

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



FORM  
**SA-529(B)**  
(11-12-2002)

**2002 BUSINESS EXPENSES SURVEY FINANCIAL SERVICES**

**DUE DATE**

Any questions call  
**1-800-772-7851**

Complete this form and  
**RETURN TO**

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

**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.

**In correspondence pertaining to this report, please refer to the identification number (ID) represented by the first 14 digits shown to the left in the label below.**

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

**REPORTING INSTRUCTIONS — See also separate instruction sheet enclosed.**

Please read all instructions and complete all items. Except for payroll and contributions for employee benefits, report data for operating expenses incurred during the reporting period, even though payment may have been made at a later date. If book figures are not available or easily accessible, **carefully prepared estimates are acceptable.**

**Item 1 NUMBER OF FINANCIAL SERVICE LOCATIONS ON DECEMBER 31, 2002**

Enter the total number of financial service locations covered by this report, including support facilities (such as headquarters, central administrative offices, garages, and warehouses) servicing these locations.

Number			
102			

**HOW TO REPORT DOLLAR FIGURES**

Value figures may be reported in dollars or rounded to thousands.  
Example: If a figure is **\$1,179,125,628** report

- Preferred .....
- Acceptable .....

Bil- lions (000)	Mil- lions (000)	Thou- sands (000)	Dol- lars (000)
1	179	125	628
1	179	126	000

**Item 2 EXPENSES IN 2002, INCLUDING PAYROLL**

**EMPLOYEE COMPENSATION**

**2a. TOTAL ANNUAL PAYROLL IN 2002, BEFORE DEDUCTIONS**

**Include**

Full- and part-time employees working for this company whose payroll was reported on Internal Revenue Service Form 941, Employer's Quarterly Federal Return, and filed under this company's Employer Identification Number(s) (EIN(s)).

**Exclude**

- Full- and part-time employees whose payroll was filed under a leasing company's EIN, but for whom you maintain day-to-day control of their activities (such as hiring/firing decisions, determining base pay rates, and selecting benefits options).
- Temporary staffing obtained from a temporary help service.

Key	Bil.	Mil.	Thou.	Dol.
202				

**PLEASE CONTINUE ON NEXT PAGE**

**Item 2 EXPENSES IN 2002, INCLUDING PAYROLL – Continued**

**EMPLOYEE COMPENSATION – Continued**

**2b. EMPLOYER'S COST FOR FRINGE BENEFITS IN 2002**

For employees included in above payroll, include employer's cost for *legally required* programs actually paid during the year, such as Social Security, workman's compensation insurance, unemployment tax, and state disability insurance programs; and employer's cost for programs *not required by law* such as pension plans, stock purchase plans, union-negotiated benefits, life insurance benefits, and insurance premiums on hospital and medical plans.

Key	Bil.	Mil.	Thou.	Dol.
204				

**2c. CONTRACT LABOR**

Contract employees are persons who are not on your payroll but are supplied through a contract with another company to perform specific jobs (e.g., temporary help, leased employees); your company provides day-to-day supervision. Thus, security and janitorial personnel are excluded if supervised by the supplying firm.

Did this firm purchase contract labor services in 2002?

205 1  Yes – Report amount →  
2  No

206				
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**PURCHASED MATERIALS AND SUPPLIES FOR OWN USE, NOT FOR RESALE**

**2d. EXPENSED COMPUTER-RELATED SUPPLIES, including hardware and pre-packaged software**

Did this firm purchase any computer-related equipment or supplies that were expensed?

301 1  Yes – Report amount →  
2  No

302				
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**2e. OTHER MATERIALS, PARTS AND SUPPLIES PURCHASED FOR OWN USE, not separately listed above**

Did this firm purchase office and janitorial supplies; small tools; and other expensed equipment, parts and supplies in 2002 for your company's own use?

311 1  Yes – Report amount →  
2  No

312				
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**INTEREST EXPENSE**

**2f. INTEREST PAID TO DEPOSITORS OR CREDITORS**

Did this firm pay interest or dividends on deposits or interest to others on borrowed money?  
615 1  Yes – Complete lines (1), (2), and (3)  
2  No – SKIP to item 2g

(1) Interest paid on deposits, and dividends paid on shares

(2) Other interest expense, including payments on borrowed money

Key	Bil.	Mil.	Thou.	Dol.
624				
626				

**Do not combine.**  
If records are not available, reasonable estimates are acceptable.

**(3) TOTAL interest and dividends paid to others in 2002**  
Sum of lines (1) and (2) →

Key	Bil.	Mil.	Thou.	Dol.
616				

**UTILITIES COSTS**

**2g. PURCHASED ELECTRICITY**

In 2002, was electricity (1) purchased for any locations by this firm, or (2) included only in lease payments, rent, or other fee?

401 1  Purchased – Report amount →  
2  Included only in lease, rent, or other fee

402				
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**2h. PURCHASED FUELS**

In 2002, was fuel for heating, power, or generating electricity (1) purchased for any locations by this firm, or (2) included only in lease payments, rent, or other fee?

403 1  Purchased – Report amount →  
2  Included only in lease, rent, or other fee  
3  Not applicable

404				
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**2i. WATER, SEWER, REFUSE REMOVAL AND/OR TREATMENT, including hazardous waste; and other purchased utilities, except communication**

In 2002, were any of these utilities (1) purchased for any locations by this firm, or (2) included only in lease payments, rent, or other fee?

407 1  Purchased – Report amount →  
2  Included only in lease, rent, or other fee

408				
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**PURCHASED SERVICES**

**2j. PURCHASED TRANSPORTATION, SHIPPING, AND WAREHOUSING SERVICES, including postage costs**

Did this firm purchase postage, shipping or delivery services, or warehousing or storage in 2002? Exclude the cost of shipping using your own vehicles and employees.

501 1  Yes – Report amount →  
2  No

502				
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**PLEASE CONTINUE ON NEXT PAGE**

**Item 2 EXPENSES IN 2002, INCLUDING PAYROLL — Continued**

**PURCHASED SERVICES – Continued**

2k. PURCHASED REPAIR AND MAINTENANCE SERVICES		Key	Bil.	Mil.	Thou.	Dol.	Do not combine. If records are not available, reasonable estimates are acceptable.	
Did this firm purchase from other firms in 2002 repair and maintenance services which were NOT capitalized?	503 1 <input type="checkbox"/> Yes – Complete lines (1), (2), and (3) 2 <input type="checkbox"/> No – SKIP to item 2l							
(1) Repairs and maintenance to buildings, structures, offices, and their integral parts (elevators, etc.)		504						
(2) Repairs and maintenance to machinery and equipment		510					Key Bil. Mil. Thou. Dol.	
<b>(3) TOTAL cost of purchased repair and maintenance services in 2002</b> Sum of lines (1) and (2) →							512	
<b>2l. PURCHASED PRINTING SERVICES</b>								
Did this firm incur any expenses for purchased or contracted printing services in 2002?	513 1 <input type="checkbox"/> Yes – Report amount → 2 <input type="checkbox"/> No						514	
<b>2m. PURCHASED ADVERTISING AND PROMOTIONAL SERVICES</b>								
Did this firm purchase advertising, promotional, marketing, or public relations services in 2002?	515 1 <input type="checkbox"/> Yes – Report amount → 2 <input type="checkbox"/> No						516	
<b>2n. PURCHASED LEGAL SERVICES</b>								
Did this firm purchase any legal services from other firms in 2002? Exclude salaries paid to your own employees for legal services.	517 1 <input type="checkbox"/> Yes – Report amount → 2 <input type="checkbox"/> No						518	
<b>2o. PURCHASED ACCOUNTING, AUDITING, AND BOOKKEEPING SERVICES</b>								
Did this firm purchase any of these services from others in 2002? Exclude salaries paid to your own employees for such services. See instruction sheet for examples.	519 1 <input type="checkbox"/> Yes – Report amount → 2 <input type="checkbox"/> No						520	
<b>2p. PURCHASED BANKING SERVICES</b>								
Report accounting services on line 2o and management consulting services on line 2q. See instruction sheet for examples.								
Did this firm purchase banking services from other financial institutions or firms in 2002?	539 1 <input type="checkbox"/> Yes – Report amount → 2 <input type="checkbox"/> No						540	
<b>2q. PURCHASED MANAGEMENT CONSULTING, ADMINISTRATIVE SERVICES AND OTHER PROFESSIONAL SERVICES not elsewhere specified</b>								
Report legal services on line 2n and accounting services on line 2o. See instruction sheet for examples.								
Did this firm purchase any of these services from others in 2002?	521 1 <input type="checkbox"/> Yes – Report amount → 2 <input type="checkbox"/> No						522	
<b>2r. PURCHASED COMMUNICATIONS SERVICES</b>		Key	Bil.	Mil.	Thou.	Dol.	Do not combine. If records are not available, reasonable estimates are acceptable.	
Did this firm purchase communications services in 2002?	523 1 <input type="checkbox"/> Yes – Complete lines (1), (2), and (3) 2 <input type="checkbox"/> No – SKIP to item 2s							
(1) Cost of computer-related communications Include Internet, connectivity, and online services.		524						
(2) Cost of telephone, cellular phones, FAX, and other communications services		526					Key Bil. Mil. Thou. Dol.	
<b>(3) TOTAL cost of purchased communications services in 2002</b> Sum of lines (1), and (2) →							528	
<b>2s. PURCHASED COMPUTER SERVICES, excluding communications costs specified above</b>								
Did this firm purchase any computer-related services from other firms in 2002?	529 1 <input type="checkbox"/> Yes – Complete lines (1), (2), and (3) 2 <input type="checkbox"/> No – SKIP to item 2t							
(1) Cost of custom coded software (expensed) including adaptation of off-the-shelf software							530	
(2) Cost of system support design and services including web design							532	
(3) Cost of data processing and other purchased computer services, except communications							534	

**PLEASE CONTINUE ON NEXT PAGE**

**Item 2 EXPENSES IN 2002, INCLUDING PAYROLL — Continued**

**OTHER EXPENSES**

**2t. LEASE AND RENTAL PAYMENTS**

601 1  Yes — Complete lines (1), (2), and (3)  
 Did this firm make lease or rental payments in 2002?  
 2  No — SKIP to item 2u

Key	Bil.	Mil.	Thou.	Dol.
602				
604				

(1) Land, buildings, structures, store space, and offices

(2) Machinery, equipment, and other items, excluding computer software

**Do not combine.**  
 If records are not available, reasonable estimates are acceptable.

(3) **TOTAL lease and rental payments in 2002 — Sum of lines (1) and (2)** → 608

**2u. COST OF INSURANCE, including business-related premiums, such as liability and excluding costs included with employee fringe benefits**

Report benefit payouts on claims on line 2x.  
 Did this firm purchase business-related insurance in 2002?  
 609 1  Yes — Report amount →  
 2  No

Key	Bil.	Mil.	Thou.	Dol.
610				

**2v. TAXES AND LICENSE FEES, excluding income, sales, payroll, and excise taxes**

Did this firm make any payment in 2002 to government agencies for taxes, including real property taxes and tobacco and liquor stamps, and license fees (such as business license fees)?  
 611 1  Yes — Report amount →  
 2  No

Key	Bil.	Mil.	Thou.	Dol.
612				

**2w. DEPRECIATION AND AMORTIZATION CHARGES**

Did this firm record any depreciation and amortization charges in 2002?  
 613 1  Yes — Report amount →  
 2  No

Key	Bil.	Mil.	Thou.	Dol.
614				

**2x. OTHER EXPENSES, EXCLUDING ITEMS PURCHASED FOR RESALE AND TAXES, IN 2002 — Report amount**

Describe and report the amount for the largest type.  
 619  Report amount →

Key	Bil.	Mil.	Thou.	Dol.
620				

Key	Bil.	Mil.	Thou.	Dol.
618				

**2y. TOTAL 2002 EXPENSES, INCLUDING PAYROLL**  
 Sum of item 2 expenses in right-most column above, lines 2a-2x.  
 See separate instruction sheet. →

Key	Bil.	Mil.	Thou.	Dol.
622				

**Item 3 TOTAL REVENUE IN 2002**

Report all revenue including sales of merchandise for the year, even though payment may have been received at a later date.  
 See enclosed instruction sheet. Report amount →

Key	Bil.	Mil.	Thou.	Dol.
702				

**EXPLANATIONS** — Please use this space or attach a sheet for any explanations that may be essential in understanding your reported data.

801

**Item 4 CERTIFICATION** — This report is substantially accurate and has been prepared in accordance with instructions.

Name of person to contact regarding this report — Print or type 901  Address — Number and street, city, State, ZIP Code 903

Signature of authorized person Title 905

907  Area code  Number  Extension  909  Area code  Number

Telephone Fax

E-mail address 911  Date completed 913  Month  Day  Year