



# 2002 ECONOMIC CENSUS

## ACCOUNTING, TAX PREPARATION, BOOKKEEPING, AND PAYROLL SERVICES

OMB No. 0607-0887: Approval Expires 09/30/2004

**DUE DATE**  
**FEBRUARY 12, 2003**

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

PS-54102

**Please read** the accompanying information sheet(s) before answering the questions.

**Need help or have questions about filling out this form?**

**Visit** our Web site at [www.census.gov/econhelp](http://www.census.gov/econhelp)

**Call** 1-800-233-6136, between 8:00 a.m. and 8:00 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.

**INFORMATION COPY  
DO NOT USE TO REPORT**

(Please correct any errors in this 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 ink.
- Do not use pencil.
- Place an "X" inside the box.
- Please center numbers in their respective boxes. Examples:
- Do not put slashes through 0 or 7.

<input checked="" type="checkbox"/>	0	1	2	3	4	5	6	7	8	9
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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 MONTHS IN OPERATION**

Number of months in operation during 2002 (If none, mark "X" and go to 29.) . . . . . 0002

Mark "X" if None		2002	
		Number of months	

**2 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 2002 Internal Revenue Service Form 941, Employer's Quarterly Federal Tax Return?

0021  Yes      0022  No - Enter current EIN (9 digits) → 0025  -

**3 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

0032  No - Enter physical location →

0035 Number and street		
<input type="text"/>		
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.?**

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

**C. Type of municipality where this establishment is physically located**

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



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**HOW TO REPORT DOLLAR FIGURES**

Dollar figures should be **rounded to thousands** of dollars.

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

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

**Report** →

**Report** →

Mark "X" if None



2002			
\$ Bil.	Mil.	Thou.	Dol.
	1	0 2 6	

**4 SALES, SHIPMENTS, RECEIPTS, OR REVENUE**

Mark "X" if None

Operating receipts . . . . . 0100

2002			
\$ Bil.	Mil.	Thou.	Dol.

**5 E-COMMERCE SALES, SHIPMENTS, RECEIPTS, OR REVENUE**

**A.** Did this establishment have any e-commerce sales, receipts, and/or revenue in 2002? (*E-commerce includes sales, receipts, and/or revenue from any transaction completed over an Internet, Extranet, Electronic Data Interchange (EDI) network, electronic mail, or other online system. Transactions are agreements between buyers and sellers to transfer ownership of, or rights to use, goods or services. Payment for these goods or services may or may not be made online. Please see the information sheet(s) for further clarification.*)

0181  Yes - Go to line B

0182  No - Go to **6**

**B.** E-commerce sales, receipts, and/or revenue of this establishment (*Include e-commerce sales, receipts, and/or revenue in 4. Exclude sales taxes.*) . . . . . 0185

2002			
Estimates are acceptable			
\$ Bil.	Mil.	Thou.	Dol.

**6 EMPLOYMENT AND PAYROLL**

**Include:**

- Full- and part-time employees working at this establishment 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 **2**.

**Exclude:**

- Full- or part-time leased employees whose payroll was filed under an employee leasing company's EIN.
- Temporary staffing obtained from a staffing service.

For further clarification, see information sheet(s).

Mark "X" if None

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

2002			
Number			

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

Mark "X" if None

**1.** Annual payroll . . . . . 0300

**2.** First quarter payroll (*January-March, 2002*) . . . . . 0310

2002			
\$ Bil.	Mil.	Thou.	Dol.



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

**7** LEASED EMPLOYMENT AND PAYROLL

**A.** Did this establishment have any full- or part-time leased employees whose payroll was filed under an employee leasing company's EIN?

**Exclude:**

- Temporary staffing obtained from a staffing service.
- Contractors, subcontractors, or independent contractors.
- Purchased or managed services, such as janitorial, guard, or landscape services.
- Professional or technical services purchased from another firm, such as software consulting, computer programming, engineering, or accounting services.
- Employees already reported in **6**.

For further clarification, see information sheet(s).

0241  Yes - Go to line B

0242  No - Go to **13**

Mark "X" if None

2002		
Number		

**B.** Number of leased employees for pay period including March 12. . . . . 0370

**C.** Payroll for leased employees before deductions (Exclude employer's cost for fringe benefits.)

**1.** Annual payroll for leased employees . . . . . 0350

2002		
\$ Mil.	Thou.	Dol.

**2.** First quarter payroll for leased employees (January-March, 2002) . . . . . 0360

Mark "X" if None

2002		
\$ Mil.	Thou.	Dol.

**8 - 17** Not Applicable.

**18** KIND OF BUSINESS OR ACTIVITY

Principal kind of business or activity in 2002  
(Mark "X" only ONE box.)

**Offices of accountants**

- 0700
- 541 211 00 16  Certified public accountants (CPAs)
  - 541 211 00 24  Auditing services (CPAs)
  - 541 219 00 18  Accountants, excluding CPAs

**Tax return preparation services, bookkeeping, billing, and payroll services provided by non-CPAs**

- 541 213 00 14  Income tax return preparation services, without also providing accounting, bookkeeping, or billing services
- 541 214 20 19  Payroll services, without also providing accounting, bookkeeping, or billing services
- 541 219 00 26  Bookkeeping services

CONTINUE WITH **13** ON PAGE 4

54102033

**18** KIND OF BUSINESS OR ACTIVITY - Continued

**Tax return preparation services, bookkeeping, billing, and payroll services provided by non-CPAs - Continued**

- 0700 541 219 00 34  Billing services
  - 541 214 10 11  Talent payment services
  - 541 219 00 42  Other accounting services provided by non-CPA firms - *Specify*
- 0701

**Other kinds of activities**

- 541 512 20 18  Computer systems consultants, excluding systems integrators
  - 541 611 00 12  Administrative and general management consulting services
  - 514 210 00 14  Data processing service bureaus - providing data entry, image processing, database management, record conversion, and other computer processing services from central processing centers
  - 777 541 02 15  Other consulting services - *Specify*
- 0701
- 773 000 00 10  Other kind of business or activity - *Specify*
- 0701

**19** CLASS OF CUSTOMER

Estimate the percentage of receipts (reported in **4**) by class of customer.

- 1. Business firms, farms, and not-for-profit organizations. . . . . 3108
- 2. Federal government . . . . . 3105
- 3. State and local governments. . . . . 3106
- 4. Individuals (Include receipts from individually owned businesses on line 1.) . . . . . 3100
- 5. **TOTAL** (Sum lines 1 through 4) . . . . .

2002	
Whole percent of receipts	
	%
	%
	%
	%
1 0 0	%

**20-21** Not Applicable.

**HOW TO REPORT PERCENTS**



If figure is **38.76%** of total sales:

**Report whole percents**

2002				
Estimates are acceptable. Report dollars OR percents.				
\$ Bil.	Mil.	Thou.	Dol.	Percent
				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 **4**). 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** - Include receipts for examining, reporting, analyzing, and confirming clients' existing accounting records. Include reimbursement of expenses incurred for clients.

**Line 2** - Include receipts for an examination made by a public accountant empowered by the treasury authorities to rule if a taxpayer with income above a given level has complied with the tax obligations that the law imposes.

CONTINUE WITH **22** ON PAGE 5

54102041

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

**Line 3** - Include receipts for reviewing to assess whether the financial statements being reported on are plausible within the framework of the appropriate criteria. Agreed upon procedures include receipts from engagements to provide reports on the results of applying client-specified procedures to financial information.

**Line 5a** - Include receipts for preparing pre-adjusted trial balances (clients have own bookkeeper) and periodic financial statements for clients. Include combinations of bookkeeping and compilation and payroll services, where payroll services involve more than payroll calculations.

**Line 5b** - Include receipts for preparing trial balance, journals, ledgers, payroll, etc. May include payroll calculation services, but excludes payroll services alone. Exclude combinations of bookkeeping and compilation and payroll services, where payroll services involve more than payroll calculations.

**Line 5c** - Include receipts for payroll processing, withholding deductions, remitting deductions and employer's contributions to government-mandated and other plans, and filing reports.

**Line 5d** - Include receipts for preparation of income and other tax returns; review of returns prepared by others; filing of returns; preparation of supplementary documents associated with returns for businesses. Include compilation of financial statements when provided as a package with tax preparation for a single fee.

**Line 5e** - Include receipts for preparation of income and other tax returns; review of returns prepared by others; filing of returns; preparation of supplementary documents associated with returns for individuals.

**Line 5f** - Include receipts for providing advice on tax matters. If advice is provided as part of the preparation of tax returns then report on line 5d or 5e.

**Line 6** - Include receipts for providing consultation design, development, installation or customization of a computerized accounting system, or provision of training and support to enable the client to use the computerized accounting system.

**Line 7** - Include receipts for providing strategic and organizational planning, financial planning and budgeting, and other management consulting services. Receipts for tax consulting should be included with Tax Consulting Services For Individuals And Businesses, line 5f.

**Line 8** - Include receipts for training in the accounting system, accounting theory, procedures and strategy.

Description of sales, shipments, receipts, or revenue	Census use	2002				
		Estimates are acceptable. Report dollars OR percents.				
		\$ Bil.	Mil.	Thou.	Dol.	Percent
0723	0720	0721				0722
<b>1.</b> Financial auditing services . . . . .	34060					
<b>2.</b> Tax auditing services . . . . .	35800					
<b>3.</b> Financial statement review and agreed upon procedures . . . . .	35810					
<b>4.</b> Other assurance and financial auditing services . . . . .	35820					
<b>5.</b> Bookkeeping, compilation, payroll, and taxation services						
<b>a.</b> General accounting services . . . . .	34071					
<b>b.</b> Bookkeeping and compilation services . . . . .	34072					
<b>c.</b> Payroll services . . . . .	34073					
<b>d.</b> Tax preparation services for businesses . . . . .	34074					
<b>e.</b> Tax preparation services for individuals . . . . .	34075					
<b>f.</b> Tax consulting services for individuals and businesses . . . . .	34076					
<b>g. Sum lines 5a through 5f</b> . . . . .	34070					
<b>6.</b> Computerized accounting systems services . . . . .	34080					
<b>7.</b> Management consulting services . . . . .	36030					

CONTINUE WITH 22 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	2002					
		Estimates are acceptable. Report dollars OR percents.					
		\$ Bil.	Mil.	Thou.	Dol.	Percent	
0723	0720	0721				0722	
<b>8.</b> Training services . . . . .	34550						
<b>9.</b> All other operating receipts - <i>Specify if more than 10 percent of total receipts</i> ↴  	39539						
<b>10. TOTAL OPERATING RECEIPTS - Sum of lines should equal 4 if reporting in dollars</b> . . . . .	39690						1 0 0

**23-24** Not Applicable.

**25** EXPORTED SERVICES

**NOTE** - An exported service is a service performed for 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). Services performed for unaffiliated and affiliated foreign firms (i.e., foreign parent firms, subsidiaries, branches, etc.) are included. Services provided to domestic subsidiaries of foreign firms are excluded.

**A.** Did the receipts or revenue (reported in 4) include any amounts for exported services?

0911  Yes - Go to line B

0912  No

2002			
\$ Bil.	Mil.	Thou.	Dol.

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

**26** SPECIAL INQUIRIES

**A. SUPPORT SERVICES**

Was this establishment primarily engaged in providing management, administrative, or support services to other establishments of the same company (rather than for the general public or other business firms) in 2002?

0998  Yes

0999  No

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

**B. PERSONNEL AND PAYROLL BY OCCUPATION**

Enter employment and payroll reported on IRS Form 941, Employer's Quarterly Federal Tax Return, by occupational category. The total of column 1 should equal the amount reported in **6**, line A. The total of column 2 should equal the amount reported in **6**, line B1.

Enter personnel who perform a variety of functions on the **one** line which best describes the **primary** nature of their work.

**Lines 1a and 1b** - Accountants who are members of a professional service corporation should be included here. Enter the proprietor or partners of unincorporated firms in line D, PROPRIETORS AND PARTNERS OF UNINCORPORATED BUSINESSES.

**Line 1b** - Licensed, registered, and public accountants, and accounting practitioners who are **not** certified by the state should be included here.

	Cen- sus use	Number of employees for pay period including March 12, 2002	Annual payroll			
			Cen- sus use	\$ Bil.	Mil.	Thou.
<b>1. Type of employee working for this establishment</b>						
<b>a. Certified public accountants (employees of firm)</b>	3251		3311			
<b>b. Public accountants not certified (employees of firm)</b>	3252		3312			
<b>c. Management consultants and other nonaccounting professional staff</b>	3253		3313			
<b>d. All others, including clerical and other support staff</b>	3254		3314			
<b>2. Employees whose payroll is processed by this establishment, but who are not management and administrative employees of this establishment (i.e., employees or individuals serviced by payroll or talent payment services)</b>	3255		3315			
<b>3. TOTAL (Sum of lines 1a through 2 should equal 6, line A for column 1 and 6, line B1 for column 2)</b>	3200		3300			

CONTINUE WITH **26** ON PAGE 8



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**26** SPECIAL INQUIRIES - Continued

**C. LEASED PERSONNEL AND PAYROLL BY OCCUPATION**

Enter employment and payroll for leased employees whose payroll is filed under an employee leasing company's EIN by occupational category. The total of column 1 should equal the amount reported in 7, line B. The total of column 2 should equal the amount reported in 7, line C1.

Enter personnel who perform a variety of functions (secretaries, etc.) on the **one** line which best describes the **primary** nature of their work.

**Line 2** - Licensed, registered, and public accountants and accounting practitioners who are **not** certified by the state should be included here.

	Cen- sus use	Number of leased employees for pay period including March 12, 2002	Cen- sus use	Annual payroll of leased employees		
				\$ Mil.	Thou.	Dol.
1. Certified public accountants . . . . .	3451		3481			
2. Public accountants not certified. . . . .	3452		3482			
3. Management consultants and other nonaccounting professional staff . . . . .	3256		3483			
4. All other employees working for this establishment (including clerical and other support staff) . . . . .	3257		3498			
5. <b>TOTAL</b> (Sum of lines 1 through 4 should equal 7, line B for column 1 and 7, line C1 for column 2) . . . . .	3450		3480			

**D. PROPRIETORS AND PARTNERS OF UNINCORPORATED BUSINESSES**

Unincorporated businesses should report each proprietor or partner **not** considered employees for federal tax purposes at this location. For businesses operating at more than one location, report the proprietor or partners at the location where they spend most of their working time.

	Mark "X" if None	2002
		Number for the pay period including March 12
Active proprietor or partners at this location . . . . .	<input type="checkbox"/>	3260

**27-28** Not Applicable.

**29** OPERATIONAL STATUS

Activity that best describes this establishment's status at the end of 2002  
(Mark "X" only ONE box.)

0011 <input type="checkbox"/> In operation	0014 <input type="checkbox"/> Ceased operation - Give date at right →	0018	Month	Day	Year
0013 <input type="checkbox"/> Temporarily or seasonally inactive	0015 <input type="checkbox"/> Sold or leased to another operator - Give date at right AND enter new name and mailing address below ↴				

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



54102082



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

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?

0078  Yes      0079  No - Enter time period covered →

FROM 0070	Month	Year	TO 0071	Month	Year

0072 Name of person to contact regarding this report	0073 Title

Telephone 0074	Area code	Number		Extension	Fax 0075	Area code	Number	
		-					-	

0076 Internet e-mail address	Date completed 0069	Month	Day	Year

**Thank you for completing your 2002 Economic Census form.**  
**PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS AND RETURN THE ORIGINAL.**



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