

# 2007 ECONOMIC CENSUS Professional, Scientific and Technical Services; Administrative and Support and Waste Management and Remediation Services; and Other Services, except Public Administration Sectors (Enterprise Support)

## INFORMATION SHEET

This 2007 Economic Census information sheet covers "enterprise support" establishments engaged in the following areas of economic activity:

- Professional, Scientific, and Technical Services
- Administrative and Support and Waste Management and Remediation Services
- Other Services, except Public Administration (including establishments engaged in Repair and Maintenance; Personal and Laundry Services; and Religious, Grantmaking, Civic, and Other Membership Organizations)

If an establishment is **NOT** engaged in one of these kinds of businesses, **DESCRIBE** its business or activity in item **19 AND COMPLETE** the report form as accurately as possible.

### 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 locations of a company or organization, including administrative offices, warehouses, etc., that were in operation at any time during 2007.

### DEFINITION OF AN ENTERPRISE

An **enterprise** or company is a business, service, or membership organization consisting of one or more establishments within the United States 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.

### DEFINITION OF AN ENTERPRISE SUPPORT ESTABLISHMENT

An **enterprise support establishment** is an establishment that is primarily engaged in performing management, supervision, general administrative functions, and supporting services for other establishments of the same enterprise, rather than for the general public or other business firms.

### GENERAL INSTRUCTIONS

- Complete a separate report form for each establishment owned or controlled by the company or organization. If a separate report form was not received for each establishment, visit [www.census.gov/econhelp](http://www.census.gov/econhelp) or call 1-800-233-6136 between 8:00 a.m. and 6:00 p.m., Eastern time, Monday through Friday, to request additional report forms.
- Each report form should cover calendar year 2007. 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 your Internal Revenue Service (IRS) Form 941, Employer's Quarterly Federal Tax Return, or Form 944, Employer's Annual Federal Tax Return). Indicate in item **30** the exact dates covered.

- If an establishment stopped operating before January 1, 2007, mark (X) the box to indicate "None" in item **4**, indicate action and date in item **3**, and return the report form.
- If an establishment was closed, sold, or leased to another company or organization during 2007, complete the report form for the portion of 2007 that the establishment was operating as part of your company or organization.
- Receipts 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 a report form is necessary, reference the 11-digit Census File Number (CFN) shown in the mailing address.
- Please photocopy each report form for your records and return the originals.
- Public reporting burden for this collection of information is estimated to vary from 18 minutes to 5 hours and 6 minutes per response, with an average of 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 0607-0934, U.S. Census Bureau, 4600 Silver Hill Road, AMSD-3K138, Washington, DC 20233. You may e-mail comments to [Paperwork@census.gov](mailto:Paperwork@census.gov); use "Paperwork Project 0607-0934" as the subject.
- Response to this collection of information is not required 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

#### 2. PHYSICAL LOCATION

Answer all sections (A through C) of item **2** even if the mailing address shown is correct.

#### 3. OPERATIONAL STATUS

Mark (X) the **one** box that best describes the operational status of the establishment at the **end of 2007**.

- **In operation** — The establishment was open and actively conducting business on December 31, 2007.
- **Temporarily or seasonally inactive** — Although not conducting business at the end of 2007, the establishment will eventually reopen and conduct business under the same Employer Identification Number (EIN). Examples include businesses in resort areas that close during the "off-season" 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 2007 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 EIN of the new owner or operator. Complete all items for the portion of 2007 prior to the change in operator.
- **Other** — The establishment's operational status at the end of 2007 is not accurately described above. Please specify a description of the establishment's operational status in the space provided.

## 5. SALES, SHIPMENTS, RECEIPTS, OR REVENUE

### **Include:**

- Gross receipts from services provided, from the use of facilities, and from merchandise sold in 2007, whether or not payment was received in 2007.
- Advertising agencies, travel industries, and other service establishments operating on a commission basis - commissions, fees, and other operating income, NOT gross billings or sales.
- Receipts from services performed for FOREIGN parent firms, subsidiaries, branches, etc.
- Rental of nonresidential space in buildings and facilities, including this establishment's share of receipts from departments, concessions, and vending and amusement machines operated by others.
- Receipts from the rental and leasing of vehicles, equipment, instruments, tools, etc.
- Total value of service contracts.
- Market value of compensation received in lieu of cash.
- Amounts received for work subcontracted to others.
- Dues and assessments from members and affiliates.
- Sale or licensing of rights to intellectual property protected by copyright or as industrial property (e.g., patents, trademarks).

### **Exclude:**

- Sales and other taxes (including Hawaii's General Excise Tax) collected directly from customers or clients and paid directly to a local, state, or federal tax agency.
- Sales of used equipment previously rented or leased to customers.
- Proceeds from the sale of real estate (land and buildings), investments, or other assets (except inventory held for resale).
- Income from interest, real estate investments, dividends, contributions, and grants.
- Gross receipts from departments or concessions operated by others.
- Domestic intracompany transfers.
- Receipts of foreign parent firms and subsidiaries.
- Other nonoperating income.

## 7. EMPLOYMENT AND PAYROLL

Definitions are the same as those used on the Internal Revenue Service (IRS) Forms 941 and 944, and as described in Circular E, Employer's Tax Guide.

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.

## A. Employment

### **Include:**

- All full- and part-time employees on the payroll during the pay period including March 12, 2007.
- Salaried officers and executives of a corporation.
- Salaried members of a professional corporation or association (operating under state professional corporation statutes and filing a corporate federal income tax return).
- Employees on paid sick leave, paid vacations, and paid holidays.

### **Exclude:**

- Proprietors or partners of an unincorporated company.
- Employees of departments or concessions operated by other companies at the establishment.
- Full- and part-time leased employees whose payroll was filed under an employee leasing company's Employer Identification Number (EIN).
- Temporary staffing obtained from a staffing service.
- Independent contractors.

## B. Payroll

### **Include:**

- Wages, salaries, tips, vacation allowances, bonuses, commissions, and other compensation paid to employees during 2007 and reported on IRS Forms 941 or 944 as taxable Medicare Wages and tips (even if not subject to income or FICA tax).
- Salaries of officers and executives of a corporation.
- Salaries of members of a professional corporation or association (operating under state professional corporation statutes and filing a corporate federal income tax return).
- Employee contributions to qualified pension plans.
- The spread on stock options that is taxable to employees as income.

### **Exclude:**

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

## 16. SELECTED EXPENSES

Report only those expenses directly attributable to this establishment in column 1. Establishments engaged in performing management and administrative services for other establishments of the same enterprise should report payments made by this establishment for selected categories of expenses incurred by other establishments of your enterprise in column 2.

## 19. KIND OF BUSINESS

Choose the **one** kind of business that best describes the establishment in 2007. If none of the provided selections seem appropriate, provide a specific description of the primary business activity.