



# 2007 ECONOMIC CENSUS

## Employment Services

**DUE DATE**  
**FEBRUARY 12, 2008**

**Mail** your completed form to:  
**U.S. CENSUS BUREAU**  
**1201 East 10th Street**  
**Jeffersonville, IN 47134-0001**

**AS-56101**

**INFORMATION COPY  
DO NOT USE TO REPORT**

(Please correct any errors in this mailing address.)

**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](http://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.

**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 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.
  - Do not use pencil or felt-tip pen.
  - Place an "X" inside the box.
  - Please center numbers in their respective boxes.
  - Do not put slashes through 0 or 7.
- Examples:  0 1 2 3 4 5 6 7 8 9

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).

**1** 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?

0021  Yes - Go to **2**      0022  No - Enter current EIN (9 digits) → 0025  -

**2** 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.)

0031  Yes - Go to line B

0032  No - Enter physical location →

0035 Number and street			
0036 City, town, village, etc.		0037 State	0038 ZIP Code
<input type="text"/>		<input type="text"/>	<input type="text"/>

**B.** Is this establishment physically located inside the legal boundaries of the city, town, village, etc.? (Mark "X" only ONE box.)

0041  Yes      0042  No      0043  No legal boundaries      0044  Do not know

**C.** In what type of municipality is this establishment physically located? (Mark "X" only ONE box.)

0046  City, village, or borough      0047  Town or township      0048  Other      0024  Do not know

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**3 OPERATIONAL STATUS**

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

0011  In operation

0013  Temporarily or seasonally inactive

0014  Ceased operation - Give date at right

Month	Day	Year

0015  Sold or leased to another operator - Give date at right  
AND enter name and address of new owner or operator  
and Employer Identification Number (EIN) below

0018

0060 Name of new owner or operator		0061 EIN (9 digits)	
		-	
0062 Mailing address (Number and street, P.O. Box, etc.)			
0063 City, town, village, etc.	0064 State	0065 ZIP Code	
		-	

0016  Other - Specify

0815

**4 MONTHS IN OPERATION**

Mark "X" if None 2007 Number

Number of months in operation during 2007 (If none, mark "X" and go to 50.) . . . . . 0002

HOW TO REPORT DOLLAR FIGURES

Dollar figures should be rounded to thousands of dollars.

If a figure is \$1,025,628.79:

Report

Mark "X" if None

If a value is "0" (or less than \$500.00):

Report

2007			
\$ Bil.	Mil.	Thou.	Dol.
	1 0 2 6		

**5 SALES, SHIPMENTS, RECEIPTS, OR REVENUE**

Operating receipts (Professional Employer Organizations (PEOs) should report gross amounts billed to clients, including gross wages of clients' (worksite) employees.) . . . . . 0100

Mark "X" if None

2007			
\$ Bil.	Mil.	Thou.	Dol.

**6 Not Applicable.**

**7 EMPLOYMENT AND PAYROLL**

**Include:**

- Full- and part-time employees (including worksite employees of Professional Employer Organizations) 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:**

- Worksite employees of Professional Employer Organizations whose payroll was not reported under the EIN shown in the mailing address or corrected in 1, e.g., employment and payroll filed under a client's EIN.

For further clarification, see information sheet(s).

Mark "X" if None

2007 Number

A. Number of employees for pay period including March 12 . . . . . 0320

--

B. Payroll before deductions (Exclude employer's cost for fringe benefits.)

Mark "X" if None

2007			
\$ Bil.	Mil.	Thou.	Dol.

1. Annual payroll . . . . . 0300

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

**8-13 Not Applicable.**

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

**19** 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.)

**Employment placement agencies**

- 0700 561 310 00 1  Employment offices (agencies)
- 541 612 20 1  Executive search services
- 561 310 00 2  Employment registries
- 561 310 00 3  Casting bureaus or agencies

**Staffing services**

- 561 320 00 8  Temporary staffing - providing commercial (general office/administrative) and professional (healthcare, technical and IT, accounting, etc.) staffing
- 621 610 00 1  Home health care provider, including visiting nurse associations
- 115 115 00 1  Farm labor contractors

**Professional Employer Organizations**

- 561 330 00 2  Professional Employer Organization (PEO) - providing human resource and human resource management services to client businesses and their employees

**Other employment services**

- 541 214 20 2  Payroll services
- 777 561 01 1  Other type of help supply service or labor contractor - *Specify service and type of employees* ↴

0701

**Other kind of business or activity**

- 777 560 00 1  Managed services/solutions outsourcing (providing specific services, such as engineering services, security guard services, etc., to a client's organization, offered as a solutions package and assuming responsibility for the final outcome of the contracted service or project) - *Specify type of service* ↴

0701

- 773 000 00 2  Other kind of business or activity - *Specify* ↴

0701

**20** Not Applicable.

**21** 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?

- 0998  Yes
- 0999  No

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<b>HOW TO REPORT PERCENTS</b>		2007				
		Estimates are acceptable. Report dollars OR percents.				
		\$ Bil.	Mil.	Thou.	Dol.	Percent
If figure is <b>38.76%</b> of total sales:		<b>Report whole percents</b>			3 9	

**22** **DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE**  
*(Report receipts by source either as a dollar figure or as a whole percent of total receipts (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 receipts lines.)*

**Line 1** - Report commissions or fees from recruiting, selecting, and referring candidates to the client to fill positions on the client's payroll.

**Line 2** - Report commissions or fees from recruiting, selecting, and referring candidates to work as independent contractors.

**Line 3** - Report receipts from specialized search and recruitment services limited to filling highly paid executive, senior manager, and professional positions, according to client specifications. Services may include conducting detailed interviews with the client organization's management team, developing job profiles, conducting original research and advertising to locate potential job candidates, screening possible candidates, negotiating compensation, and providing post-hire follow-up. The client makes the decision as to which candidate to hire. The search agency's fee is charged whether or not the candidate is hired.

**Line 4** - Report gross billings from supplying temporary employees to client organizations.

**Line 5** - Report fees from the conversion of temporary staff to a client's workforce. Report temporary staffing fees on the appropriate detail lines under **line 4**.

**Line 6** - Report fees from the coordination of temporary help staff for clients.

**Line 7** - Report amounts received for carrying client's employees on this establishment's payroll.

**Line 8** - Report gross billings from providing a staffing arrangement in which the organization, a Professional Employer Organization (PEO), co-employs a client's workforce.

**Line 9** - Report receipts from operating online job or resume listing services, job site memberships, and employment database search services.

**Line 12** - Report fees from providing a "solutions package" to a customer where this firm is responsible for the final outcome (e.g., completed project, cost savings).

**Line 17** - Report billings for the calculation of employee hours worked, pay rates, deductions, and other payroll-related data from clients. Include receipts from generating paychecks, payroll reports, and tax filings.

Description of sales, shipments, receipts, or revenue	Cen- sus use	2007				
		Estimates are acceptable. Report dollars OR percents.				
		\$ Bil.	Mil.	Thou.	Dol.	Percent
0723	0720	0721			0722	
<b>1.</b> Permanent (direct employee) placement services . . . . .	32700					
<b>2.</b> Independent contractor placement services . . . . .	32710					
<b>3.</b> Retained executive search services . . . . .	32720					
<b>4.</b> Temporary staffing services						
<b>a.</b> Office/clerical and administrative support staff . . . . .	32731					
<b>b.</b> Industrial/trades staff . . . . .	32732					
<b>c.</b> Health care staff . . . . .	32733					
<b>d.</b> Information technology (IT) staff . . . . .	32734					
<b>e.</b> Engineering staff . . . . .	32735					
<b>f.</b> Scientific staff . . . . .	32736					
<b>g.</b> Accounting/financial staff . . . . .	32737					

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CONTINUE WITH 2 ON PAGE 5

**CONTINUE ON PAGE 5**

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

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

Description of sales, shipments, receipts, or revenue	Census use	2007				
		Estimates are acceptable. Report dollars OR percents.				
		\$ Bil.	Mil.	Thou.	Dol.	Percent
0723	0720	0721				0722
<b>4.</b> Temporary staffing services - Continued						
<b>h.</b> Management (including executives) staff . . . . .	32738					
<b>i.</b> Sales/marketing staff . . . . .	32739					
<b>j.</b> Legal staff . . . . .	32741					
<b>k.</b> Other professional staff . . . . .	32742					
<b>l.</b> Other temporary staffing services - <i>Specify</i> ↴						
	32743					
<b>m. Sum lines 4a through 4l</b> . . . . .	32730					
<b>5.</b> Temporary staffing-to-permanent placement services . . . . .	32750					
<b>6.</b> Management and coordination of temporary help (program management) . . . . .	32760					
<b>7.</b> Payroll services . . . . .	32770					
<b>8.</b> Co-employment services						
<b>a.</b> Co-employment services with payroll and benefit services . . . . .	32781					
<b>b.</b> Co-employment services with payroll and human resource services . . . . .	32782					
<b>c.</b> Co-employment services with payroll, benefit, and human resource services . . . . .	32783					
<b>d. Sum lines 8a through 8c</b> . . . . .	32780					
<b>9.</b> Online employment services . . . . .	32790					
<b>10.</b> Sale of online job site advertising space . . . . .	32800					
<b>11.</b> Employment-related software, development, and sales . . . . .	32820					
<b>12.</b> Managed services (outsourcing) - <i>Specify</i> ↴						
	39010					
<b>13.</b> Human resource consulting services . . . . .	32830					
<b>14.</b> Employee evaluation services . . . . .	32840					
<b>15.</b> Medical examinations for employment . . . . .	32860					
<b>16.</b> Outplacement/career counseling services . . . . .	32850					

CONTINUE WITH **23** ON PAGE 6

CONTINUE ON PAGE 6

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

Description of sales, shipments, receipts, or revenue	Cen- sus use	2007						
		Estimates are acceptable. Report dollars OR percents.						
		\$ Bil.	Mil.	Thou.	Dol.	Percent		
0723	0720	0721					0722	
<b>17.</b> Payroll accounting services . . . . .	36880							
<b>18.</b> Training services . . . . .	32870							
<b>19.</b> Personal background checks . . . . .	33100							
<b>20.</b> Resale of merchandise - <i>Specify</i> ↴  	39638							
<b>21.</b> All other operating receipts - <i>Specify if more than 10 percent of total receipts</i> ↴  	39737							
<b>22. TOTAL OPERATING RECEIPTS - Sum of lines should equal 5 if reporting in dollars</b> . . . . .	39850							1 0 0

**23** and **24** Not Applicable.

**25** EXPORTED SERVICES

**NOTE** - An exported service is a product (e.g., service performed, license agreement) that is performed for, or 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 provided to 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 services?

0911  Yes - Go to line B

0912  No - Go to 26

2007			
\$ Bil.	Mil.	Thou.	Dol.

**B.** Amount of receipts or revenue for exported services . . . . . 0914

**26** SPECIAL INQUIRIES

**A. PROFESSIONAL EMPLOYER ORGANIZATIONS**

(To be completed by Professional Employer Organizations (PEOs) only.)

**1.** Net revenues (i.e., gross amounts billed to client firms LESS clients' (worksite) payroll costs, such as salaries, benefits, and taxes paid to taxing authorities) . . . . . 0737

2007			
\$ Bil.	Mil.	Thou.	Dol.

CONTINUE WITH 26 ON PAGE 7

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

26 SPECIAL INQUIRIES - Continued

A. PROFESSIONAL EMPLOYER ORGANIZATIONS - Continued

(To be completed by Professional Employer Organizations (PEOs) only.)

2. Payroll and employment

a. Clients' (worksite) employees paid by this establishment, by industry category of client

- 1. Agriculture, forestry, hunting . . . . .
- 2. Mining . . . . .
- 3. Utilities . . . . .
- 4. Construction . . . . .
- 5. Manufacturing . . . . .
- 6. Wholesale . . . . .
- 7. Retail . . . . .
- 8. Transportation and warehousing . . . . .
- 9. Information services (e.g., publishing, motion picture, sound recording, and communications) . . . . .
- 10. Finance and insurance . . . . .
- 11. Real estate and rental and leasing . . . . .
- 12. Professional, scientific, and technical services . . . . .
- 13. Administrative and support and waste management and remediation services . . . . .
- 14. Educational services . . . . .
- 15. Health care and social assistance . . . . .
- 16. Arts, entertainment, and recreation . . . . .
- 17. Accommodation (e.g., hotels and motels) and food services (e.g., restaurants) . . . . .
- 18. Repair, personal care, and laundry services
- 19. Other - Specify ↴

0786

b. Management and administrative employees of this establishment . . . . .

c. TOTAL (Add lines a1 through b. Total should equal 7, line A for column 1 and 7, line B1 for column 2.) . . . . .

	Cen- sus use	Number of employees for pay period including March 12, 2007	Annual payroll				
			Cen- sus use	\$ Bil.	Mil.	Thou.	Dol.
	0738		0739				
	0740		0741				
	0742		0743				
	0744		0745				
	0746		0747				
	0748		0749				
	0760		0761				
	0762		0763				
	0764		0765				
	0766		0767				
	0768		0769				
	0770		0771				
	0772		0773				
	0774		0775				
	0776		0777				
	0778		0779				
	0780		0781				
	0782		0783				
	0784		0785				
	3562		3567				
	3200		3300				

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CONTINUE WITH 26 ON PAGE 8

CONTINUE ON PAGE 8

**26** SPECIAL INQUIRIES - Continued

**B. PLACEMENT SERVICES**

Estimate the percentage of placement fees reported in **22**, lines 1 through 3, from the following sources:

<b>1.</b> Business clients . . . . .	3722		%
<b>2.</b> Individual clients . . . . .	3721		%
<b>3.</b> Other clients . . . . .	3723		%
<b>4. TOTAL</b> . . . . .		1 0 0	%

2007	
Percent	
	%
	%
	%
1 0 0	%

**C. FRANCHISE**

Was this establishment operating under a trademark authorized by a franchisor in 2007?  
(Mark "X" only ONE box.)

- 0237  Yes - franchisee owned establishment
- 0238  Yes - franchisor owned establishment
- 0239  No

**27-29** Not Applicable.

REMARKS (Please use this space for any explanations that may be essential in understanding your reported data.)

**30** 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?

- Yes
- No - Enter time period covered →

FROM	Month	Year	TO	Month	Year

Name of person to contact regarding this report	Title

Telephone	Area code	Number		Extension	Fax	Area code	Number	
			-					-

Internet e-mail address	Date completed	Month	Day	Year

**Thank you for completing your 2007 ECONOMIC CENSUS form.**  
**PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS AND RETURN THE ORIGINAL.**

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