary) locations with no paid employees are not considered separate establishments.

GENERAL INSTRUCTIONS

- This report form should cover calendar year 2002. If book figures are not available, **estimates are acceptable**. However, if the accounting fiscal year is different from the calendar year, fiscal year figures will be acceptable for all items except payroll (calendar year figures for payroll should be available from the Internal Revenue Service (IRS) Form 941-PR, Employer's Quarterly Federal Tax Return). Indicate in item **30** the exact dates covered.
- If an establishment stopped operating before January 1, 2002, mark (X) the box to indicate "none" in item **1**, indicate action and date in item **29**, and return the report form.
- If an establishment was closed, sold, or leased to another company or organization during 2002, complete the report form for the portion of 2002 that the establishment was operating as part of your company or organization.
- Sales and payroll data should be rounded to the nearest thousand dollars as illustrated on the report form.
- If there are any questions or if any communication regarding this report form is necessary, reference the 11-digit Census File Number (CFN) shown in the mailing address.
- Please photocopy each completed report form for your records and return the originals.
- Public reporting burden for this collection of information is estimated to average 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: Paperwork Project 0607-0894, Room 3110,

Federal Building 3, U.S. Census Bureau, Washington, DC 20233-1500. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0894" as the subject.

- You 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 eight-digit number appears in the upper right corner of the report form.

INSTRUCTIONS FOR SELECTED ITEMS

3. PHYSICAL LOCATION

Answer both sections (A and B) of item **3** even if the mailing address shown is correct.

4. SALES, SHIPMENTS, RECEIPTS, OR REVENUE

Include:

- Gross receipts for merchandise sold, services provided, products shipped, and construction work done.
- Amounts received for work even though work may have been subcontracted to others.
- Commissions, fees, and other operating income for industries operating on a commission basis, such as travel agencies and advertising agencies.
- Actual sales value of the products sold rather than commissions received for **retailers** and **wholesalers** selling merchandise on a consignment or commission basis.
- Receipts for delivery, installation, maintenance, repair, alteration, storage, and other services.

Exclude:

- Sales or other taxes collected directly from customers and paid directly to the Commonwealth or federal tax agency.
- Gross sales and receipts of departments or concessions operated by other companies at the establishment.
- Commissions from vending machines operated by others.

5. E-COMMERCE SALES, SHIPMENTS, RECEIPTS, OR REVENUE

Online refers to any transactions completed over an Internet, Extranet, Electronic Data Interchange (EDI) network, electronic mail, or other online system.

Include:

- Sales generated from agreements negotiated online between buyer and seller on price and term of a transfer of ownership of, or rights to use, goods or services.
- Online sales of goods or services, regardless of whether payment is made online.
- Commissions or fees from the use of online services (e.g., computerized reservation systems, financial transaction processing systems, etc.) where the order or contact was negotiated online.
- Commissions or fees from selling or from facilitating the sale of third party products (e.g., click-throughs on advertisements or referral fees) through the establishment's web site.
- Sales generated from telephone transactions using interactive voice response systems.
- Shipping and handling receipts for online orders.

Exclude:

- Online payments from customers where the order or contract was **not** negotiated online.
- Commissions or fees from the use of online services (e.g., computerized reservation systems, financial transaction processing systems, etc.) where the order or contract was **not** negotiated online.
- Commissions or fees from the provision of telecommunications and related infrastructure systems (e.g., data transfer, Web hosting, Internet access, etc.) where the order or contract was **not** negotiated online.
- Sales from orders for goods or services placed over facsimile machines or switched telephone networks.

6. EMPLOYMENT AND PAYROLL

A. Number of paid employees

Definitions are the same as those used on the Internal Revenue Service (IRS) Form 941-PR, Employer's Quarterly Federal Tax Return.

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

Include:

- All full- and part-time employees on the payroll during the pay period including March 12, 2002.
- Salaried officers and executives of a corporation.
- Employees on paid sick leave, paid vacations, and paid holidays.

Exclude:

- Temporary staffing obtained from a staffing service.
- Employees of departments or concessions operated by other companies at this establishment.
- Proprietors or partners of an unincorporated business (include in item **6B**).
- Unpaid family members (include in item **6C**).

B. Proprietors and partners

Include:

- Proprietors and partners of an unincorporated business working 15 or more hours during the week which included March 12, 2002.

C. Unpaid family members

Include:

- Unpaid family members of an unincorporated business working 15 or more hours during the week which included March 12, 2002.

D. Payroll

Include:

- Wages, salaries, tips, vacation allowances, bonuses, commissions, and other compensation paid to employees during 2002, whether or not subject to income or FICA tax.
- Salaries of officers and executives of a corporation.
- Employee contributions to qualified pension plans.

Exclude:

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

18. KIND OF BUSINESS

Choose the **one** kind of business that best describes the establishment in 2002. If none of the provided selections seem appropriate, mark (X) the box next to "Other business or activity" and provide a specific description of the primary business activity.

22. DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE

- Report either in thousands of dollars OR as a whole percent of total sales as illustrated on the report form. It is not necessary to report in both dollars and percentages. Percentages are preferable.
- The sum of lines reported should equal 100 percent (or the amount reported in item **4** if reporting in dollars).

29. OPERATIONAL STATUS

Mark (X) the one box that best describes the operational status of the establishment at the end of 2002.

- **In operation** – The establishment was open and actively conducting business on December 31, 2002.
- **Temporarily or seasonally inactive** – Although not conducting business at the end of 2002, the establishment will eventually reopen and conduct business under the same Employer Identification Number (EIN). Examples include businesses or establishments that temporarily close for remodeling.
- **Ceased operation** – The establishment has gone out of business or closed and does not plan to reopen. Provide the month, day, and year that the establishment ceased operation. Complete all items for the portion of 2002 during which the establishment was in operation.
- **Sold or leased to another operator** – The establishment was sold or leased to another company or organization. Provide the month, day, and year that the change occurred and indicate the name, address, and the EIN of the new owner or operator. Complete all items for the portion of 2002 prior to the change in operator.