

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU



FORM
SA-42(MSBO)
(11-28-2006)

2006 ANNUAL WHOLESALE TRADE SURVEY MANUFACTURERS' SALES BRANCHES AND OFFICES

DUE DATE ➔

NOTICE – 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.**

Any questions call 1-800-772-7851
Return the completed report in the enclosed preaddressed envelope by the due date shown above. **PROMPT RETURN WILL RESULT IN CONSIDERABLE SAVINGS TO YOUR GOVERNMENT.**

RETURN TO

➔ U.S. CENSUS BUREAU
1201 East 10th Street
Jeffersonville, IN 47132-0001
FAX 1-800-447-4613

INFORMATION COPY
DO NOT USE TO REPORT

(Please correct any error(s) in name, address, and ZIP Code)

INTERNET REPORTING

You may complete this survey online at:

<http://www.census.gov/econhelp/ats>

using your firm's unique username and original password, if you change your password, please keep a record for reference.

Username:

Password:

REPORTING INSTRUCTIONS

- This report should cover ALL manufactures' sales branches and offices in the the United States whose payroll was reported on the Employer's Quarterly Federal Tax Return, Treasury form 941, **under the Employer Identification Number (EIN)** shown in the address label (or as corrected in item 9).
- Report data "for calendar year(s) requested." If calendar year records are not available, data for the fiscal year will be acceptable. Indicate in the appropriate items the periods covered.
- For establishments sold or acquired during 2006, report data only for the period the establishments were operated by your firm.
- If book figures are not available, carefully prepared estimates for data items are acceptable for the statistical purposes of this survey. Be sure to complete every item. Enter "0" in items where appropriate.
- If estimates are used for any data items, please identify which question numbers contain estimates in item 10 Remarks section.
- Please explain any significant year-to-year data changes or clarify your responses, in item 10 Remarks section.

1 ELIGIBILITY FOR THIS FORM

A. In 2006, did this firm or its parent, subsidiaries, or affiliates have any manufacturing or mining operations in the United States?

YES – Continue with 1 B.

NO ➔ **Go to page 4.** Describe your type of business in item 10 Remarks section, then complete item 11 Certification and return this form in the enclosed envelope.

B. In 2006, did this firm or its subsidiaries have any sales locations that sold (or distributed) products manufactured or mined in the United States either by this firm itself, or by a parent, subsidiary, or affiliated company?

YES – Continue with 2.

NO ➔ **Go to page 4.** Describe your type of business in item 10 Remarks section, then complete item 11 Certification and return this form in the enclosed envelope.

2 NUMBER OF MANUFACTURERS' SALES BRANCHES AND OFFICES

What was the total number of sales branches and offices that met the criteria below on December 31, 2006?

Number in 2006
110

Include:

- Sales locations where more than half of the goods sold consist of goods manufactured, assembled or mined in the United States by this firm itself or by a parent, subsidiary, or affiliated manufacturer or mine
- Sales locations that are co-located with manufacturing plants, but for which separate records are kept
- Sales locations located separately from a warehouse, manufacturing, or other operating location
- Sales locations regardless of whether they held inventory
- Centers where orders are taken or solicited, and offices of marketing or sales managers, for which records are kept separately from those of manufacturing plants

Exclude:

- Agents or brokers primarily selling goods on consignment
- Locations where more than half of the goods sold consist of goods manufactured outside the United States and/or goods purchased from other companies
- Manufacturing locations without separate sales personnel
- Locations selling directly to the general public

NOTE:

If you reported "0," please describe the sales at locations owned by your firm and its subsidiaries in item 10 Remarks section. Complete item 11 Certification and return this form in the enclosed envelope.

3 DOLLAR VOLUME OF BUSINESS

▶ **NOTE:** Carefully prepared estimates are acceptable if book figures are not available.



Instructions: Sales should cover 12 months of data. If sales are for a fiscal year, sales should represent 12 months of data and include at least 6 months of data from the referenced year.

A. In 2006, what were the total sales and other operating receipts EXCLUDING sales (or other) taxes collected but INCLUDING the value of liquor and tobacco tax stamps for only the sales branches and offices reported in 2?

2006			
\$ Bil.	Mil.	Thou.	Dol.
100			
102			
103			

• Include e-commerce sales reported in 4B.

B. Were sales (or other) taxes collected directly from customers and forwarded directly to taxing authorities?

- 145 1 YES → Report the amount of taxes but DO NOT include taxes in item 3A above.
2 NO

C. Total sales and other operating receipts including sales (or other) taxes
Sum of lines 3A and 3B above

INCLUDE

- All sales of your sales branches and offices reported in 3 whether they are your own products or products you purchased
- Gross value of sales made on a commission basis for non-affiliated firms
- Cash and credit sales of goods
- Receipts from freight, installations, rentals, maintenance, repairs, alterations, storage, and other such services
- Excise taxes (such as those on gasoline, liquor, and tobacco) which are levied on the manufacturer and included in the cost of goods

EXCLUDE

- Direct sales made by manufacturing plant personnel
- Foreign sales of goods that never entered the United States
- Commissions earned for the sale of products in the United States
- Inter-company transfers to other establishments in your own company
- Non-operating receipts (such as interest income, income from investments, and receipts from the rental or sale of real estate)
- Receipts from customers for carrying or other credit charges

DEDUCT

- Refunds and allowances for returned goods
- The actual value of rebates and discounts granted to the purchaser, even if granted as an increase in trade-in allowance

D. Did more than 50% of the amount reported in 3A represent products that were manufactured, assembled or mined in the United States by your company, its subsidiaries, or affiliates?

2006
600 1 YES
2 NO

E. Did you report sales figures in 3A for period that began on January 1 and ended on December 31?

- 1 YES – Continue with 4 on the next page.
2 NO → Please report your beginning and ending date for 2006

Beginning date
Ending date

2006		
Month	Day	Year
104		
105		

4 E-COMMERCE

A. Did the sales branches and offices reported in 2 have any e-commerce and/or Electronic Data Interchange (EDI) network sales during 2006?

E-commerce sales and/or receipts are sales of goods and services, where an order is placed by the buyer or price and terms of the sale are negotiated over an Internet, extranet, EDI network, electronic mail, or other online system. Payment may or may not be made online.

- 120 1 YES – Continue with 4B
 2 NO → Go to 5

B. What was the total e-commerce and EDI network sales and/or receipts for 2006 for the sales branches and offices reported in 2?

- This amount should equal the sum of 4B1 and 4B2 shown below.
- Also include this amount in item 3A.

1. Did the sales branches and offices reported in 2 have EDI network sales during 2006?
(This includes EDI over the Internet)

- 131 1 YES → What was the amount of these sales?
 2 NO – Continue with 4B2

2. Did the sales branches and offices have Internet, extranet, electronic mail or other online system sales during 2006? (Exclude EDI).

- 130 1 YES → What was the amount of these sales?
 2 NO – Continue with 5

2006

	\$ Bil.	Mil.	Thou.	Dol.
113				
115				
114				

5 VALUE OF INVENTORIES

A. Did establishments covered by this report own inventories (regardless of where held) at the end of 2006?

- 320 1 YES – Continue with B.
 2 NO – Go to item 6.

B. Were any of the inventories subject to the Last-in, First-out (LIFO) valuation method?

- 385 1 YES – Continue with 5C.
 2 NO – Complete 5C1 then Go to item 7.

C. Report inventories of products covered by this report, owned as of December 31:

1. Total inventories before LIFO adjustment (if any)
 2. LIFO reserve (if any)
 3. Total inventories after LIFO adjustment (Line C1 minus line C2.)

End of 2006

	\$ Bil.	Mil.	Thou.	Dol.
200				
301				
305				

6 INVENTORY BY VALUATION METHOD

Report how much of the inventory reported in 5C1 was subject to each valuation method:

- A. LIFO valuation method before adjustment
 B. Any other valuation method
 C. Total (Line A plus line B. Total should equal 5C1.)

End of 2006

	\$ Bil.	Mil.	Thou.	Dol.
302				
303				
306				

7 INVENTORY OUTSIDE OF THE UNITED STATES

A. Of the inventories reported in 5C1 were any stored or en route outside the 50 states and the District of Columbia?

- 221 1 YES – What is the value of those inventories. (Do not report inventory held in Foreign Trade Zones or in bond warehouses in the U.S.)
 2 NO – Continue with item 7B.

End of 2006

	\$ Bil.	Mil.	Thou.	Dol.
204				

2006

	Month	Day	Year
203			

B. What is the date for the inventory reported in 5C1 above, IF OTHER than December 31?

8 TOTAL OPERATING EXPENSES OF SALES BRANCHES AND OFFICES

2006

\$ Bil.	Mil.	Thou.	Dol.
500			

What were the total operating expenses during 2006 for only the sales branches and offices reported in 2?

INCLUDE

Expenses arising from the normal course of business.

EXCLUDE

- Bad debt
- Purchases of goods for resale or cost of goods sold
- Income taxes
- Sales and other taxes collected directly from customers and paid directly to a local, State, or Federal government agency
- Interest expenses
- Impairment (reduction in value of long-lived assets due to reappraisal)
- Capitalized expenses (except payroll and fringe benefits)
- Transfers made within the company

9 FEDERAL EMPLOYER IDENTIFICATION NUMBER

Is the Employer Identification Number (EIN) printed in the upper left corner of the address box the SAME as that used for this firm on its latest 2004 Employer's Quarterly Federal Tax Return, Treasury Form 941?

- 020 1 YES - GO to 10
 2 NO -> Continue with 9A

A. What is the current EIN for this firm?

021

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B. When did you start reporting payroll under this EIN?

Month 022	Year
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10 Remarks - Please use this space to explain any significant year-to-year data changes, to clarify your responses, or to indicate where data was estimated.

962

CENSUS USE
961

11 CERTIFICATION — This report is substantially accurate and has been prepared in accordance with instructions.

Name of person to contact regarding this report (Please print) 950	Address (Number and street, city, State, ZIP Code) 951	954 Telephone		
		Area code	Number	Extension
Signature of authorized person	Title 952	Date 953	955 Fax number	
			Area code	Number
957 E-mail address		956 Internet address (firm's homepage)		
		http://		

Public reporting burden for this collection of information is estimated to average 27 minutes per response, including the time for assembling data from existing records and completing the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0195, U.S. Census Bureau, 4600 Silver Hill Road, Stop 1500, Washington, DC 20233-1500. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0195" as the subject. PLEASE INCLUDE FORM NAME AND NUMBER IN ALL CORRESPONDENCE. Respondents are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget. This 8-digit number appears in the top right corner of this form.

Thank you for completing your Annual Wholesale Trade Survey.