

2007 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

- Complete a separate report form for each establishment owned or controlled by your company or organization. If you did not receive a separate report form for each establishment, visit our web site at 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 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, 2007, indicate action and date in item **3**, mark (X) the box to indicate "none" in item **4**, and continue to item **30**.
 - 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.
 - 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 0607-0937, U.S. Census Bureau, 4600 Silver Hill Road, AMSD-3K138, Washington, DC 20233. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0937" 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

2. PHYSICAL LOCATION

Answer both sections (**A and B**) 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 or establishments that temporarily close for remodeling. Complete all items on the form for the portion of 2007 during which the establishment was active.

- **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 the EIN of the new owner or operator. Complete all items for the portion of 2007 prior to the change in operator.
- **Other status** - The establishment's operational status at the end of 2007 is not accurately described above. Please describe the establishment's operational status in the space provided.

5. 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.

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

E-commerce transactions are transactions completed over an Internet, electronic mail, Extranet, Electronic Data Interchange (EDI) network, 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.

7. EMPLOYMENT AND PAYROLL

A. Number of paid employees

Report number of paid employees for pay period including March 12, 2007.

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 working at this establishment whose payroll was reported on Internal Revenue Service Form 941-PR, Employer's Quarterly Federal Tax Return, and filed under the Employer Identification Number (EIN) shown in the mailing address or corrected in **1**.

- 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.
- Unpaid family members.

B. Payroll

Include:

- Wages, salaries, tips, vacation allowances, bonuses, commissions, and other compensation paid to employees during 2007, 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.

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, mark (X) the box next to "Other business or activity," at the end of item **19** 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.