

RESEARCH TRIANGLE INSTITUTE

THE NATIONAL SURVEY OF SMALL BUSINESS FINANCES:

MAIN STUDY QUESTIONNAIRE

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SECTION I - CHARACTERISTICS OF THE FIRM

A. SCREENING INFORMATION

GO TO A5 IF SCREENER WAS COMPLETED (RESULT CODE = 20).

A1. Is this the headquarters or main office of (FIRM NAME)?

1 = YES

2 = NO ~ SAY: Thank you for your time. This is a survey for main offices only. Goodbye.

A2. Is (FIRM NAME) a not-for-profit organization?

1 = YES

2 = NO ~ SAY: Thank you for your time. This is a survey of for-profit businesses only. Goodbye.

A3. Is (FIRM NAME) owned by a local, State or Federal government agency?

1 = YES

2 = NO ~ SAY: Thank you for your time. This is a survey of privately owned businesses only. Goodbye.

A4. Does another company own more than 50% of (FIRM NAME)?

1 = YES

2 = NO ~ SAY: Thank you for your time. This is a survey of independently operated businesses only. Goodbye.

A5. Including owners who worked full time for the firm, what was the average number of full-time employees in 1987?

PROMPT: Could you give me an estimate?

NUMBER: _____ ~ IF 500 OR MORE, SAY: Thank you for your time. This is a survey of small businesses only. Goodbye.

A6. Including owners who worked part-time for the firm, what was the average number of part-time employees in 1987?

PROMPT: Could you give me an estimate?

NUMBER: _____

CALCULATE 1987 FULL-TIME EQUIVALENTS AS (A5) + (0.5 X A6) AND RECORD BELOW.

NUMBER: _____ ~ IF 500 OR MORE, SAY: Thank you for your time. This is a survey of small businesses only. Goodbye.

A7. What was the average number of full-time employees in 1986?

PROMPT: Could you give me an estimate?

NUMBER: _____

A8. What was the average number of part-time employees in 1986?

PROMPT: Could you give me an estimate?

NUMBER: _____

B. SIC CODE

B1. Our records indicate the principal activity of the firm is (SIC CODE DESCRIPTION). Is that correct?

- 1 = YES ~ GO TO PART C
- 2 = NO
- 8 = DON'T KNOW
- 9 = REFUSAL

B2. What is the principal activity of the firm? PROBE: What does the firm do or make?

B3. Has this been the firm's principal activity for at least a year?

- 1 = YES
- 2 = NO
- 8 = DON'T KNOW
- 9 = REFUSAL

C. ORGANIZATION TYPE

C1. For tax purposes, is the firm considered to be a...

- 1 = proprietorship,
- 2 = partnership, ~ GO TO C10
- 3 = S corporation, or ~ GO TO C25
- 4 = corporation? ~ GO TO C23

NOTE: ORGANIZATION TYPE MUST BE ASSIGNED BEFORE THE INTERVIEW CAN CONTINUE.

PROPRIETORSHIPS

C2. Is the owner male or female?

- 1 = MALE
- 2 = FEMALE
- 8 = DON'T KNOW
- 9 = REFUSAL

C3. Is the owner a Black, Hispanic, Asian, Pacific Islander, or Native American?

- 1 = YES
- 2 = NO ~ GO TO C5
- 8 = DON'T KNOW ~ GO TO C5

9 = REFUSAL ~ GO TO C5

C4. What minority group does the owner belong to?

- 1 = BLACK
- 2 = HISPANIC
- 3 = ASIAN
- 4 = PACIFIC ISLANDER
- 5 = NATIVE AMERICAN
- 8 = DON'T KNOW
- 9 = REFUSAL

C5. Was the business founded by the current owner or was an existing business purchased, inherited or acquired as a gift?

- 1 = FOUNDED ~ GO TO C7
- 2 = PURCHASED
- 3 = INHERITED OR GIFT
- 8 = DON'T KNOW
- 9 = REFUSAL

C6. In what year was the firm (purchased/acquired)?

YEAR: _____

C7. In what year was the business founded?

YEAR: _____

CHECK: C7 MUST BE LESS THAN OR EQUAL TO C6, IF BOTH ANSWERED.

IF FIRM WAS INHERITED OR A GIFT (C5 = 3), GO TO C9.

C8. How much owner's capital was used to (start/purchase) the business? Owner's capital is the amount of personal capital the owner used to (start/purchase) the business, including savings and money borrowed against personal assets.

PROMPT: Could you give me an estimate?

\$ _____

C9. Who is responsible for day-to-day management of the business ...

- 1 = the owner, or ~ GO TO PART D
- 2 = a hired employee? ~ GO TO PART D
- 8 = DON'T KNOW ~ GO TO PART D
- 9 = REFUSAL ~ GO TO PART D

PARTNERSHIPS

C10. Is more than 50 percent of the firm owned by women?

- 1 = YES
- 2 = NO
- 8 = DON'T KNOW

9 = REFUSAL

C11. Is more than 50 percent of the firm owned by Blacks, Hispanics, Asians, Pacific Islanders, or Native Americans?

1 = YES
2 = NO ~ GO TO C13
8 = DON'T KNOW ~ GO TO C13
9 = REFUSAL ~ GO TO C13

C12. What minority group or groups own more than 50 percent of the business?

1 = BLACK
2 = HISPANIC
3 = ASIAN
4 = PACIFIC ISLANDER
5 = NATIVE AMERICAN
6 = MORE THAN ONE GROUP (SPECIFY: _____)
8 = DON'T KNOW
9 = REFUSAL

C13. Is more than 50 percent of the firm owned or controlled by a single family?

1 = YES
2 = NO
8 = DON'T KNOW
9 = REFUSAL

C14. How many general partners does the firm have?

NUMBER: _____

C15. What percent of the firm is owned by general partners who are...

a. individuals? %
b. business firms or other organizations? %

C16. Does the firm have any limited partners?

1 = YES
2 = NO ~ GO TO CHECK
8 = DON'T KNOW ~ GO TO CHECK
9 = REFUSAL ~ GO TO CHECK

C17. What percent of the firm is owned by limited partners who are...

a. individuals? %
b. business firms or other organizations? %

CHECK: C15 AND C17 SHOULD SUM TO 100%, IF BOTH ANSWERED.

C18. Was the business founded by one or more of the current partners or was an existing business purchased, inherited or acquired as a gift?

1 = FOUNDED ~ GO TO C20
2 = PURCHASED

- 3 = INHERITED OR GIFT
- 8 = DON'T KNOW
- 9 = REFUSAL

C19. In what year was the business (purchased/acquired)?

YEAR: _____

C20. In what year was the business founded?

YEAR : _____

CHECK: C20 MUST BE LESS THAN OR EQUAL TO C19, IF BOTH ANSWERED.

IF FIRM WAS INHERITED OR A GIFT (C18 = 3), GO TO C22.

C21. How much owners' capital was used to (start/purchase) the business? Owners' capital is the amount of personal capital the owners used to (start/purchase) the business, including savings and money borrowed against personal assets.

PROMPT: Could you give me an estimate?

\$ _____

C22. Who is responsible for day-to-day management of the business ...

- 1 = a partner, or ~ GO TO PART D
- 2 = a hired employee? ~ GO TO PART D
- 8 = DON'T KNOW ~ GO TO PART D
- 9 = REFUSAL ~ GO TO PART D

CORPORATIONS

C23. Is the corporation's stock publicly traded?

PROMPT: That is, can shares of the corporation be bought or sold on stock exchanges or the over-the-counter market?

- 1 = YES
- 2 = NO ~ GO TO C25
- 8 = DON'T KNOW ~ GO TO C25
- 9 = REFUSAL ~ GO TO C25

C24. In what year did the corporation become publically traded?

YEAR: _____ ~ GO TO C27

C25. Was the firm founded by one or more of the current stockholders or was an existing business purchased, inherited or acquired as a gift?

- 1 = FOUNDED ~ GO TO C27
- 2 = PURCHASED
- 3 = INHERITED OR GIFT
- 8 = DON'T KNOW
- 9 = REFUSAL

C26. In what year was the business (purchased/acquired)?

YEAR: _____

C27. In what year was the business founded?

YEAR: _____

CHECK: C27 MUST BE LESS THAN OR EQUAL TO C26 OR C24 IF ANSWERED.

IF PUBLICALLY TRADED (C23 = 1) OR INHERITED OR A GIFT (C25 = 3), GO TO C29.

C28. How much owners' capital was required to (start/purchase) the business? Owners' capital is the amount of personal capital the owner used to (start/purchase) the business, including savings and money borrowed against personal assets.

PROMPT: Could you give me an estimate?

\$ _____

C29. Who is responsible for day-to-day management of the business ...

- 1 = a stockholder, or
- 2 = a hired employee?
- 8 = DON'T KNOW
- 9 = REFUSAL

C30. Is more than 50% of the firm owned by women?

- 1 = YES
- 2 = NO
- 8 = DON'T KNOW
- 9 = REFUSAL

C31. Is more than 50 percent of the firm owned by Blacks, Hispanics, Asians, Pacific Islanders, or Native Americans?

- 1 = YES
- 2 = NO ~ GO TO C33
- 8 = DON'T KNOW ~ GO TO C33
- 9 = REFUSAL ~ GO TO C33

C32. What minority group or groups own more than 50 percent of the business?

- 1 = BLACK
- 2 = HISPANIC
- 3 = ASIAN
- 4 = PACIFIC ISLANDER
- 5 = NATIVE AMERICAN
- 6 = MORE THAN ONE GROUP (SPECIFY: _____)
- 8 = DON'T KNOW
- 9 = REFUSAL

C33. Is more than 50% of the firm owned or controlled by a single family?

- 1 = YES
- 2 = NO
- 8 = DON'T KNOW
- 9 = REFUSAL

IF PUBLICALLY TRADED (C23 = 1), GO TO C35.

C34. What percent of the firm's common stock is held by individuals?

_____ %

C35. How many stockholders own ten percent or more of the corporation's common stock?

NUMBER: _____ ~ IF "0", GO TO C37

CHECK: C35 MUST BE 10 OR LESS.

C36. What is the combined ownership share of these (NUMBER OWNING 10% OR MORE) stockholder(s)?

_____ % ~ IF 100%, GO TO PART D

CHECK: C36 MUST BE GREATER THAN OR EQUAL TO 10 TIMES C35, IF BOTH ANSWERED. IF C35=10, THEN C36 MUST EQUAL 100%.

C37. How many stockholders own one or more shares of the corporation's common stock? IF R HESITATES, SAY: Could you estimate how many?

NUMBER: _____

CHECK: C37 MUST BE GREATER THAN OR EQUAL TO C35, IF BOTH ANSWERED.

D. LOCATION OF FIRM

IF NO ZIP CODE ON FILE, GO TO D2.

D1. Is the physical location of the firm's main office in the (ZIP CODE ON FILE) ZIP Code area?

- 1 = YES ~ GO TO D3
- 2 = NO
- 8 = DON'T KNOW
- 9 = REFUSAL

D2. What is the city, state, and ZIP Code where the main office is physically located?

CITY: _____ STATE: _____ ZIP CODE: _____

D3. What county is the main office in?

COUNTY: _____

D4. In how many different sites does the firm have offices, plants, or stores, including the main office?

NUMBER: _____ ~ IF "1", GO TO PART E

D5. Again including the main office, how many of these sites are located in the same (metropolitan area/county/metropolitan area or county) as the main office? USE "METROPOLITAN AREA" FOR DMI FIRMS IN METROPOLITAN AREAS, "COUNTY" FOR OTHER DMI FIRMS, AND "METROPOLITAN AREA OR COUNTY" FOR SBA FIRMS.

NUMBER: _____

CHECK: D5 MUST BE LESS THAN OR EQUAL TO D4, IF BOTH ANSWERED.

Throughout the rest of this interview, please answer for the entire company; that is, the main office and all branches and subsidiary companies.

E. REFERENCE PERIOD

WAS THE FIRM OPERATED BY ANY OF THE CURRENT OWNERS PRIOR TO 1987? (SEE C5-C7, C18-C20, C23-C27.)

1 = YES ~ GO TO E3
2 = NO

E1. Has the firm filed taxes or prepared accounting records under the current ownership?

1 = YES ~ GO TO E3
2 = NO

E2. On what date was the firm (purchased/acquired)?

MONTH: _____ DAY: _____ YEAR: _____

IF OPERATIONS BEGAN PRIOR TO 1988, ESTABLISH JUNE 30, 1988 AS END DATE. IF OPERATIONS BEGAN IN 1988, SET END DATE AS END OF LAST MONTH PRIOR TO THE DATE OF INTERVIEW. RECORD END DATE.

MONTH: _____ DAY: _____ YEAR: _____

SET BEGINNING DATE AS DATE OPERATIONS BEGAN. RECORD NUMBER OF MONTHS IN TIME PERIOD.

MONTHS: _____ ~ GO TO PART F

FIRM MUST HAVE BEEN IN OPERATION FOR MORE THAN ONE MONTH PRIOR TO END DATE.

E3. What is the end date for the latest fiscal or calendar year for which the firm has accounting or tax records available? 1987 IS THE EARLIEST YEAR THAT CAN BE USED. PROMPT: IF EARLIER YEAR GIVEN, SAY: I must choose an end date in 1987 or 1988. Please give me the end date for the firm's last fiscal year.

MONTH: _____ DAY: _____ YEAR: _____

E4. Do these records cover the entire 12 months prior to (MONTH, DAY, YEAR)?

- 1 = YES ~ GO TO PART F
- 2 = NO

E5. What is the beginning date for this accounting period? BEGINNING YEAR MUST BE YEAR PRIOR TO END DATE YEAR OR THE SAME YEAR.

MONTH: _____ DAY: _____ YEAR: _____

RECORD NUMBER OF MONTHS CONTAINED IN ACCOUNTING PERIOD.

MONTHS: _____

F. TRANSITION REMARKS

The remaining questions in the questionnaire refer to the [1987 calendar year/fiscal year ending on (MONTH, DAY, YEAR)/(NUMBER) months prior to (MONTH, DAY, YEAR)]. WHEN END DATE IS DECEMBER 31 AND 12 MONTH ACCOUNTING PERIOD, SAY "1987 CALENDAR YEAR." WHEN END DATE IS IN ANOTHER MONTH AND 12 MONTH ACCOUNTING PERIOD, SAY "FISCAL YEAR ENDING ON (MONTH, DAY, YEAR)". WITH LESS THAN 12 MONTH ACCOUNTING PERIOD, SAY "(NUMBER) MONTHS PRIOR TO (MONTH, DAY YEAR)."

NOTE: THE TERMS (DATE) AND (YEAR) ARE USED THROUGHOUT THE QUESTIONNAIRE. SUBSTITUTE THE MONTH AND DAY OF THE END DATE FOR (DATE). FOR (YEAR), SUBSTITUTE "1987", "FY 1987," "FY 1988," OR "THE (NUMBER) MONTHS PRIOR TO (DATE)" AS APPROPRIATE.

SECTION II - SOURCES OF FINANCIAL SERVICES

The next questions help us determine all the financial services that the firm used as of (DATE) and the different financial institutions providing these services. Please turn to page 1 of the worksheets now.

A LIST OF INSTITUTIONS USED BY THE FIRM IS CONSTRUCTED IN THIS SECTION. WHEN NEW INSTITUTIONS ARE MENTIONED, THEIR FULL NAME IS ENTERED IN THE NEXT AVAILABLE LINE ON THE INSTITUTION LIST. THE LINE NUMBER IS THEN ENTERED IN RESPONSE TO QUESTIONS ABOUT INSTITUTIONS USED FOR SPECIFIC SERVICES. DK AND RE RESPONSES ARE NOT ALLOWED FOR INSTITUTION NAMES.

A. USE OF DEPOSIT SERVICES

The first questions are about accounts or investments typically held in banks, savings institutions, and brokerage or mutual fund companies.

CHECKING ACCOUNTS

A1. As of (DATE), did the firm have any checking accounts?

- 1 = YES
- 2 = NO ~ GO TO A4
- 8 = DON'T KNOW ~ GO TO A4
- 9 = REFUSAL ~ GO TO A4

A2. What is the full name of the (first/next) institution where the firm had checking accounts? PROBE: Any others? RECORD NAMES IN ROSTER AND SET CHECKING ACCOUNT FLAGS. IF MORE THAN FOUR INSTITUTIONS, SAY: I have recorded checking accounts at (READ NAMES). Which three have the largest balances or are most important? ENTER CODES FOR THESE THREE INSTITUTIONS AND ENTER "30" FOR "ALL OTHER INSTITUTIONS" AS THE FOURTH CODE.

A3. FOR EACH INSTITUTION CODED IN A2, ASK: As of (DATE), what was the balance of the firm's checking accounts at (NAME)? IF "DON'T KNOW" RESPONSE, SAY: Could you give me an estimate?

\$ _____

SAVINGS ACCOUNTS

A4. Excluding retirement accounts, pension funds and trusts, did the firm have any savings, money market, or share accounts, any certificates of deposit (CDs), or other time deposits?

- 1 = YES
- 2 = NO ~ GO TO PART B
- 8 = DON'T KNOW ~ GO TO PART B
- 9 = REFUSAL ~ GO TO PART B

- A5. Did the firm have savings accounts at [READ NAMES IN ROSTER]? SET SAVINGS ACCOUNT FLAG FOR EACH INSTITUTION. Are there any others where the firm had savings accounts on (DATE)? IF YES, What is the full name of the (first/next) institution where the firm had savings accounts? And a short name? PROBE: Any others? RECORD NAMES IN ROSTER AND SET SAVINGS ACCOUNTS FLAGS. IF MORE THAN FOUR INSTITUTIONS, SAY: I have recorded savings accounts at [READ NAMES]. Which three have the largest balances or are most important? ENTER CODES FOR THESE THREE INSTITUTIONS AND ENTER "30" FOR "ALL OTHER INSTITUTIONS" AS THE FOURTH CODE.
- A6. FOR EACH INSTITUTION CODED IN A5, ASK: Excluding retirement accounts, pension funds and trusts, what was the balance of the firm's savings and investments at (NAME)? IF "DON'T KNOW" RESPONSE, SAY: Could you give me an estimate?

\$ _____

B. USE OF CREDIT AND FINANCING

The next questions deal with leases, lines of credit or loans the firm may have obtained from financial institutions or other sources of financing such as owners, family and other individuals, business firms, and government agencies.

LEASES

- B1. As of (DATE), did the firm have any capital leases from financial institutions or other sources?

IF R HESITATES SAY: Capital leases satisfy one of the following conditions: (1) the lease transfers ownership of the asset at the end of the lease term, (2) the lease contains an option for a bargain purchase of the asset, (3) the lease term extends over most of the economic life of the asset, or (4) the lease requires rental payments that approximate the fair market value of the leased asset.

IF R STILL HESITATES SAY: For capital leases, only part of the lease payment can be deducted as a cost of doing business. In contrast, the entire lease payment can be deducted for operating leases.

- | | |
|----------------|------------|
| 1 = YES | |
| 2 = NO | ~ GO TO B5 |
| 8 = DON'T KNOW | ~ GO TO B5 |
| 9 = REFUSAL | ~ GO TO B5 |

- B2. Did the firm have leases at [READ NAMES IN ROSTER]? SET LEASES FLAG FOR EACH INSTITUTION/SOURCE. Are there any others where the firm had leases on (DATE)? IF YES, What is the full name of the (first/next) institution or source of financing where the firm had leases? And a short name? PROBE: Any others? RECORD NAMES IN ROSTER AND SET LEASES FLAG. IF MORE THAN FOUR INSTITUTIONS/SOURCES, SAY: I have recorded leases at [READ NAMES]. Which three have the largest balances or are most important? ENTER CODES FOR THESE THREE INSTITUTIONS/SOURCES AND ENTER "30" FOR "ALL OTHER INSTITUTIONS/SOURCES" AS THE FOURTH CODE.

FOR EACH INSTITUTION/SOURCE CODED IN B2, ASK B3 - B4.

B3. How many capital leases did the firm have from (NAME)?

NUMBER: _____

B4. As of (DATE), what was the present value of remaining lease payments for (this/all of these) capital leases at (NAME)?

PROMPT: That is, what was the total of the remaining lease payments less the amount representing interest?

IF "DON'T KNOW" RESPONSE, SAY: Could you give me an estimate?

IF R STILL DOES NOT KNOW, SAY: If you don't know this amount, you may estimate it as the lease payment times the number of remaining payments. RECORD WHEN THIS PROMPT WAS READ.

\$ _____

INSTRUCTIONS: GO TO B3 FOR NEXT INSTITUTION/SOURCE OR B5.

LINES OF CREDIT

B5. As of (DATE), did the firm have any business lines of credit or revolving credit agreements?

PROMPT: Lines of credit and revolving credit agreements are arrangements with a financial institution in which the firm can borrow funds at any time up to a specified credit limit.

1 = YES
2 = NO ~ GO TO B15
8 = DON'T KNOW ~ GO TO B15
9 = REFUSAL ~ GO TO B15

B6. Did the firm have lines of credit at [READ NAMES IN ROSTER]? SET LINES OF CREDIT FLAG FOR EACH INSTITUTION/SOURCE. Are there any others where the firm had lines of credit on (DATE)? IF YES, What is the full name of the (first/next) institution or source of financing where the firm had lines of credit? And a short name? PROBE: Any others? RECORD NAMES IN ROSTER AND SET LINES OF CREDIT FLAG. IF MORE THAN FOUR INSTITUTIONS/SOURCES, SAY: I have recorded lines of credit at [READ NAMES]. Which three have the largest balances or are most important? ENTER CODES FOR THESE THREE INSTITUTIONS/SOURCES AND ENTER "30" FOR "ALL OTHER INSTITUTIONS/SOURCES" AS THE FOURTH CODE.

FOR EACH INSTITUTION/SOURCE MENTIONED IN B6, ASK B7 - B14.

B7. How many lines of credit did the firm have with (NAME)?

NUMBER: _____

B8. What was the total amount (of the/over all the) credit line(s) at (NAME)? IF "DON'T KNOW" RESPONSE, SAY: Could you give me an estimate?

PROMPT: That is, what was the credit limit before any funds were borrowed?

\$ _____

B9. As of (DATE), what was the total amount owed (on the/over all the) credit line(s) at (NAME)? IF "DON'T KNOW" RESPONSE, SAY: Could you give me an estimate?

\$ _____

CHECK: B9 SHOULD NOT BE GREATER THAN B8.

B10. Was collateral required for (this line/any of these lines) of credit at (NAME)?

PROMPT: That is, was business or personal property pledged as security, which can be taken by (NAME) should (FIRM NAME) fail to repay the debt?

- 1 = YES
- 2 = NO ~ GO TO CHECKBOX
- 8 = DON'T KNOW ~ GO TO CHECKBOX
- 9 = REFUSAL ~ GO TO CHECKBOX

B11. What collateral was required at (NAME)?

	DON'T			
	<u>YES</u>	<u>NO</u>	<u>KNOW</u>	<u>REFUSAL</u>
a. inventory or accounts receivable?.....	1	2	8	9
b. equipment?.....	1	2	8	9
c. business real estate?.....	1	2	8	9
d. personal real estate?.....	1	2	8	9
e. other personal assets?.....	1	2	8	9
f. anything else?.....	1	2	8	9

CHECKBOX: IF NO CHECKING, SAVINGS OR INVESTMENTS AT (NAME), GO TO B13.

B12. Did (this line/any of these lines) of credit at (NAME) require compensating balances in checking or savings accounts?

PROMPT: This refers to funds that (NAME) may have required that the firm keep on deposit as one of the conditions for granting the credit line.

- 1 = YES
- 2 = NO
- 8 = DON'T KNOW
- 9 = REFUSAL

B13. Was a cosigner or other guarantor required to get (this/any of these) credit line(s) at (NAME)?

PROMPT: Cosigners and guarantors commit themselves to repay any amount owed should the firm default on the loan.

- 1 = YES
- 2 = NO ~ GO TO INSTRUCTIONS
- 8 = DON'T KNOW ~ GO TO INSTRUCTIONS
- 9 = REFUSAL ~ GO TO INSTRUCTIONS

B14. Were these cosigners or guarantors...

	<u>YES</u>	<u>NO</u>	<u>DON'T KNOW</u>	<u>REFUSAL</u>
a. owners?	1	2	8	9
b. other individuals or business firms? ...	1	2	8	9
c. the Small Business Administration?	1	2	8	9
d. another government agency?	1	2	8	9
e. some other source?	1	2	8	9

INSTRUCTIONS: GO TO B7 FOR NEXT INSTITUTION/SOURCE OR B15.

MORTGAGES

B15. As of (DATE), did the firm have any mortgages on business real estate?

- 1 = YES
- 2 = NO ~ GO TO B22
- 8 = DON'T KNOW ~ GO TO B22
- 9 = REFUSAL ~ GO TO B22

B16. Did the firm have mortgages at [READ NAMES IN ROSTER]? SET MORTGAGES FLAG FOR EACH INSTITUTION/SOURCE. Are there any others where the firm had mortgages on (DATE)? IF YES, What is the full name of the (first/next) institution or source of financing where the firm had mortgages? And a short name? PROBE: Any others? RECORD NAMES IN ROSTER AND SET MORTGAGES FLAG. IF MORE THAN FOUR INSTITUTIONS/SOURCES, SAY: I have recorded mortgages at [READ NAMES]. Which three have the largest balances or are most important? ENTER CODES FOR THESE THREE INSTITUTIONS/SOURCES AND ENTER "30" FOR "ALL OTHER INSTITUTIONS/SOURCES" AS THE FOURTH CODE.

FOR EACH INSTITUTION/SOURCE MENTIONED IN B16, ASK B17 - B21.

B17. How many mortgages did the firm have from (NAME)?

NUMBER: _____

B18. What was the total amount of principal owed as of (DATE) on (this/these) mortgage(s) at (NAME)? IF "DON'T KNOW" RESPONSE, SAY: Could you give me an estimate?

PROMPT: We need the amount of principal owed, not the total amount of remaining payments which may include both principal and interest.

\$ _____

IF NO CHECKING, SAVINGS OR INVESTMENTS AT (NAME), GO TO B20.

B19. Did (this/any of these) mortgage(s) at (NAME) require compensating balances in checking or savings accounts?

PROMPT: This refers to funds that (NAME) may have required that the firm keep on deposit until the mortgage is repaid.

- 1 = YES
- 2 = NO
- 8 = DON'T KNOW
- 9 = REFUSAL

B20. Was a cosigner or other guarantor required to get (this/any of these) mortgage(s) at (NAME)?

PROMPT: Cosigners and guarantors commit themselves to repay any amount owed should the firm default on the loan.

- 1 = YES
- 2 = NO ~ GO TO INSTRUCTIONS
- 8 = DON'T KNOW ~ GO TO INSTRUCTIONS
- 9 = REFUSAL ~ GO TO INSTRUCTIONS

B21. Were these cosigners or guarantors...

	<u>YES</u>	<u>NO</u>	<u>DON'T</u>	<u>KNOW</u>	<u>REFUSAL</u>
a. owners?	1	2	8	9	
b. other individuals or business firms? ...	1	2	8	9	
c. the Small Business Administration?	1	2	8	9	
d. another government agency?	1	2	8	9	
e. some other source?	1	2	8	9	

INSTRUCTIONS: GO TO B17 FOR NEXT INSTITUTION/SOURCE OR B22.

MOTOR VEHICLE LOANS

B22. As of (DATE), did the firm have any automobile loans or other motor vehicle loans?

- 1 = YES
- 2 = NO ~ GO TO B29
- 8 = DON'T KNOW ~ GO TO B29
- 9 = REFUSAL ~ GO TO B29

B23. Did the firm have motor vehicle loans at [READ NAMES IN ROSTER]? SET MOTOR VEHICLE LOANS FLAG FOR EACH INSTITUTION/SOURCE. Are there any others where the firm had motor vehicle loans on (DATE)? IF YES, What is the full name of the (first/next) institution or source of financing where the firm had motor vehicle loans? And a short name? PROBE: Any others? RECORD NAMES IN ROSTER AND SET MOTOR VEHICLE LOANS FLAG. IF MORE THAN FOUR INSTITUTIONS/SOURCES, SAY: I have recorded motor vehicle loans at [READ NAMES]. Which three have the largest balances or are most important? ENTER CODES FOR THESE THREE INSTITUTIONS/SOURCES AND ENTER "30" FOR "ALL OTHER INSTITUTIONS/SOURCES" AS THE FOURTH CODE.

FOR EACH INSTITUTION/SOURCE CODED IN B23, ASK B24 - B28.

B24. How many motor vehicle loans did the firm have from (NAME)?

NUMBER: _____

B25. What was the total amount of principal owed as of (DATE) on (this/these) motor vehicle loan(s) at (NAME)? IF "DON'T KNOW" RESPONSE, SAY: Could you give me an estimate?

PROMPT: We need to know the amount of principal owed, not the total amount of remaining payments which may include both principal and interest.

\$ _____

IF NO CHECKING, SAVINGS OR INVESTMENTS AT (NAME), GO TO B27.

B26. Did (this/any of these) motor vehicle loan(s) at (NAME) require compensating balances in checking or savings accounts?

PROMPT: This refers to funds that (NAME) may have required the firm keep on deposit until the loan is repaid.

- 1 = YES
- 2 = NO
- 8 = DON'T KNOW
- 9 = REFUSAL

B27. Was a cosigner or other guarantor required to get (this/any of these) motor vehicle loan(s) at (NAME)?

PROMPT: Cosigners and guarantors commit themselves to repay any amount owed should the firm default on the loan.

- 1 = YES
- 2 = NO ~ GO TO INSTRUCTIONS
- 8 = DON'T KNOW ~ GO TO INSTRUCTIONS
- 9 = REFUSAL ~ GO TO INSTRUCTIONS

B28. Were these cosigners or guarantors...

	<u>YES</u>	<u>NO</u>	<u>DON'T</u>	<u>KNOW</u>	<u>REFUSAL</u>
a. owners?	1	2	8	9	
b. other individuals or business firms? ...	1	2	8	9	
c. the Small Business Administration?	1	2	8	9	
d. another government agency?	1	2	8	9	
e. some other source?	1	2	8	9	

INSTRUCTIONS: GO TO B24 FOR NEXT INSTITUTION/SOURCE OR B29.

EQUIPMENT LOANS

B29. As of (DATE), did the firm have any loans secured by equipment or any installment purchases of equipment?

- 1 = YES
- 2 = NO ~ GO TO B36
- 8 = DON'T KNOW ~ GO TO B36
- 9 = REFUSAL ~ GO TO B36

B30. Did the firm have equipment loans at [READ NAMES IN ROSTER]? SET EQUIPMENT LOANS FLAG FOR EACH INSTITUTION/SOURCE. Are there any others where the firm had equipment loans on (DATE)? IF YES, What is the full name of the (first/next) institution or source of financing where the firm had equipment loans? And a short name? PROBE: Any others? RECORD NAMES IN ROSTER AND SET EQUIPMENT LOANS FLAG. IF MORE THAN FOUR INSTITUTIONS/SOURCES, SAY: I have recorded equipment loans at [READ NAMES]. Which three have the largest balances or are most important? ENTER CODES FOR THESE THREE INSTITUTIONS/SOURCES AND ENTER "30" FOR "ALL OTHER INSTITUTIONS/SOURCES" AS THE FOURTH CODE.

FOR EACH INSTITUTION/SOURCE CODED IN B30, ASK B31 - B35.

B31. How many equipment loans did the firm have from (NAME)?

NUMBER: _____

B32. What was the total amount of principal owed as of (DATE) on (this/these) equipment loan(s) at (NAME)? IF "DON'T KNOW" RESPONSE, SAY: Could you give me an estimate?

PROMPT: We need to know the amount of principal owed, not the total amount of remaining payments which may include both principal and interest.

\$ _____

IF NO CHECKING, SAVINGS OR INVESTMENTS AT (NAME), GO TO B34.

B33. Did (this/any of these) equipment loan(s) at (NAME) require compensating balances in checking or savings accounts?

PROMPT: This refers to funds that (NAME) may have required that the firm keep on deposit until the loan is repaid.

- 1 = YES
- 2 = NO
- 8 = DON'T KNOW
- 9 = REFUSAL

B34. Was a cosigner or other guarantor required to get (this/any of these) equipment loan(s) at (NAME)?

PROMPT: Cosigners and guarantors commit themselves to repay any amount owed should the firm default on the loan.

- 1 = YES
- 2 = NO ~ GO TO INSTRUCTIONS
- 8 = DON'T KNOW ~ GO TO INSTRUCTIONS
- 9 = REFUSAL ~ GO TO INSTRUCTIONS

B35. Were these cosigners or guarantors...

	<u>YES</u>	<u>NO</u>	<u>DON'T KNOW</u>	<u>REFUSAL</u>
a. owners?	1	2	8	9
b. other individuals or business firms? ...	1	2	8	9
c. the Small Business Administration?	1	2	8	9
d. another government agency?	1	2	8	9
e. some other source?	1	2	8	9

INSTRUCTIONS: GO TO B31 FOR NEXT INSTITUTION/SOURCE. IF NO OTHER INSTITUTION/SOURCE, GO TO B36 IF NOT SOLE PROPRIETORSHIP. IF SOLE PROPRIETORSHIP, GO TO B43.

LOANS FROM PARTNERS/STOCKHOLDERS

B36. As of (DATE), did the firm have any loans from (partners/stockholders)?

- 1 = YES
- 2 = NO ~ GO TO B43
- 8 = DON'T KNOW ~ GO TO B43
- 9 = REFUSAL ~ GO TO B43

B37. How many loans did the firm have from (partners/stockholders)?

NUMBER: _____

B38. What was the total amount of principal owed as of (DATE) on (this/these) loan(s) from (partners/stockholders)? IF "DON'T KNOW" RESPONSE, SAY: Could you give me an estimate?

PROMPT: We need to know the amount of principal owed, not the total amount of remaining payments which may include both principal and interest.

\$ _____

B39. Was collateral required for (this/any of these) loan(s) from (partners/stockholders)?

PROMPT: That is, was business or personal property pledged as security, which can be taken by the (partner/stockholder) should (FIRM NAME) fail to repay the debt?

- 1 = YES
- 2 = NO ~ GO TO B41
- 8 = DON'T KNOW ~ GO TO B41
- 9 = REFUSAL ~ GO TO B41

B40. What collateral was required?

	<u>YES</u>	<u>NO</u>	<u>DON'T KNOW</u>	<u>REFUSAL</u>
a. inventory or accounts receivable?	1	2	8	9
b. equipment?	1	2	8	9
c. business real estate?	1	2	8	9
d. personal real estate?	1	2	8	9
e. other personal assets?	1	2	8	9
f. anything else?	1	2	8	9

B41. Was a cosigner or other guarantor required to get (this/any of these) loan(s) from (partners/stockholders)?

PROMPT: Cosigners and guarantors commit themselves to repay any amount owed should the firm default on the loan.

- 1 = YES
- 2 = NO ~ GO TO B43
- 8 = DON'T KNOW ~ GO TO B43
- 9 = REFUSAL ~ GO TO B43

B42. Were these cosigners or guarantors...

	<u>YES</u>	<u>NO</u>	<u>DON'T KNOW</u>	<u>REFUSAL</u>
a. owners?	1	2	8	9
b. other individuals or business firms? ...	1	2	8	9

OTHER LOANS

B43. As of (DATE), did the firm have any other loans from financial institutions or from other sources?

PROMPT: This includes loans from family, other individuals, or other business firms, short-term loans, working capital loans, unsecured term loans, demand loans, (personal borrowing for business purposes) and so on. USE "PERSONAL BORROWING FOR BUSINESS PURPOSES" ONLY FOR SOLE PROPRIETORSHIPS.

- 1 = YES
- 2 = NO ~ GO TO MOST RECENT LOAN
- 8 = DON'T KNOW ~ GO TO MOST RECENT LOAN
- 9 = REFUSAL ~ GO TO MOST RECENT LOAN

- B44. DID THE FIRM HAVE OTHER LOANS AT [READ NAMES IN ROSTER]? SET OTHER LOANS FLAG FOR EACH INSTITUTION/SOURCE. Are there any others where the firm had other loans on (DATE)? IF YES: What is the full name of the (first/next) institution on or source of financing where the firm had other loans? And a short name? PROBE: Any others? RECORD NAMES IN ROSTER AND SET OTHER LOANS FLAG. IF MORE THAN FOUR INSTITUTIONS/SOURCES, SAY: I have recorded other loans at [READ NAMES]. Which three have the largest balances or are most important? ENTER CODES FOR THESE THREE INSTITUTIONS/SOURCES AND ENTER "30" FOR "ALL OTHER INSTITUTIONS/SOURCES" AS THE FOURTH CODE.
- B45. FOR EACH INSTITUTION/SOURCE CODED IN B44, ASK: How many loans did the firm have from (NAME)? IF DON'T KNOW RESPONSE, SAY: Could you give me an estimate?

NUMBER: _____

COMPLETE LOAN DESCRIPTION FOR UP TO FOUR LOANS FROM EACH INSTITUTION/SOURCE ENTERED IN B44 UP TO A MAXIMUM OF TEN LOANS ACROSS ALL INSTITUTIONS/SOURCES. DON'T KNOW AND REFUSAL RESPONSES TO B45 ARE TREATED AS HAVING ONE LOAN.

LOAN DESCRIPTION

Let's discuss the firm's (second/third/fourth)(largest) loan with (NAME).

- B46. What was the original term for the loan?

YEARS: _____ MONTHS: _____

- B47. AS of (DATE), what was the amount of principal owed on this loan? IF "DON'T KNOW" RESPONSE, SAY: Could you give me an estimate?

PROMPT: We need the amount of principal owed, not the total amount of remaining payments which may include both principal and interest.

\$ _____

- B48. Was collateral required on this loan?

PROMPT: That is, was business or personal property pledged as security, which can be taken by (NAME) should (FIRM NAME) fail to repay the debt?

- 1 = YES
- 2 = NO ~ GO TO CHECKBOX
- 8 = DON'T KNOW ~ GO TO CHECKBOX
- 9 = REFUSAL ~ GO TO CHECKBOX

B49. What collateral was required?

	<u>YES</u>	<u>NO</u>	<u>DON'T</u>	
			<u>KNOW</u>	<u>REFUSAL</u>
a. inventory or accounts receivable?.....	1.....	2.....	8.....	9.....
b. plant and equipment?.....	1.....	2.....	8.....	9.....
c. business securities or deposits?.....	1.....	2.....	8.....	9.....
d. business real estate?.....	1.....	2.....	8.....	9.....
e. personal real estate?.....	1.....	2.....	8.....	9.....
f. other personal assets?.....	1.....	2.....	8.....	9.....
g. anything else?.....	1.....	2.....	8.....	9.....

CHECKBOX: IF NO CHECKING, SAVINGS OR INVESTMENTS AT (NAME), GO TO B51.

B50. Did this loan at (NAME) require compensating balances in checking or savings accounts?

PROMPT: This refers to funds that (NAME) may have required the firm to keep on deposit until the loan is repaid.

- 1 = YES
- 2 = NO
- 8 = DON'T KNOW
- 9 = REFUSAL

B51. Was a cosigner or other guarantor required to get this loan at (NAME)?

PROMPT: Cosigners and guarantors commit themselves to repay any amount owed should the firm default on the loan.

- 1 = YES
- 2 = NO ~ GO TO INSTRUCTIONS
- 8 = DON'T KNOW ~ GO TO INSTRUCTIONS
- 9 = REFUSAL ~ GO TO INSTRUCTIONS

B52. Were these cosigners or guarantors...

	<u>YES</u>	<u>NO</u>	<u>DON'T</u>	
			<u>KNOW</u>	<u>REFUSAL</u>
a. owners?	1.....	2.....	8.....	9.....
b. other individuals or business firms? ...	1.....	2.....	8.....	9.....
c. the Small Business Administration?	1.....	2.....	8.....	9.....
d. another government agency?	1.....	2.....	8.....	9.....
e. some other source?	1.....	2.....	8.....	9.....

INSTRUCTIONS: GO TO NEXT LOAN AT (NAME) OR NEXT INSTITUTION/SOURCE OR B53.

MOST RECENT LOAN FROM AN INSTITUTION

IF NO LOANS OR LINES OF CREDIT, GO TO PART C.

- B53. IF ALL LISTINGS ARE PERSONS, ENTER "95" WITHOUT READING. I have recorded that the firm had financing from: (READ LIST OF COMPANIES). IF ONLY ONE INSTITUTION, ENTER CODE WITHOUT ASKING. From which institution was the most recent line of credit or loan obtained that was on the books as of (DATE)? IF DON'T KNOW RESPONSE, SAY: Please choose the most likely institution.
- INSTITUTION: _____ ~ IF "95", DK OR RE RESPONSE, GO TO PART C

NOTE: WHEN AN INTERVIEWER ERROR RESULTED IN NO INSTITUTION BEING DISCUSSED, B53 WAS SET TO "94".

- B54. I have listed (this type/these types) of financing from (NAME): (READ LIST OF FINANCING USED). IF ONLY ONE TYPE, ENTER TYPE WITHOUT ASKING. Which one of these was obtained most recently? IF DON'T KNOW RESPONSE, SAY: Please choose the most likely one.

1 = LINE OF CREDIT ~ GO TO B56
2 = MORTGAGE ~ GO TO B56
3 = MOTOR VEHICLE LOAN ~ GO TO B56
4 = EQUIPMENT LOAN ~ GO TO B56
5 = OTHER LOAN
8 = DON'T KNOW ~ GO TO PART C
9 = REFUSAL ~ GO TO PART C

- B55. IF SOME OR ALL OTHER LOANS FROM (NAME) DISCUSSED PREVIOUSLY, READ TEXT A. OTHERWISE READ TEXT B.

A. We discussed (this other loan/these other loans) from (NAME): (READ LOAN AMOUNTS). (The firm also had other loans from (NAME) that we didn't discuss.) IF ONLY ONE LOAN, READ AMOUNT AND ENTER "1" WITHOUT ASKING. Which of these loans was obtained most recently? IF DON'T KNOW RESPONSE, SAY: Please choose the most likely one.

1 = LOAN NO. 1
2 = LOAN NO. 2
3 = LOAN NO. 3
4 = LOAN NO. 4
5 = LOAN NOT DISCUSSED
8 = DON'T KNOW ~ GO TO PART C
9 = REFUSAL ~ GO TO PART C

B. We did not discuss these other loans from (NAME). Think about the other loan obtained most recently from (NAME) in answering the next questions. CODE 5 FOR "LOAN NOT DISCUSSED" ENTERED AUTOMATICALLY.

- B56. In what month and year was this (LOAN TYPE) obtained?

MONTH: _____ YEAR: _____

B57. Was the interest rate on this (LOAN TYPE) fixed or variable?

PROBE: A fixed interest rate does not change over the life of the loan or line of credit. A variable interest rate can change over time and is usually tied to an index such as the prime rate.

- 1 = FIXED ~ GO TO B60
- 2 = VARIABLE
- 8 = DON'T KNOW ~ GO TO B60
- 9 = REFUSAL ~ GO TO B60

B58. Was the interest rate indexed to the prime rate?

- 1 = YES
- 2 = NO ~ GO TO B60
- 8 = DON'T KNOW ~ GO TO B60
- 9 = REFUSAL ~ GO TO B60

B59. How many percent points over or under prime was the interest rate on this (LOAN TYPE)?

_____ % ~ IF 0% CODE AS "AT PRIME".

ASK IF NEEDED: Was that over or under the prime rate?

- 1 = OVER
- 2 = UNDER
- 3 = AT
- 8 = DON'T KNOW
- 9 = REFUSAL

B60. What was the (original) annual rate of interest on this (LOAN TYPE)?
USE "ORIGINAL" IF VARIABLE RATE.

_____ %

IF LINE OF CREDIT (B54=1) AND LINE WAS DISCUSSED AND ONLY ONE AT (NAME), GO TO B62.

B61. What was the total amount (of this credit line/borrowed on this loan)?

\$ _____

IF MOST RECENT LOAN IS "OTHER LOAN" (B54=5) THAT WAS DISCUSSED (B55 = 1, 2, 3 or 4), GO TO PART C.

B62. What was the original term of this (LOAN TYPE)?

YEARS: _____ MONTHS: _____

IF LINE OF CREDIT, MORTGAGE, MOTOR VEHICLE OR EQUIPMENT LOAN (B54 = 1, 2, 3 or 4) AND LINE/LOAN WAS DISCUSSED AND FIRM HAD ONLY ONE LOAN OF THIS TYPE FROM (NAME), GO TO PART C. OTHERWISE IF MORTGAGE, MOTOR VEHICLE OR EQUIPMENT LOAN, GO TO CHECKBOX.

B63. Was collateral required for this (LOAN TYPE)?

- 1 = YES
- 2 = NO ~ GO TO CHECKBOX
- 8 = DON'T KNOW ~ GO TO CHECKBOX
- 9 = REFUSAL ~ GO TO CHECKBOX

PROMPT: That is, was business or personal property pledged as security, which can be taken by (NAME) should (FIRM NAME) fail to repay the debt?

B64. What collateral was required?

	<u>YES</u>	<u>NO</u>	<u>DON'T KNOW</u>	<u>REFUSAL</u>
a. inventory or accounts receivable?.....	1	2	8	9
b. plant and equipment?.....	1	2	8	9
c. business securities or deposits?.....	1	2	8	9
d. business real estate?.....	1	2	8	9
e. personal real estate?.....	1	2	8	9
f. other personal assets?.....	1	2	8	9
g. anything else?.....	1	2	8	9

CHECKBOX: IF NO CHECKING (A2) OR SAVINGS AND INVESTMENTS (A5) AT (NAME), GO TO PART C.

B65. Did this (LOAN TYPE) at (NAME) require compensating balances in checking or saving accounts?

PROMPT: This refers to funds that (NAME) may have required the firm to keep on deposit until the (LOAN TYPE) is repaid.

- 1 = YES
- 2 = NO
- 8 = DON'T KNOW
- 9 = REFUSAL

C. USE OF OTHER FINANCIAL SERVICES

These questions deal with other services that the firm obtained from financial institutions during (YEAR).

C1. Did the firm obtain paper money and coins for use in operations?

PROMPT: This includes change for retail or wholesale operations.

- 1 = YES
- 2 = NO ~ GO TO C3
- 8 = DON'T KNOW ~ GO TO C3
- 9 = REFUSAL ~ GO TO C3

C2. At which institutions? PROBE: Any other institutions? ENTER CODES FOR UP TO FOUR INSTITUTIONS. IF MORE THAN FOUR, ENTER "30" FOR "ALL OTHER INSTITUTIONS" AS FOURTH CODE. IF LESS THAN FOUR, ENTER "97" FOR "NO MORE INSTITUTIONS" IN THE UNUSED POSITIONS.

C3. Did the firm use cash management services such as sweep and zero balance accounts?

PROMPT: Cash management services are designed to invest excess checking account balances automatically into liquid, interest-bearing assets such as money market accounts or short term certificates of deposit.

1 = YES
2 = NO ~ GO TO C5
8 = DON'T KNOW ~ GO TO C5
9 = REFUSAL ~ GO TO C5

C4. At which institutions? PROBE: Any other institutions? ENTER CODES FOR UP TO FOUR INSTITUTIONS. IF MORE THAN FOUR, ENTER "30" FOR "ALL OTHER INSTITUTIONS" AS FOURTH CODE. IF LESS THAN FOUR, ENTER "97" FOR "NO MORE INSTITUTIONS" IN THE UNUSED POSITIONS.

C5. Did the firm use an institution to process its credit card receipts?

PROMPT: This service would be used only by a firm that accepts credit cards. Institutions providing this service take the firm's credit card receipts, collect the funds from the credit card company, and credit the firm's account with the receipts.

1 = YES
2 = NO ~ GO TO C7
8 = DON'T KNOW ~ GO TO C7
9 = REFUSAL ~ GO TO C7

C6. At which institutions? PROBE: Any other institutions? ENTER CODES FOR UP TO FOUR INSTITUTIONS. IF MORE THAN FOUR, ENTER "30" FOR "ALL OTHER INSTITUTIONS" AS FOURTH CODE. IF LESS THAN FOUR, ENTER "97" FOR "NO MORE INSTITUTIONS" IN THE UNUSED POSITIONS.

C7. Did the firm use a night depository during (YEAR)?

PROMPT: This is a service in which cash, checks and other valuables can be deposited at the institution overnight.

1 = YES
2 = NO ~ GO TO C9
8 = DON'T KNOW ~ GO TO C9
9 = REFUSAL ~ GO TO C9

C8. At which institutions? PROBE: Any other institutions? ENTER CODES FOR UP TO FOUR INSTITUTIONS. IF MORE THAN FOUR, ENTER "30" FOR "ALL OTHER INSTITUTIONS" AS FOURTH CODE. IF LESS THAN FOUR, ENTER "97" FOR "NO MORE INSTITUTIONS" IN THE UNUSED POSITIONS.

C9. Did the firm use brokerage services for business purposes?

PROMPT: These services involve the purchase and sale of stocks, bonds and other securities.

1 = YES
2 = NO ~ GO TO C11
8 = DON'T KNOW ~ GO TO C11
9 = REFUSAL ~ GO TO C11

C10. At which institutions? PROBE: Any other institutions? ENTER CODES FOR UP TO FOUR INSTITUTIONS. IF MORE THAN FOUR, ENTER "30" FOR "ALL OTHER INSTITUTIONS" AS FOURTH CODE. IF LESS THAN FOUR, ENTER "97" FOR "NO MORE INSTITUTIONS" IN THE UNUSED POSITIONS.

C11. Does the firm use letters of credit or banker's acceptances?

PROMPT: These are services in which the institution guarantees payment on a bill when goods are delivered to the firm.

- 1 = YES
- 2 = NO ~ GO TO C13
- 8 = DON'T KNOW ~ GO TO C13
- 9 = REFUSAL ~ GO TO C13

C12. At which institutions? PROBE: Any other institutions? ENTER CODES FOR UP TO FOUR INSTITUTIONS. IF MORE THAN FOUR, ENTER "30" FOR "ALL OTHER INSTITUTIONS" AS FOURTH CODE. IF LESS THAN FOUR, ENTER "97" FOR "NO MORE INSTITUTIONS" IN THE UNUSED POSITIONS.

C13. Excluding insurance, did the firm use any other financial services during (YEAR), such as pension funds, business trust services, lock boxes, safekeeping for securities, factoring, sales financing, wire transfers, and so on?

- 1 = YES
- 2 = NO ~ GO TO PART D
- 8 = DON'T KNOW ~ GO TO PART D
- 9 = REFUSAL ~ GO TO PART D

C14. At which institutions? PROBE: Any other institutions? ENTER CODES FOR UP TO FOUR INSTITUTIONS. IF MORE THAN FOUR, ENTER "30" FOR "ALL OTHER INSTITUTIONS" AS FOURTH CODE. IF LESS THAN FOUR, ENTER "97" FOR "NO MORE INSTITUTIONS" IN THE UNUSED POSITIONS.

C15. FOR EACH INSTITUTION MENTIONED IN C14, ASK: What were these other financial services obtained from (NAME)? MARK ALL THAT APPLY.

	<u>YES</u>	<u>NO</u>	<u>DON'T</u> <u>KNOW</u>	<u>REFUSAL</u>
a. PENSION FUND.....	1	2	8	9
b. BUSINESS TRUST SERVICE.....	1	2	8	9
c. LOCK BOX.....	1	2	8	9
d. SAFEKEEPING FOR SECURITIES.....	1	2	8	9
e. FACTORING.....	1	2	8	9
f. SALES FINANCING.....	1	2	8	9
g. WIRE TRANSFERS.....	1	2	8	9
h. OTHER (SPECIFY).....	1	2	8	9

D. RELATIONSHIPS WITH FINANCIAL INSTITUTIONS

IF NO FINANCIAL INSTITUTIONS/SOURCES USED, SET II_D1=97 AND GO TO PART F.

- D1. IF ONLY ONE FINANCIAL INSTITUTION/SOURCE, ENTER CODE WITHOUT READING. We have discussed the following institutions and sources of financial services: (READ NAMES OF INSTITUTIONS/SOURCES). Which of these was the firm's primary source of financial services?

INSTITUTION: _____ ~ IF "97", GO TO PART F.

NOTE: D2 - D15 ARE TO BE COMPLETED FOR UP TO SIX INSTITUTIONS/SOURCES MENTIONED IN SECTIONS A, B AND C.

SCRIPT: The next questions are about the characteristics of the financial institutions or sources of financing used by the firm.

CHARACTERISTICS OF FINANCIAL INSTITUTIONS/SOURCES

(First/Now) let's discuss (NAME).

- D2. DO NOT ASK IF CLEAR FROM NAME. What type of (institution/source) is (NAME)? READ IF NEEDED: Is it a...

- 1 = commercial bank,
 - 2 = savings and loan association,
 - 3 = savings bank,
 - 4 = credit union,
 - 5 = finance company,
 - 6 = insurance company,
 - 7 = brokerage or mutual fund company,
 - 8 = leasing company,
 - 9 = mortgage bank,
 - 10 = venture capital firm,
 - 11 = other business firm,

 - 12 = family or other individuals, } GO TO NEXT
 - 13 = Small Business Administration } INSTITUTION/
 - 14 = other government agency, or } SOURCE OR
 - 15 = another source? (SPECIFY: _____) } PART E
- DK = DON'T KNOW
RE = REFUSAL

- D3. I have listed these services that the firm obtained from (NAME): (READ LIST OF SERVICES). What were the factors that influenced the firm's decision to obtain this (set of) service(s) from (NAME)? PROBE: Any other reasons?

IF ONE CATEGORY ONLY FROM CHECKING, SAVINGS, FINANCING OR OTHER SERVICES USED, GO TO D5.

D4. Why was this particular combination of services purchased from the same institution rather than different institutions? PROBE: Any other reasons?

D5. How many years has the firm conducted business with (NAME)?

YEARS: _____

D6. With how many offices of (NAME) does the firm regularly conduct business?

NUMBER: _____

IF LINES OF CREDIT, LEASES OR LOANS THE ONLY SERVICES USED AT (NAME), GO TO D12.

LOCATION USED FOR NONCREDIT SERVICES

Think of the office of (NAME) that the firm used most frequently (for services other than credit and financing).

D7. What is the city, state and ZIP Code for this office?

CITY: _____ STATE: _____ ZIP CODE: _____

D8. IF OFFICE IN SAME CITY AS FIRM, CODE YES WITHOUT ASKING. Is this office located in the same (metropolitan area/county/metropolitan area or county) as (the main office of) (FIRM NAME)? USE "METROPOLITAN AREA" FOR DMI FIRMS IN METROPOLITAN AREAS, "COUNTY" FOR OTHER DMI FIRMS, AND "METROPOLITAN AREA OR COUNTY" FOR SBA FIRMS.

- 1 = YES
- 2 = NO ~ GO TO D10
- 8 = DON'T KNOW ~ CONTINUE
- 9 = REFUSAL ~ CONTINUE

D9. Approximately how many miles from the firm is this office?

MILES: _____

D10. What was the most frequent method of conducting business with this office (for services other than credit and financing)? Was it...

- 1 = in person,
- 2 = by telephone, or
- 3 = by mail or wire?
- 8 = DON'T KNOW
- 9 = REFUSAL

IF NO LINES OF CREDIT, LEASES OR LOANS AT (NAME), GO TO NEXT INSTITUTION/SOURCE OR PART E.

LOCATION USED FOR CREDIT SERVICES

D11. Did the firm use the same office in applying for lines of credit, leases or loans?

- 1 = YES ~ GO TO D16
- 2 = NO
- 8 = DON'T KNOW
- 9 = REFUSAL

D12. Think about the office where the firm applied most often for lines of credit, leases or loans. Does this office handle lines of credit, leases, and loans only or can other financial services be obtained at the same location?

- 1 = LINES OF CREDIT, LEASES AND LOANS ONLY
- 2 = OTHER SERVICES AVAILABLE
- 8 = DON'T KNOW
- 9 = REFUSAL

D13. What is the city, state and ZIP Code for this office?

CITY: _____ STATE: _____ ZIP CODE: _____

D14. IF OFFICE IN SAME CITY AS FIRM, CODE YES WITHOUT ASKING. Is this office located in the same (metropolitan area/county/metropolitan area or county) as (the main office of) (FIRM NAME)? USE "METROPOLITAN AREA" FOR DMI FIRMS IN METROPOLITAN AREAS, "COUNTY" FOR OTHER DMI FIRMS, AND "METROPOLITAN AREA OR COUNTY" FOR SBA FIRMS.

- 1 = YES
- 2 = NO ~ GO TO D16
- 8 = DON'T KNOW ~ CONTINUE
- 9 = REFUSAL ~ CONTINUE

D15. Approximately how many miles from the firm is this office?

MILES: _____

D16. What was the most frequent method of applying for credit or financing with this office? Was it...

- 1 = in person,
- 2 = by telephone, or
- 3 = by mail or wire?
- 8 = DON'T KNOW
- 9 = REFUSAL

INSTRUCTIONS: GO TO NEXT INSTITUTION/SOURCE OR PART E.

E. OTHER FINANCIAL INSTITUTIONS

NOTE: FOR FIRMS WITH MORE THAN SIX INSTITUTIONS/SOURCES, E1 TO E4 IS TO BE COMPLETED FOR UP TO SIX ADDITIONAL INSTITUTIONS/SOURCES. IF SIX OR FEWER INSTITUTIONS LISTED, GO TO E5.

LOCATION USED FOR SERVICES

E1. DO NOT ASK IF CLEAR FROM NAME. What type of (institution/source) is (NAME)? READ IF NEEDED. Is it a...

- 1 = commercial bank,
 - 2 = savings and loan association,
 - 3 = savings bank,
 - 4 = credit union,
 - 5 = finance company,
 - 6 = insurance company,
 - 7 = brokerage or mutual fund company,
 - 8 = leasing company,
 - 9 = mortgage bank,
 - 10 = venture capital firm,
 - 11 = other business firm,
 - 12 = family or other individuals,
 - 13 = Small Business Administration
 - 14 = other government agency, or
 - 15 = another source? (SPECIFY: _____)
- } GO TO NEXT
}~ INSTITUTION/SOURCE
} OR E5

DK = DON'T KNOW
RE = REFUSAL

E2. What is the city, state and ZIP Code of the office of (NAME) that the firm used most often during (YEAR)?

CITY: _____ STATE: _____ ZIP CODE: _____

E3. IF OFFICE IN SAME CITY AS FIRM, CODE YES WITHOUT ASKING. Is this office located in the same (metropolitan area/county/metropolitan area or county) as (the main office of) (FIRM NAME)? USE "METROPOLITAN AREA" FOR DMI FIRMS IN METROPOLITAN AREAS, "COUNTY" FOR OTHER DMI FIRMS, AND "METROPOLITAN AREA OR COUNTY" FOR SBA FIRMS.

- 1 = YES
- 2 = NO ~ GO TO INSTRUCTIONS
- 8 = DON'T KNOW ~ CONTINUE
- 9 = REFUSAL ~ CONTINUE

E4. Approximately how many miles from the firm is this office?

MILES: _____

INSTRUCTIONS: GO TO NEXT INSTITUTION/SOURCE OR E5.

MOST AND LEAST IMPORTANT CHARACTERISTIC OF FINANCIAL INSTITUTIONS

E5. I am going to read a list of characteristics of financial institutions. Please tell me which characteristic is most important to the firm in conducting its financial business...

- 1 = the interest rates and prices for financial services,
- 2 = staff who know the firm and its type of business,
- 3 = a willingness to extend financing to the firm,
- 4 = a location close to the firm, or
- 5 = a wide range of financial services?
- 8 = DON'T KNOW
- 9 = REFUSAL

E6. Now tell me which characteristic is least important to the firm...

- 1 = the interest rates and prices for financial services,
- 2 = staff who know the firm and its type of business,
- 3 = a willingness to extend financing to the firm,
- 4 = a location close to the firm, or
- 5 = a wide range of financial services?
- 8 = DON'T KNOW
- 9 = REFUSAL

CHECK: E6 SHOULD BE DIFFERENT FROM E5.

F. PREVIOUS RELATIONSHIPS WITH FINANCIAL INSTITUTIONS

F1. During (YEAR), did the firm completely or partially move its business from one financial institution to another?

- 1 = YES
- 2 = NO ~ GO TO PART G
- 8 = DON'T KNOW ~ GO TO PART G
- 9 = REFUSAL ~ GO TO PART G

F2. Think of the last time during (YEAR) that this happened. To what institution did the firm transfer its business? ENTER LINE NUMBER OF INSTITUTION FROM INSTITUTION LIST. IF NEW INSTITUTION, ADD NAME TO LIST THEN ENTER INSTITUTION NUMBER BELOW.

INSTITUTION: _____

IF INSTITUTION ALREADY DESCRIBED, GO TO F7.

F3. DO NOT ASK IF CLEAR FROM NAME. What type of institution is (NAME)?
READ IF NEEDED: Is it a...

- 1 = commercial bank,
- 2 = savings and loan association,
- 3 = savings bank,
- 4 = credit union,
- 5 = finance company,
- 6 = insurance company,
- 7 = brokerage or mutual fund company,
- 8 = leasing company,
- 9 = mortgage bank, or
- 10 = other institution? (SPECIFY: _____)
- 8 = DON'T KNOW
- 9 = REFUSAL

F4. What is the city and state of the office of (NAME) where the firm transferred its business?

CITY: _____ STATE: _____

F5. IF OFFICE IN SAME CITY AS FIRM, CODE YES WITHOUT ASKING. Is this office located in the same (metropolitan area/county/metropolitan area or county) as (the main office of) (FIRM NAME)? USE "METROPOLITAN AREA" FOR DMI FIRMS IN METROPOLITAN AREAS, "COUNTY" FOR OTHER DMI FIRMS, AND "METROPOLITAN AREA OR COUNTY" FOR SBA FIRMS.

- 1 = YES
- 2 = NO ~ GO TO F7
- 8 = DON'T KNOW ~ CONTINUE
- 9 = REFUSAL ~ CONTINUE

F6. Approximately how many miles from the firm is this office?

MILES : _____

F7. What types of financial services did the firm transfer to (NAME)?

	<u>YES</u>	<u>NO</u>	<u>DON'T</u> <u>KNOW</u>	<u>REFUSAL</u>
a. lines of credit, leases or loans?.....	1	2	8	9
b. checking accounts?.....	1	2	8	9
c. savings or investment accounts?.....	1	2	8	9
d. other services?.....	1	2	8	9

F8. Why did the firm decide to take business away from the previous institution?

F9. What was the name of the institution that the firm took business away from? ENTER LINE NUMBER OF INSTITUTION FROM INSTITUTION LIST. IF NEW INSTITUTION, ADD NAME TO LIST THEN ENTER LINE NUMBER BELOW.

INSTITUTION: _____

CHECK: F9 MUST BE UNEQUAL TO F2.

IF INSTITUTION DESCRIBED PREVIOUSLY, GO TO PART G.

F10. DO NOT ASK IF CLEAR FROM NAME. What type of institution is (NAME)?
READ IF NEEDED: Is it a...

- 1 = commercial bank,
- 2 = savings and loan association,
- 3 = savings bank,
- 4 = credit union,
- 5 = finance company,
- 6 = insurance company,
- 7 = brokerage or mutual fund company,
- 8 = leasing company,
- 9 = mortgage bank, or
- 10 = other institution? (SPECIFY: _____)
- DK = DON'T KNOW
- RE = REFUSAL

F11. In what city and state is (NAME) located?

CITY: _____ STATE: _____

F12. IF OFFICE IN SAME CITY AS FIRM, CODE YES WITHOUT ASKING. Is this office located in the same (metropolitan area/county/metropolitan area or county) as (the main office of) (FIRM NAME)? USE "METROPOLITAN AREA" FOR DMI FIRMS IN METROPOLITAN AREAS, "COUNTY" FOR OTHER DMI FIRMS, AND "METROPOLITAN AREA OR COUNTY" FOR SBA FIRMS.

- 1 = YES
- 2 = NO ~ GO TO PART G
- 8 = DON'T KNOW ~ CONTINUE
- 9 = REFUSAL ~ CONTINUE

F13. Approximately how many miles from the firm is this office?

MILES: _____

G. SHOPPING FOR FINANCIAL SERVICES

The next questions deal with all financial institutions regardless of whether the firm did business with them.

G1. During (YEAR), did the firm contact any financial institution about obtaining checking, savings, credit, leasing, financing or other financial services?

- 1 = YES
- 2 = NO ~ GO TO G15
- 8 = DON'T KNOW ~ GO TO G15
- 9 = REFUSAL ~ GO TO G15

G2. How many different institutions did the firm contact during (YEAR)?

NUMBER: _____

G3. (Was this institution a/How many were) commercial bank(s)?

NUMBER: _____ ~ IF "0," GO TO G5.

G4. (Was this commercial bank/How many of these commercial banks were) located in the same (county/ metropolitan area/metropolitan area or county) as (the main office of) (FIRM NAME)? USE "METROPOLITAN AREA" FOR DMI FIRMS IN METROPOLITAN AREAS, "COUNTY" FOR OTHER DMI FIRMS, AND "METROPOLITAN AREA OR COUNTY" FOR SBA FIRMS.

NUMBER: _____

IF ONLY BANKS CONTACTED (G2=G3), GO TO MOST RECENT CONTACT.

G5. Think of the (G2-G3) institution(s) that the firm contacted that (was/were) not (a) commercial bank(s). (Was this institution/How many of these other institutions were) located in the same (county/metropolitan area/metropolitan area or county) as (the main office of) (FIRM NAME)? USE "METROPOLITAN AREA" FOR DMI FIRMS IN METROPOLITAN AREAS, "COUNTY" FOR DMI FIRMS, AND "METROPOLITAN AREA OR COUNTY" FOR SBA FIRMS.

NUMBER: _____

MOST RECENT CONTACT

Think of the last time during (YEAR) when the firm contacted an institution about obtaining a financial service.

G6. What was the name of this institution? ENTER LINE NUMBER OF INSTITUTION FROM INSTITUTION LIST. IF NEW INSTITUTION, ADD NAME TO LIST THEN ENTER LINE NUMBER BELOW.

INSTITUTION: _____

IF INSTITUTION ALREADY DESCRIBED, GO TO G11.

G7. DO NOT ASK IF CLEAR FROM NAME. What type of institution is (NAME)?

- 1 = COMMERCIAL BANK
- 2 = SAVINGS AND LOAN ASSOCIATION
- 3 = SAVINGS BANK
- 4 = CREDIT UNION
- 5 = FINANCE COMPANY
- 6 = INSURANCE COMPANY
- 7 = BROKERAGE OR MUTUAL FUND COMPANY
- 8 = LEASING COMPANY
- 9 = MORTGAGE BANK
- 10 = OTHER INSTITUTION (SPECIFY:_____)
- DK = DON'T KNOW
- RE = REFUSAL

G8. In what city and state is (NAME) located?

CITY:_____ STATE:_____

G9. IF OFFICE IN SAME CITY AS FIRM, CODE YES WITHOUT ASKING. Is this office located in the same (metropolitan area/county/metropolitan area or county) as (the main office of) (FIRM NAME)? USE "METROPOLITAN AREA" FOR DMI FIRMS IN METROPOLITAN AREAS, "COUNTY" FOR OTHER DMI FIRMS, AND "METROPOLITAN AREA OR COUNTY" FOR SBA FIRMS.

- 1 = YES
- 2 = NO ~ GO TO G11
- 8 = DON'T KNOW ~ CONTINUE
- 9 = REFUSAL ~ CONTINUE

G10. Approximately how many miles from the firm is this office?

MILES:_____

G11. What types of financial services was the firm considering...

	<u>YES</u>	<u>NO</u>	<u>DON'T</u>	<u>REFUSAL</u>
			<u>KNOW</u>	
a. lines of credit, leases or loans?.....	1	2	8	9
b. checking accounts?.....	1	2	8	9
c. savings or investment accounts?.....	1	2	8	9
d. other services?.....	1	2	8	9

G12. What was the primary reason for considering (NAME) for (this/these) service(s)?

G13. Did the firm apply for or obtain any of the services?

- 1 = YES
- 2 = NO ~ GO TO G15
- 8 = DON'T KNOW ~ GO TO G15
- 9 = REFUSAL ~ GO TO G15

G14. What type(s) of financial services did the firm apply for or obtain...

	<u>YES</u>	<u>NO</u>	<u>DON'T KNOW</u>	<u>REFUSAL</u>
a. lines of credit, leases or loans?.....	1.....	2.....	8.....	9
b. checking accounts?.....	1.....	2.....	8.....	9
c. savings or investment accounts?.....	1.....	2.....	8.....	9
d. other services?.....	1.....	2.....	8.....	9

IF CREDIT LINES, LEASES OR LOANS APPLIED FOR (G14a="YES"), GO TO G16.

APPLICATIONS FOR FINANCING

G15. During (YEAR), did the firm ever apply for a line of credit, loan, or lease from any financial institution?

- 1 = YES
- 2 = NO ~ GO TO PART H
- 8 = DON'T KNOW ~ GO TO PART H
- 9 = REFUSAL ~ GO TO PART H

G16. During (YEAR), did (this institution or any other/any) financial institution turn down the firm's request for financing or approve less than applied for? USE "THIS INSTITUTION OR ANY OTHER" IF LOANS OR CREDIT LINES APPLIED FOR (G14A="YES").

- 1 = YES
- 2 = NO ~ GO TO PART H
- 8 = DON'T KNOW ~ GO TO PART H
- 9 = REFUSAL ~ GO TO PART H

G17. Did the firm eventually obtain all the financing that it initially applied for?

- 1 = YES
- 2 = NO
- 8 = DON'T KNOW
- 9 = REFUSAL

H. SOLICITATION BY FINANCIAL INSTITUTIONS

H1. Excluding advertisements and mass mailings, how many times was the firm contacted by financial institutions about obtaining new lending, checking, savings, or other services during (YEAR)? IF R UNSURE, READ CATEGORIES.

- 1 = ONE TIME ONLY
- 2 = TWO OR THREE TIMES
- 3 = FOUR OR MORE TIMES
- 4 = NOT CONTACTED ~ GO TO SECTION I
- 8 = DON'T KNOW
- 9 = REFUSAL

MOST RECENT SOLICITATION

These questions are about the financial institution that contacted the firm most recently during (YEAR).

H2. Was the firm first contacted...

- 1 = in person,
- 2 = by telephone, or
- 3 = by personal letter?
- 8 = DON'T KNOW
- 9 = REFUSAL

IF CONTACTED IN MULTIPLE WAYS, RECORD MODE OF FIRST CONTACT BY THE INSTITUTION.

H3. What was the name of this institution? ENTER LINE NUMBER OF INSTITUTION FROM INSTITUTION LIST. IF NEW INSTITUTION, ADD NAME TO LIST THEN ENTER LINE NUMBER BELOW.

INSTITUTION: _____

IF INSTITUTION ALREADY DESCRIBED, GO TO H8.

H4. DO NOT ASK IF CLEAR FROM NAME. What type of institution is (NAME)?

- 1 = COMMERCIAL BANK
- 2 = SAVINGS AND LOAN ASSOCIATION
- 3 = SAVINGS BANK
- 4 = CREDIT UNION
- 5 = FINANCE COMPANY
- 6 = INSURANCE COMPANY
- 7 = BROKERAGE OR MUTUAL FUND COMPANY
- 8 = LEASING COMPANY
- 9 = MORTGAGE BANK
- 10 = OTHER INSTITUTION (SPECIFY: _____)
- DK = DON'T KNOW
- RE = REFUSAL

H5. In what city and state is (NAME) located?

CITY: _____ STATE: _____

H6. IF OFFICE IN SAME CITY AS FIRM, CODE YES WITHOUT ASKING. Is this office located in the same (metropolitan area/county/metropolitan area or county) as (the main office of) (FIRM NAME)? USE "METROPOLITAN AREA" FOR DMI FIRMS IN METROPOLITAN AREAS, "COUNTY" FOR OTHER DMI FIRMS, AND "METROPOLITAN AREA OR COUNTY" FOR SBA FIRMS.

- 1 = YES
- 2 = NO ~ GO TO H8
- 8 = DON'T KNOW ~ CONTINUE
- 9 = REFUSAL ~ CONTINUE

H7. Approximately how many miles from the firm is this office?

MILES: _____

H8. What types of financial services did the institution contact the firm about...

	<u>YES</u>	<u>NO</u>	<u>DON'T KNOW</u>	<u>REFUSAL</u>
a. lines of credit, leases or loans?.....	1.....	2.....	8.....	9
b. checking accounts?.....	1.....	2.....	8.....	9
c. savings or investment accounts?.....	1.....	2.....	8.....	9
d. other services?.....	1.....	2.....	8.....	9

H9. As a result of this contact, did the firm obtain any services from (NAME)?

- 1 = YES
- 2 = NO ~ GO TO PART I
- 8 = DON'T KNOW ~ GO TO PART I
- 9 = REFUSAL ~ GO TO PART I

H10. What services did the firm obtain?

	<u>YES</u>	<u>NO</u>	<u>DON'T KNOW</u>	<u>REFUSAL</u>
a. lines of credit, leases or loans?.....	1.....	2.....	8.....	9
b. checking accounts?.....	1.....	2.....	8.....	9
c. savings or investment accounts?.....	1.....	2.....	8.....	9
d. other services?.....	1.....	2.....	8.....	9

H11. What was the most important reason for choosing (NAME) for (this service/these services)?

I. USE OF TRADE CREDIT

The next questions are about the firm's use of trade credit. IF ASKED FOR DEFINITION: Trade credit refers to purchases on account. Payment is made to suppliers after delivery rather than before or at the time of delivery.

I1. Did the firm purchase goods or services on account during (YEAR) rather than pay for all purchases prior to or at the time of delivery?

- 1 = YES
- 2 = NO ~ GO TO PART J
- 8 = DON'T KNOW ~ GO TO PART J
- 9 = REFUSAL ~ GO TO PART J

I2. From how many suppliers did the firm make purchases on account during (YEAR)?

NUMBER: _____

I3. Think of the total dollar amount of all purchases made by the firm during (YEAR). What percent of these purchases was on account?

_____ %

I4. Now think of only those purchases made on account during (YEAR). For what percent of purchases made on account did the suppliers offer cash discounts for early payment?

PROMPT: A cash discount is a specific percentage reduction in the amount of a bill if the bill is paid within a specified period of time.

IF ANSWER OF 5% OR LESS GIVEN, CONFIRM ANSWER: Are you saying that cash discounts were offered for only (NUMBER) percent of (FIRM NAME'S) purchases on account?

_____ % ~ IF "0", GO TO I6

I5. How often did the firm take advantage of these cash discounts? That is, what percent of the cash discounts offered did the firm take?

_____ %

I6. During (YEAR), did the firm ever make payments on accounts after the date due?

- 1 = YES
- 2 = NO ~ GO TO PART J
- 8 = DON'T KNOW ~ GO TO PART J
- 9 = REFUSAL ~ GO TO PART J

I7. During (YEAR), what percent of payments on accounts were made after the due date?

_____ %

J. SBA BORROWING EXPERIENCE

IF DMI SAMPLE FIRM, GO TO SECTION III.

Our records indicate that the firm has had a loan guaranteed by the Small Business Administration.

J1. Was this SBA loan the first loan the firm obtained from a financial institution?

- 1 = YES
- 2 = NO
- 7 = DENIES HAVING LOAN ~ GO TO J3
- 8 = DON'T KNOW
- 9 = REFUSAL

J2. How long did it take to obtain the SBA loan, from application to approval?

NUMBER: _____ TIME PERIOD: 1 = WEEKS
2 = MONTHS
3 = YEARS
8 = DON'T KNOW
9 = REFUSAL

J3. Has the firm used the Service Corps of Retired Executives (SCORE) for management assistance?

PROMPT: Under this program, retired business executives volunteer their services to small businesses seeking managerial assistance.

- 1 = YES
- 2 = NO ~ GO TO J5
- 8 = DON'T KNOW ~ GO TO J5
- 9 = REFUSAL ~ GO TO J5

J4. How useful was this service to the firm? READ CHOICES AS NECESSARY.

- 1 = VERY USEFUL
- 2 = SOMEWHAT USEFUL
- 3 = NOT VERY USEFUL
- 4 = NOT AT ALL USEFUL
- 8 = DON'T KNOW
- 9 = REFUSAL

J5. Has the firm used services of a Small Business Development Center?

PROMPT: These centers, which are generally located in academic institutions, provide individual counseling and practical training for small business owners.

- 1 = YES
- 2 = NO ~ GO TO J7
- 8 = DON'T KNOW ~ GO TO J7
- 9 = REFUSAL ~ GO TO J7

J6. How useful was this service to the firm? READ CHOICES AS NECESSARY.

- 1 = VERY USEFUL
- 2 = SOMEWHAT USEFUL
- 3 = NOT VERY USEFUL
- 4 = NOT AT ALL USEFUL
- 8 = DON'T KNOW
- 9 = REFUSAL

J7. Has the firm used any other SBA service?

- 1 = YES
- 2 = NO ~ GO TO J10
- 8 = DON'T KNOW ~ GO TO J10
- 9 = REFUSAL ~ GO TO J10

J8. What other service did the firm receive from SBA?

J9. How useful was this service to the firm? READ CHOICES AS NECESSARY.

- 1 = VERY USEFUL
- 2 = SOMEWHAT USEFUL
- 3 = NOT VERY USEFUL
- 4 = NOT AT ALL USEFUL
- 8 = DON'T KNOW
- 9 = REFUSAL

IF RESPONDENT DENIES HAVING SBA LOAN (J1=7), GO TO SECTION III.

J10. What was the main purpose for which the firm applied for the SBA loan?

- 1 = START THE BUSINESS
- 2 = EXPAND THE BUSINESS
- 3 = STAY IN BUSINESS
- 4 = OTHER
- 8 = DON'T KNOW
- 9 = REFUSAL

J11. What action would the firm have taken if the SBA loan had not been obtained?

- 1 = OBTAINED SIMILAR FINANCING ELSEWHERE
- 2 = OBTAINED FINANCING ELSEWHERE WITH LESS FAVORABLE TERMS
- 3 = DISCONTINUED EXPANSION PLANS
- 4 = NOT OPENED
- 5 = GONE OUT OF BUSINESS
- 6 = OTHER
- 8 = DON'T KNOW
- 9 = REFUSAL

J12. Has the firm applied for a loan from any financial institution since receiving the SBA loan?

- 1 = YES
- 2 = NO ~ GO TO SECTION III
- 8 = DON'T KNOW ~ GO TO SECTION III
- 9 = REFUSAL ~ GO TO SECTION III

J13. Was the loan approved?

- 1 = YES
- 2 = NO
- 8 = DON'T KNOW
- 9 = REFUSAL

SECTION III - INCOME AND EXPENSES

Now I'd like to ask about the firm's income and expenses during (YEAR). I need exact dollar amounts. IF NEEDED: This information can be found on the firm's income tax return. Please turn to page 6 of the worksheets we sent you or your income tax return.

1. During (YEAR), what were the firm's total sales net of amounts for returned merchandise and allowances for bad debts?\$_____

PROPRIETORSHIP: 1040 Schedule C Line 1c
PARTNERSHIP: 1065 Line 1c
S CORPORATION: 1120S LINE 1c
CORPORATION: 1120, 1120A Line 1c

PROMPT: This item is often referred to as "net sales" or as "gross receipts or sales less returns and allowances."

2. What was the cost of goods or services sold?

PROMPT: This is sometimes referred to as cost of sales. \$_____

PROMPT: Cost of goods or services sold is the cost of producing or purchasing the product sold to customers.

PROPRIETORSHIP: 1040 Schedule C Line 2
PARTNERSHIP: 1065 Line 2
S CORPORATION: 1120S Line 2
CORPORATION: 1120, 1120A Line 2

3. What was your firm's gross profit?\$_____

PROMPT: Gross profit is net sales minus the cost of goods or services sold.

PROPRIETORSHIP: 1040 Schedule C Line 3
PARTNERSHIP: 1065 Line 3
S CORPORATION: 1120S Line 3
CORPORATION: 1120, 1120A Line 3

CHECK: Q3 SHOULD EQUAL Q1 - Q2.

4. What were the firm's total selling and administrative expenses, interest expense, and other deductions?\$_____

PROMPT: These costs are subtracted from gross profit and other income to determine the firm's (net profit or loss/ordinary income from business activities).

PROPRIETORSHIP: 1040 Schedule C Line 30
PARTNERSHIP: 1065 Line 20
S CORPORATION: 1120S Line 20
CORPORATION: 1120 Line 27, 1120A Line 23

5. Of these expenses and deductions, what was the dollar amount of interest expense?.....\$_____

PROPRIETORSHIP: 1040 Schedule C Line 17a + 17b
PARTNERSHIP: 1065 Line 12
S CORPORATION: 1120S Line 13
CORPORATION: 1120, 1120A, Line 18

PROMPT: That is, what was the total amount of interest that (FIRM NAME) paid during (YEAR)?

CHECK: Q5 SHOULD BE LESS THAN OR EQUAL TO Q4.

6. For comparison purposes, we need one more item. During the previous fiscal or calendar year, what were the firm's total sales net of amounts for returned merchandise and allowances for bad debts?.....\$_____

PROMPT: This item is often referred to as "net sales" or as "gross receipts or sales less returns and allowances."

PROPRIETORSHIP: 1040 Schedule C Line 1c
PARTNERSHIP: 1065 Line 1c
S CORPORATION: 1120S Line 1c
CORPORATION: 1120, 1120A Line 1c

SECTION IV - BALANCE SHEET

Now I'd like to talk about the firm's assets, liabilities, and equity. Does the firm have a balance sheet for (DATE)?

- 1 = YES ~ SAY: Please get the firm's balance sheet now or turn to page 7 of the worksheets.
- 2 = NO
- 8 = DON'T KNOW ~ SAY: estimate the firm's assets, liabilities, and equity as of (DATE). Please turn to page 7 of the worksheets now.
- 9 = REFUSAL

A. ASSETS

The first questions are about the firm's assets. Please give me exact dollar amounts (when you can).

A1. As of (DATE), what was the dollar amount of the firm's cash holdings?

PROMPT: That is, what was the total amount of cash on hand and in checking, savings, money market accounts, certificates of deposit (CDs) and other time deposits?\$_____

PARTNERSHIP: 1065 Schedule L Line 1(d)
S CORPORATION: 1120S Schedule L Line 1(d)
CORPORATION: 1120 Schedule L Line 1(d)
1120A Part II Line 1(b)

A2. As of (DATE), did the firm have any trade notes or accounts receivable?

PROMPT: That is, was the firm owed money by customers who bought goods or services on account?

- 1 = YES
- 2 = NO ~ GO TO A4
- 8 = DON'T KNOW ~ GO TO A4
- 9 = REFUSAL ~ GO TO A4

A3. What was the amount of trade notes and accounts receivable minus allowances made for bad debts?\$_____

PARTNERSHIP: 1065 Schedule L Line 2a(d)
S CORPORATION: 1120S Schedule L Line 2a(d)
CORPORATION: 1120 Schedule L Line 2a(d)
1120A Part II Line 2(b) - 2a(b)

A4. As of (DATE), did the firm have an inventory of merchandise or production materials?

PROMPT: That is, did the firm have merchandise held for sale or materials for production such as raw materials, work in progress, or finished goods?

- 1 = YES
- 2 = NO ~ GO TO A6
- 8 = DON'T KNOW ~ GO TO A6
- 9 = REFUSAL ~ GO TO A6

A5. What was the value of the firm's inventories?.....\$_____

PROPRIETORSHIP: 1040 Schedule C Part III Line 7
 PARTNERSHIP: 1065 Schedule L Line 3(d)
 S CORPORATION: 1120S Schedule L Line 3(d)
 CORPORATION: 1120 Schedule L Line 3(d)
 1120A Part II Line 3(b)

A6. As of (DATE), did the firm have...

	YES	NO	DON'T KNOW	REFUSAL
a. any Federal, State or local government bonds?.....	1	2	8	9
b. any corporate or other bonds?.....	1	2	8	9
c. any stocks held for short-term investment?.....	1	2	8	9
d. any prepaid expenses?.....	1	2	8	9
e. any other <u>current</u> assets?.....	1	2	8	9

PROMPT: Bonds include Treasury bonds and bills, bonds issued by Federally sponsored credit agencies, municipal bonds, bonds issued by corporations, and so on. Stocks include publically traded stocks held as temporary investments for cash. Do not include stocks held for ownership control or long-term investment here. Prepaid expenses are payments for items such as insurance, interest, rents, taxes, advertising and operating supplies that are made in advance but not yet used as of (DATE). Other current assets are any other assets that may be converted to cash, sold or used up within a year through the normal operations of the business.

IF "NO," OR "DON'T KNOW" OR "REFUSAL" TO ALL OF ABOVE, GO TO A8.

A7. What was the total value of these stocks, bonds, prepaid expenses, and other current assets?.....\$_____

PARTNERSHIP: 1065 Schedule L Lines 4(d) + 5(d)
 S CORPORATION: 1120S Schedule L Lines 4(d) + 5(d)
 CORPORATION: 1120 Schedule L Lines 4(d) + 5(d)
 1120A Part II Lines 4(b) + 5(b)

A8. As of (DATE), did the firm have...

	<u>YES</u>	<u>NO</u>	<u>DON'T KNOW</u>	<u>REFUSAL</u>
a. (CORPORATIONS ONLY) any loans made to stockholders?.....	1	2	8	9
b. any money owed to the firm for mortgages or real estate loans?.....	1	2	8	9
c. any other investments?.....	1	2	8	9

IF "NO," "DON'T KNOW" OR "REFUSAL" TO ALL OF ABOVE, GO TO A10.

A9. What was the total value of all of these investments?.....\$_____

PARTNERSHIP: 1065 Schedule L Lines 6(d) + 7(d)
 S CORPORATION: 1120S Schedule L Lines 6(d) + 7(d) + 8(d)
 CORPORATION: 1120 Schedule L Lines 6(d) + 7(d) + 8(d)
 1120A Part II Lines 6(b) + 7(b)

A10. As of (DATE), did the firm own...

	<u>YES</u>	<u>NO</u>	<u>DON'T KNOW</u>	<u>REFUSAL</u>
a. any land?.....	1	2	8	9
b. any buildings?.....	1	2	8	9
c. any equipment or other depreciable assets?.....	1	2	8	9
d. any depletable or intangible assets?...	1	2	8	9

PROMPT: Depreciable assets are assets that wear out as they are used or whose usefulness decreases as time passes. Depletable assets include natural resources such as mines, timberlands, and oil wells. Intangible assets include patents, trademarks, copyrights, franchises, and good will.

IF "NO," "DON'T KNOW" OR "REFUSAL" TO ALL OF THE ABOVE, GO TO A12.

A11. Taking the land and all of these depreciable, depletable, and intangible assets together, what was the net book value as of (DATE)?

PROMPT: That is, what was the acquisition cost minus any accumulated depreciation, depletion, and amortization?.....\$_____

PARTNERSHIP: 1065 Schedule L Lines 8a(d) + 9a(d) + 10(d) + 11a(d)
 S CORPORATION: 1120S Schedule L Lines 9a(d) + 10a(d) + 11(d) + 12a(d)
 CORPORATION: 1120 Schedule L Lines 9a(d) + 10a(d) + 11(d) + 12a(d)
 1120A Part II Line 8(b) - 8a(b) + 9(b)

A12. As of (DATE), did the firm have any other assets not yet described?

- 1 = YES
- 2 = NO ~ GO TO A16
- 8 = DON'T KNOW ~ GO TO A16
- 9 = REFUSAL ~ GO TO A16

A13. What was the book value of these other assets not yet described?.....\$_____

- PARTNERSHIP: 1065 Schedule L Line 12(d)
- S CORPORATION: 1120S Schedule L Line 13(d)
- CORPORATION: 1120 Schedule L Line 13(d)
1120A Part II Line 10(b)

ASK A14 AND A15 FOR THE THREE LARGEST OTHER ASSETS.

ASSET #	A14. What were the three largest of these <u>other</u> assets?	A15. What was the book value of (ASSET) as of (DATE)?
a		\$
b		\$
c		\$

- PARTNERSHIP: 1065 Schedule L Attached Schedule for Line 12(d)
- S CORPORATION: 1120S Schedule L Attached Schedule for Line 13(d)
- CORPORATION: 1120 Schedule L Attached Schedule for Line 13(d)
1120A Part II Attached Schedule for Line 10(b)

CHECK: SUM OF A15 a,b,c MUST BE LESS THAN OR EQUAL TO A13.

A16. What was the total dollar amount of all assets of the firm?.....\$_____

- PARTNERSHIP: 1065 Schedule L Line 13(d)
- S CORPORATION: 1120S Schedule L Line 14(d)
- CORPORATION: 1120 Schedule L Line 14(d)
1120A Part II Line 11(b)

B. LIABILITIES AND EQUITY

B1. As of (DATE), did the firm have...

	<u>YES</u>	<u>NO</u>	<u>DON'T KNOW</u>	<u>REFUSAL</u>
a. (CORPORATIONS ONLY) any loans from stockholders?.....	1	2	8	9
b. (PARTNERSHIPS ONLY) any nonrecourse loans?.....	1	2	8	9
c. any (other) loans, mortgages, notes, or bonds?.....	1	2	8	9

PROMPT: Nonrecourse loans are loans where the partners are not personally liable should the firm fail to repay the debt. Usually these are loans where the creditor can only repossess the collateral.

IF "NO", "DON'T KNOW" OR "REFUSAL" TO ALL OF ABOVE, GO TO B4.

B2. What was the combined amount over all these loans, mortgages, notes, and bonds as of (DATE)?.....\$_____

PARTNERSHIP: 1065 Schedule L Lines 15(d) + 17(d) + 18(d)
 S CORPORATION: 1120S Schedule L Lines 16(d) + 18(d) + 19(d)
 CORPORATION: 1120 Schedule L Lines 16(d) + 18(d) + 19(d)
 1120A Part II Lines 14(b) + 15(b) + loans, mortgages, notes and bonds listed on attached schedule for Line 13(b)

B3. Of these debts, what was the total amount of loans, mortgages, notes, and bonds that were due within one year from (DATE)?.....\$_____

PARTNERSHIP: 1065 Schedule L Line 15(d)
 S CORPORATION: 1120S Schedule L Line 16(d)
 CORPORATION: 1120 Schedule L Line 16(d)
 1120A Part II Loans, mortgages, notes and bonds listed on attached schedule for Line 13(b)

CHECK: B3 MUST BE LESS THAN OR EQUAL TO B2.

B4. As of (DATE), did the firm have any accounts payable?

PROMPT: That is, did the firm owe money to suppliers for purchases the firm had made on account?

- 1 = YES
- 2 = NO ~ GO TO B6
- 8 = DON'T KNOW ~ GO TO B6
- 9 = REFUSAL ~ GO TO B6

B5. What was the total amount of accounts payable?.....\$_____

PARTNERSHIP: 1065 Schedule L Line 14(d)
S CORPORATION: 1120S Schedule L Line 15(d)
CORPORATION: 1120 Schedule L Line 15(d)
1120A Part II Line 12(b)

B6. As of (DATE), did the firm have...

	<u>YES</u>	<u>NO</u>	<u>DON'T KNOW</u>	<u>REFUSAL</u>
a. any accrued expenses?.....	1	2	8	9
b. any taxes payable?.....	1	2	8	9
c. any prepayments, deposits or advances from customers?.....	1	2	8	9
d. any other current liabilities?.....	1	2	8	9

PROMPT: Accrued expenses are expenses that have been incurred but not yet paid such as salaries, taxes, and interest. Taxes payable are taxes that are owed but not yet paid such as property, payroll or income tax. Prepayments, deposits and advances from customers are advance money paid by customers as evidence that they intend to buy a particular product or service. Other current liabilities are any other debts that are due within a year such as dividends declared but not yet paid.

IF "NO," "DON'T KNOW" OR "REFUSAL" TO ALL OF ABOVE, GO TO B8.

B7. What was the total amount for these accrued expenses, taxes payable, prepayments, deposits and advances, and other current liabilities?.....\$_____

PARTNERSHIP: 1065 Schedule L Line 16(d)
S CORPORATION: 1120S Schedule L Line 17(d)
CORPORATION: 1120 Schedule L Line 17(d)
1120A Part II From attached schedule for Line 13(b) excluding loans, mortgages, notes and bonds

B8. As of (DATE), did your firm have any other debts or liabilities not yet discussed (including obligations under capital leases)?

- 1 = YES
- 2 = NO ~ GO TO B12
- 8 = DON'T KNOW ~ GO TO B12
- 9 = REFUSAL ~ GO TO B12

B9. What was the amount owed on these other liabilities not yet discussed?.....\$_____

PARTNERSHIP: 1065 Schedule L Line 19(d)
 S CORPORATION: 1120S Schedule L Line 20(d)
 CORPORATION: 1120 Schedule L Line 20(d)
 1120A Part II Line 16(b)

ASK B10 AND B11 FOR THE THREE LARGEST OTHER LIABILITIES THE FIRM HAD AS OF (DATE).

ASSET #	B10. What were the three largest of these other liabilities?	B11. What was the amount of (LIABILITY) as of (DATE)?
a		\$
b		\$
c		\$

PARTNERSHIP: 1065 Schedule L Attached Schedule for Line 19(d)
 S CORPORATION: 1120S Schedule L Attached Schedule for Line 20(d)
 CORPORATION: 1120 Schedule L Attached Schedule for Line 20(d)
 1120A Part II Attached Schedule for Line 16(b)

CHECK: SUM OF B11 a,b,c MUST BE LESS THAN OR EQUAL TO B9.

B12. As of (DATE), what was the total dollar amount owed by the firm for all debts and liabilities?....\$_____

PARTNERSHIP: 1065 Schedule L Sum of Lines 14(d) to 19(d)
 S CORPORATION: 1120S Schedule L Sum of Lines 15(d) to 20(d)
 CORPORATION: 1120 Schedule L Sum of Lines 15(d) to 20(d)
 1120A Part II Sum of Lines 12(b) to 16(b)

CHECKBOX B2: WHAT IS THE FIRM'S TYPE OF ORGANIZATION?
 PROPRIETORSHIP ~ GO TO B13
 PARTNERSHIP ~ GO TO B14
 S CORPORATION ~ GO TO B17
 CORPORATION ~ GO TO B15

B13. As of (DATE), what was the total amount of the owner's equity in the firm?.....\$_____

GO TO B22.

B14. As of (DATE), what was the total amount of all partners' equity in the firm?.....\$_____

PROMPT: This is sometimes referred to as the partners' capital accounts.

PARTNERSHIP: 1065 Schedule L Line 20(d)

GO TO B22.

B15. As of (DATE), had the firm issued preferred stock?

- 1 = YES
- 2 = NO ~ GO TO B17
- 8 = DON'T KNOW ~ GO TO B17
- 9 = REFUSAL ~ GO TO B17

B16. What was the total par or stated value of preferred stock?.....\$_____

CORPORATION: 1120 Schedule L Line 21a(c)
1120A Part II Line 17(b) Aggregated with common stock

PROMPT: This refers to the stated value of the stock as printed on the certificate.

B17. What was the total par or stated value of common stock as of (DATE)?.....\$_____

S CORPORATION: 1120S Schedule L Line 21(d)
CORPORATION: 1120 Schedule L Line 21b(c)
1120A Part II Line 17(b) Aggregated with preferred stock

PROMPT: This refers to the stated value of the stock as printed on the certificate.

B18. What was the additional paid in capital or capital surplus as of (DATE)?.....\$_____

S CORPORATION: 1120S Schedule L Line 22(d)
CORPORATION: 1120 Schedule L Line 22(d)
1120A Part II Line 18(b)

PROMPT: This refers to the additional funds generated when stock is sold for more than its par or stated value.

B19. As of (DATE), what was the total amount of retained earnings?.....\$_____

S CORPORATION: 1120S Schedule L Line 27(d)
CORPORATION: 1120 Schedule L Lines 23(d) + 24(d)
1120A Part II Line 19(b)

PROMPT: Retained earnings is income that has been reinvested in the firm rather than paid out in dividends.

B20. As of (DATE), did the firm have any treasury stock?

PROMPT: Treasury stock are shares of the corporation that have been repurchased by the corporation.

- 1 = YES
- 2 = NO ~ GO TO B22
- 8 = DON'T KNOW ~ GO TO B22
- 9 = REFUSAL ~ GO TO B22

B21. What was the total value of this treasury stock?.....\$_____

S CORPORATION: 1120S Schedule L Line 28(d)
CORPORATION: 1120 Schedule L Line 25(d)
1120A Part II Line 20(b)

B22. As of (DATE), what was the total dollar amount of all liabilities plus equity?.....\$_____

CONSISTENCY CHECKS: CALCULATE TOTAL ASSETS FROM A1-A13 AND COMPARE TO TOTAL LIABILITIES PLUS EQUITY CALCULATED FROM B2-B9 AND B13-B21.

- (1) IF COMPLETE NONRESPONSE FOR A1-A13 AND FOR B2-B9 AND B13-B21 EXCEPT FOR LEGITIMATE SKIPS, GO TO PART C.
- (2) IF COMPLETE NONRESPONSE FOR A1-A13 BUT NOT FOR ALL AMOUNTS IN B2-B9 AND B13-B21, THEN
 - a. IF CALCULATED LIABILITIES PLUS EQUITY IS WITHIN \pm 5% OF REPORTED LIABILITIES PLUS EQUITY (B22) OR IF TOTAL LIABILITIES PLUS EQUITY IS MISSING, GO TO PART C.
 - b. IF CALCULATED LIABILITIES PLUS EQUITY IS NOT WITHIN \pm 5% OF REPORTED LIABILITIES PLUS EQUITY (B22), THEN REVIEW LIABILITIES PLUS EQUITY AMOUNTS WITH RESPONDENT AND CORRECT ERRORS.
- (3) IF COMPLETE NONRESPONSE FOR B2-B9 AND FOR B13-B21 BUT NOT FOR A1-A13, THEN
 - a. IF CALCULATED ASSETS IS WITHIN \pm 5% OF REPORTED TOTAL ASSETS (A16) OR IF TOTAL ASSETS IS MISSING, GO TO PART C.
 - b. IF CALCULATED ASSETS IS NOT WITHIN \pm 5% OF REPORTED TOTAL ASSETS (A16), THEN REVIEW ASSET AMOUNTS WITH RESPONDENT AND CORRECT ERRORS.
- (4) IF PARTIAL OR TOTAL RESPONSE FOR A1-A13 AND FOR B2-B9 AND B13-B21 AND CALCULATED ASSETS IS WITHIN \pm 5% OF CALCULATED LIABILITIES PLUS EQUITY, THEN GO TO PART C. OTHERWISE COMPLETE THE FOLLOWING CHECKS:
 - a. IF CALCULATED ASSETS IS NOT WITHIN \pm 5% OF REPORTED TOTAL ASSETS (A16) OR IF TOTAL ASSETS IS MISSING, THEN REVIEW ASSET AMOUNTS WITH RESPONDENT AND CORRECT ERRORS.
 - b. IF CALCULATED LIABILITIES PLUS EQUITY IS NOT WITHIN \pm 5% OF REPORTED TOTAL LIABILITIES PLUS EQUITY (B22) OR IF TOTAL LIABILITIES PLUS EQUITY IS MISSING, THEN REVIEW LIABILITIES PLUS EQUITY AMOUNTS WITH RESPONDENT AND CORRECT ERRORS.
 - c. IF NEITHER ASSETS NOR LIABILITIES PLUS EQUITY WAS CHECKED, THEN REVIEW ALL ASSET AND ALL LIABILITIES PLUS EQUITY AMOUNTS WITH RESPONDENT AND CORRECT ERRORS.

WHEN CHECKS ARE COMPLETE, GO TO PART C.

C. MISCELLANEOUS

C1. What is the current market value of (FIRM NAME)? That is, what could the firm be sold for today?

\$_____ ~ IF "DK" OR "RE," GO TO C3.

C2. How confident are you that (FIRM NAME) could actually be sold for this amount...

- 1 = very confident,
- 2 = somewhat confident,
- 3 = not very confident, or
- 4 = not at all confident?
- 8 = DON'T KNOW
- 9 = REFUSAL

The remaining questions are about the business practices of the firm during (YEAR).

C3. What percent of accounts receivable were sold to a factor?

PROMPT: A factor is a company that purchases accounts receivable from another firm at a discount and then collects the receivables.

_____ %

C4. What percent of sales or operating revenue was derived from exports outside the U.S.?

_____ %

C5. What percent of the firm's sales to customers were paid for with currency and coins rather than with checks or credit cards?

_____ %

C6. For what percent of the firm's purchases and expenses did the firm pay using currency and coins rather than checks or credit cards?

_____ %

C7. What was the average amount of currency and coins on hand at any one time?

PROMPT: This includes petty cash as well as cash used in operations.

\$_____

V. CLOSING REMARKS

The last items are about records used in answering our questions.

1. Did you have the worksheets completed for the firm?

- 1 = YES
- 2 = NO
- 8 = DON'T KNOW
- 9 = REFUSAL

2. Think about the questions concerning the firm's use of checking, savings and investment accounts, and credit lines, leases, and loans. Were records used to answer these questions?

- 1 = YES
- 2 = NO ~ GO TO 4
- 8 = DON'T KNOW ~ GO TO 4
- 9 = REFUSAL ~ GO TO 4

3. What records were used?

4. Now think about the questions concerning the firm's income and expenses during (YEAR). Were records used to answer these questions?

- 1 = YES
- 2 = NO ~ GO TO 6
- 8 = DON'T KNOW ~ GO TO 6
- 9 = REFUSAL ~ GO TO 6

5. What records were used? MARK ALL THAT APPLY.

	<u>YES</u>	<u>NO</u>	<u>DON'T</u>	<u>KNOW</u>	<u>REFUSAL</u>
a. 1987 INCOME TAX RETURN.....	1	2	8	9	
b. FINANCIAL STATEMENT.....	1	2	8	9	
c. OTHER (SPECIFY).....	1	2	8	9	

6. Think about the questions concerning the firm's assets, liabilities, and equity. Were records used to answer these questions?

- 1 = YES
- 2 = NO ~ GO TO 8
- 8 = DON'T KNOW ~ GO TO 8
- 9 = REFUSAL ~ GO TO 8

7. What records were used? MARK ALL THAT APPLY.

	<u>YES</u>	<u>NO</u>	<u>DON'T</u> <u>KNOW</u>	<u>REFUSAL</u>
a. 1987 INCOME TAX RETURN.....	1.....	2.....	8.....	9.....
b. FINANCIAL STATEMENT.....	1.....	2.....	8.....	9.....
c. OTHER (SPECIFY).....	1.....	2.....	8.....	9.....

8. Finally, think about all the questions that were asked. Were there any questions that you were unsure about?

- 1 = YES
- 2 = NO ~ GO TO REMARKS
- 8 = DON'T KNOW ~ GO TO REMARKS
- 9 = REFUSAL ~ GO TO REMARKS

9. What were these questions?

REMARKS: To resolve errors detected during our editing process, we need the completed worksheets or copies of the firm's balance sheet, income statement, and income tax return. Please mail the completed worksheets or these other records as soon as possible.

Thank you for participating in the survey. Have a nice (day/evening).