

FORM **BE-20** U.S. DEPARTMENT OF COMMERCE  
(11-27-2001) BUREAU OF ECONOMIC ANALYSIS

**BEA USE ONLY**

Control number

**11**

**BENCHMARK SURVEY  
OF SELECTED SERVICES  
TRANSACTIONS  
WITH UNAFFILIATED  
FOREIGN PERSONS  
2001**

Public reporting burden for this collection of information is estimated to vary from 4 to 500 hours per response, with an average of 12 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate, including suggestions for reducing this burden, to Director, Bureau of Economic Analysis (BE-1), U.S. Department of Commerce, Washington, DC 20230; and to the Office of Management and Budget, Paperwork Reduction Project 0608-0058, Washington, DC 20503.

**Part I NAME AND ADDRESS, CERTIFICATION, AND DETERMINATION OF REPORTING STATUS**

**Section A — Name and address**

Name and principal address of U.S. Reporter — Enter or correct as necessary.

**MAIL  
REPORTS  
TO**

U.S. Department of Commerce  
Bureau of Economic Analysis  
BE-50(SSB)  
Washington, DC 20230

OR

**DELIVER  
REPORTS  
TO**

U.S. Department of Commerce  
Bureau of Economic Analysis  
BE-50(SSB)  
Shipping and Receiving Section M-100  
1441 L Street, NW  
Washington, DC 20005

**BEA USE ONLY**

10005

1

2

3

4

**NOTE** — A single original copy of this report must be filed with the Bureau of Economic Analysis (BEA); please use the copy with the address label if such a labeled copy has been provided.

**Important**

Read **General Instructions**, which contain definitions, before completing form.

**Data to be provided in this report should represent the U.S. Reporter's 2001 fiscal year.**

**A. REPORTING REQUIREMENTS** — See I.A. of the **General Instructions** for who must report and transactions to be reported.

**B. HOW TO REPORT** — This form contains two Parts and eight Schedules, A–H. Part I (Name and Address, Certification, and Determination of Reporting Status) requests information needed to determine whether a report is required and which schedules apply. This Part should be completed by all U.S. persons who receive the survey, including those who are filing pursuant to the mandatory reporting requirement of the survey, those who are reporting data on a voluntary basis, and those who are claiming exemption from reporting any data. Part II (Identification of U.S. Reporter) requests information about the reporting entity, and should be completed only by U.S. persons subject to the survey's mandatory reporting requirement or who are reporting data on a voluntary basis. Each of the Schedules A–H covers one or more specified services and is to be completed only if a U.S. Reporter has transactions of the type(s) covered by the individual schedule. On a given schedule, Reporters subject to the survey's mandatory reporting requirement should complete Section A. Reporters who are reporting data on a voluntary basis (see I.A.2. of the General Instructions) are requested to complete Section B of the applicable schedule(s).

The Exemption Claim is on page 3. A U.S. person who receives this report from BEA and who does not meet the criteria for mandatory reporting, and elects not to report data in the voluntary section of any schedule, must nevertheless complete and submit the Exemption Claim.

Most respondents who are subject to the survey's mandatory reporting requirements, or who elect to report data voluntary, will report data on Schedules A, B, and/or C; these schedules are included in every packet mailed to every potential respondent. In contrast, Schedules D through G are applicable only to a limited number of potential survey respondents; these schedules are included only in the packets mailed to respondents who BEA has identified as being most likely to have engaged in the service covered by a particular schedule. (For example, Schedule D covers transactions of computer and data processing services and computer services companies that are the primary recipient of this schedule.)

**If you are subject to the mandatory reporting requirements of a given schedule (or if you choose to report data voluntarily on a schedule) but did not receive a copy of that schedule in your mailing packet, please contact BEA at the telephone or fax number given in D., below.**

**C. OPTIONAL CHECKLIST** — For the convenience of Reporters, an "Optional Checklist" (Supplement A) has been provided with this survey to help companies determine, without a records search, whether or not the "parts" or units of their company had reportable transactions, either sales or purchases, with unaffiliated foreign persons in FY 1996. This "Optional Checklist" is for internal use by companies only and should not be returned to BEA.

**D. ASSISTANCE** — Telephone (202) 606-5588 during office hours — 8:30 a.m. to 5:00 p.m. eastern time, or fax your request to (202) 606-5318.

**E. DUE DATE** — A completed report on Form BE-20 is due no later than March 31, 2002.

**F. GENERAL NOTES**

1. Currency amounts should be reported in U.S. dollars rounded to thousands (omitting 000).  
**EXAMPLE** — If amount is **\$1,334,615.00**, report as

Bil.	Mil.	Thous.
		1,335

2. If an item is between + or - \$500.00, enter "0."

**AUTHORITY** — This survey is being conducted pursuant to the International Investment and Trade in Services Survey Act (P.L. 94-472, 90 Stat. 2059, 22 U.S.C. 3101–3108, as amended by P.L. 98-573 and P.L. 101-533 — hereinafter "the Act"), and the filing of reports is mandatory pursuant to Section 3104 of the Act.

**CONFIDENTIALITY** — The Act provides that your report to this Bureau is CONFIDENTIAL. It may be used only for analytical or statistical purposes and CANNOT be used for purposes of taxation, investigation, or regulation. The Act also provides that copies retained in your files are immune from legal process.

**PENALTIES** — Whoever fails to report may be subject to a civil penalty of not less than \$2,500, and not more than \$25,000, and to injunctive relief commanding such person to comply, or both. Whoever willfully fails to report shall be fined not more than \$10,000 and, if an individual, may be imprisoned for not more than one year, or both. Any officer, director, employee, or agent of any corporation who knowingly participates in such violations, upon conviction, may be punished by a like fine, imprisonment, or both. (See Section 3105 of the Act.) Notwithstanding the above, a U.S. person is not subject to any penalty for failure to report if a valid Office of Management and Budget (OMB) control number is not displayed on the form; such a number (0608-0058) is displayed on this form.

**PERSON TO CONSULT CONCERNING QUESTIONS ABOUT THIS REPORT — Enter name and address**

**CERTIFICATION** — The undersigned official certifies that this report has been prepared in accordance with the applicable instructions, is complete, and is substantially accurate except that, in accordance with VI.F of the **General Instructions**, estimates have been provided where data are not available from customary accounting records or precise data could not be obtained without undue burden.

Authorized official's signature

Print or type name and title

Date

TELEPHONE NUMBER

Area code

Number

Extension

**Section B — Determination of reporting status (Mandatory reporting)**

Separately for sales (receipts) and purchases (payments), mark (X) "Yes" or "No" beside each type of service listed below to indicate whether your company's total transactions with unaffiliated foreign persons exceeded \$1,000,000. See VII. of the **General Instructions** for a detailed description of each type of service.

The U.S. Reporter may rely on the "Optional Checklist" provided in Supplement A to complete this item.

If "Yes" is marked for any type of service, for either sales or purchases, complete and return to BEA, Part I (Sections A and B) and Part II of this form, and the appropriate schedule(s).

If "No" is marked for all activities, for both sales and purchases, complete and return to BEA, Part I (Sections A, B, and either Section C or the exemption claim), and appropriate schedule(s).

Type of service	SALES (RECEIPTS)		PURCHASES (PAYMENTS)			
	Had total transactions exceeding \$1,000,000?		If "Yes" Report data on —	Had total transactions exceeding \$1,000,000?		If "Yes" Report data on —
	Yes	No		Yes	No	
1. Advertising services			Schedule A			Schedule B
2. Computer and data processing services			Schedule D			Schedule D
3. Data base and other information services			Schedule E			Schedule B
4. Telecommunications services			Schedule F			Schedule F
5. Research, development, and testing services			Schedule A			Schedule B
6. Management, consulting, and public relations services			Schedule A			Schedule B
7. Accounting, auditing, and bookkeeping services			Schedule A			Schedule B
8. Legal services			Schedule A			Schedule B
9. Educational and training services			Schedule A			Schedule B
10. Industrial engineering services			Schedule A			Schedule B
11. Industrial-type maintenance, installation, alteration, and training services			Schedule A			Schedule B
12. Performing arts, sports, and other live performances, presentations, and events			Schedule A			Schedule B
13. Sale or purchase of rights to natural resources, and lease bonus payments			Schedule A			Schedule B
14. Use or lease of rights to natural resources, excluding lease bonus payments			Schedule A			Schedule B
15. Disbursements to fund news-gathering costs of broadcasters			Schedule A			Schedule B
16. Disbursements to fund news-gathering costs of print media			Schedule A			Schedule B
17. Disbursements to fund production costs of motion pictures			Schedule A			Schedule B
18. Disbursements to fund production costs of broadcast program material other than news			Schedule A			Schedule B
19. Disbursements to maintain government tourism and business promotion offices			Schedule A			Schedule B
20. Disbursements for sales promotion and representation			Schedule A			Schedule B
21. Disbursements to participate in foreign trade shows			Not reportable			Schedule B
22. Premiums paid on primary insurance			Not reportable			Schedule B
23. Losses recovered on primary insurance			Not reportable			Schedule B
24. Construction services			Not reportable			Schedule B
25. Engineering, architectural, and surveying services			Not reportable			Schedule B
26. Mining services			Not reportable			Schedule B
27. Merchanting services			Schedule A			Not reportable
28. Financial services			Not reportable			Schedule C
29. Operational leasing services			Schedule G			Schedule B
30. Other private services*			Schedule A			Schedule B
31. Other trade-related services			Schedule A			Schedule B
32. Auxiliary insurance services			Schedule A			Schedule B
33. Waste treatment and depollution services			Schedule A			Schedule B
34. Agricultural services			Schedule A			Schedule B
35. Management of health care facilities			Schedule A			Schedule B
36. Mailing, reproduction and commercial art			Schedule A			Schedule B
37. Employment agencies and temporary help supply			Schedule A			Schedule B

\*Other private services (i.e., service number 30) consist of language translation services, salvage services, security services, collection services, satellite photography and remote sensing/satellite imagery services, space transport, and transcription services.

**Section C — Determination of reporting status (Voluntary reporting)**

For sales and purchases separately, if a U.S. person's total transactions in a given type of service listed in Part I, Section B, of this form are \$1,000,000 or less, the U.S. person may voluntarily report the total for each type of service, not distributed by individual foreign country, on line 32, Section B, of the appropriate schedules. These estimates may be judgmental, that is, not based on a search of accounting records but instead on the recollection of knowledgeable persons within the company who are in a position to know whether any significant transactions in the particular service(s) were engaged in during the year and, if so, the approximate total amount(s) of such transactions. Information provided on these transactions will make the survey results more complete and will better ensure that all types of services are adequately represented in any negotiations or other policy initiatives supported by the survey data.

Mark (X) one

- 1 The U.S. Reporter is reporting some data voluntarily on line 32, Section B of the appropriate schedule(s).
- 2 The U.S. Reporter is not reporting in the voluntary part of the survey.

**EXEMPTION CLAIM**

The U.S. Reporter is not reporting data on any schedule of this form because it — *Mark (X) appropriate box.*

**A**  Was not in existence at any time during the reporting period.

**B**  Is owned to the extent of more than 50% of its voting stock by another U.S. enterprise.

Specify parent corporation		
Name		
Address — Number and street		
City	State	ZIP Code

*(If the U.S. Reporter is a corporation, the data in this report are to be for the fully consolidated domestic enterprise. If a corporation is owned to the extent of more than 50 percent of its voting stock by another U.S. corporation, the parent corporation should file this report. For exceptions, see I.D. of the General Instructions.)*

**C**  Had no transactions, either sales or purchases, of the types covered, with unaffiliated foreign persons.

**D**  Had transactions, either sales or purchases, of the types covered but the value of each type did not exceed \$1,000,000 and the U.S. Reporter does not wish to report the data voluntarily. The total amount of these transactions, for all services combined, was approximately \_\_\_\_\_

Report in thousands of U.S. dollars			
10001	Sales	10002	Purchases
\$		\$	
10003	Service number	10004	Service number

List the service number (from previous page) for the primary service sold or purchased above. \_\_\_\_\_

If you marked (X) a box in this exemption claim — **STOP HERE** and return this form to BEA.

**Part II IDENTIFICATION OF U.S. REPORTER**

**1. Annual report for fiscal year ending** \_\_\_\_\_

Month	Day	Year
11001 1		0 1

**2. Industry classification** — Enter 4-digit code from the Summary of Industry Classifications. \_\_\_\_\_

11002 1				
---------	--	--	--	--

**3. Major activity of the U.S. Reporter and product or service involved in that activity** \_\_\_\_\_

**4. Primary Employer Identification (EI) Number used by the U.S. Reporter to file U.S. income or payroll taxes** \_\_\_\_\_

11003 1																			
---------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

## GENERAL INSTRUCTIONS

**Purpose** – The Benchmark Survey of Selected Services Transactions with Unaffiliated Foreign Persons – 2001 is conducted by the Department of Commerce to obtain data on the size and economic significance of these transactions. The prior benchmark survey was conducted for 1996. The information will be used to help support trade negotiations, formulate U.S. policy, and analyze the impact of that policy and the policies of foreign countries, on international trade in services. The data will also be used in compiling the U.S. international transactions and national income and product accounts.

### I. WHO IS TO REPORT AND GENERAL COVERAGE

#### A. Who is to report and transactions to be reported

- 1. Mandatory reporting** – A BE-20 report is **required** from each U.S. person who had transactions (either sales or purchases) in excess of \$1,000,000 with unaffiliated foreign persons in any of the services listed in VII. of these General Instructions during the U.S. person's 2001 fiscal year.

The determination of whether a U.S. person is subject to this mandatory reporting requirement may be judgmental, that is, based on the judgement of knowledgeable persons in a company who can identify reportable transactions on a recall basis, with a reasonable degree of certainty without conducting a detailed manual records search. The "Optional Checklist" (Supplement A) described in IV. of the General Instructions may be used to facilitate data collection from the various parts of the reporter's organization.

Reporters who must file pursuant to this mandatory reporting requirement must complete Parts I and II of the form and all applicable schedules. The total amounts of transactions applicable to a particular schedule are to be entered in the appropriate column(s) on line 1 of the schedule. In addition, these amounts must be distributed below line 1 to the country(ies) involved in the transaction(s).

- 2. Voluntary reporting** – If, during the U.S. person's fiscal year, the U.S. person's total transactions (either sales or purchases) in any of the types of services listed in VII. of these General Instructions are \$1,000,000 or less, the U.S. person is requested to provide an estimate of the total for each type of service. Provision of this information is voluntary. The estimates may be judgmental, that is, based on recall, without conducting a detailed manual records search.

The total amounts of transactions applicable to a particular schedule are to be entered in the appropriate column(s) on line 32 of the schedule. (If information on the countries of the transactions is available, the transactions may instead be reported by country in the mandatory section; however, disaggregation by country is not required.) Reporters who elect to file pursuant to the voluntary reporting option must complete Parts I and II of the form.

- 3. Exemption** – A U.S. person receiving this form from BEA who is not required to report data in the mandatory section of any schedule, and who elects not to report data in the voluntary section of any schedule, must complete the "Person to Consult" and certification sections on page 1 and the exemption claim on page 3 of the form.

#### B. BE-20 definition of sales (receipts) or purchases (payments)

It should be noted that an item other than sales or purchases may be used as the measure of a given service for purposes of determining whether the threshold for mandatory reporting of the service is exceeded. Note that in several cases – advertising; telecommunications; performing arts, etc.; merchandising; miscellaneous disbursements (services numbered 15–21 in VII. of these General Instructions); and rights to natural resources (services numbered 13 and 14) – measures other than, or in addition to, sales or purchases of services should be used. See VII. of these General Instructions for an explanation of what measure should be applied in determining whether you are subject to the BE-20 survey's mandatory reporting requirements for a given service.

#### C. Clarification of coverage and special situations

- 1. Reporting period** – The reporting period is the U.S. Reporter's 2001 fiscal year (see definition in II.M. below).

- 2. Date of recording transactions** – Except for telecommunications services, transactions are to be reported on an accrual basis. Telecommunications transactions are to be reported on a settlements basis.

- 3. Withholding taxes** – Data should be reported gross of U.S. and foreign withholding taxes.

- 4. Services covered regardless of where performed** – Services sold to, or purchased from, unaffiliated foreign persons should be reported regardless of whether the services were performed in the United States or abroad.

- 5. Services bundled with goods or with other services and not separately valued** – When a sale or purchase consists of both goods and services, or of several services, that cannot be unbundled (i.e., the goods and/or services are not separately valued), it should be classified based on whichever accounts for a majority of the value or on the basis of the Reporter's customary practice.

- 6. Accounting for purchases** – Purchases of services should be included without regard to whether they are charged as an expense on the income statement, capitalized, or charged to inventories.

- 7. Partnerships** – A partnership is a business enterprise and must report if it has covered transactions. The report must be for, and the data and information must cover, the partnership as a whole, not just the activities of an individual partner.

- 8. Contractor reporting responsibility** – On all schedules, U.S. prime contractors are to report the full value of a transaction (contract) with an unaffiliated foreign person. U.S. subcontractors, including independent consultants, to a U.S. prime contractor are not to report their share of a contract with an unaffiliated foreign person.

- 9. Projects with U.S. Government nonmilitary agencies** – Report information on services that are provided abroad for U.S. Government nonmilitary agencies, such as the Agency for International Development and the United States Information Agency, or that are part of an aid or technical cooperation program of the Government with foreign persons. However, do not report services provided to the U.S. Department of Defense or any of its agencies, such as the Army Corps of Engineers. Also, do not report receipts for services on projects arranged through the Foreign Military Sales program of the Department of Defense.

- 10. International organizations** – Report transactions with international organizations, which, according to balance of payments conventions, are considered unaffiliated foreign persons even if they are headquartered in the United States. Enter the abbreviated designation, "Int'l Org.," as the name of the country the project is with.

- 11. Internet transactions** – Reporting requirements are determined by who the transactions are with and not by where the services are performed or the location of the buyer and seller at the time of the transaction. Thus, reportable transactions may include those conducted over the Internet or other networks.

#### D. Consolidation

If the U.S. Reporter is a corporation, Form BE-20 is required to cover reportable transactions for the fully consolidated U.S. domestic enterprise consisting of (i) the U.S. corporation whose voting securities are not owned more than 50 percent by another U.S. corporation, and, proceeding down each ownership chain from that U.S. corporation, (ii) any U.S. corporation (including a Foreign Sales Corporation located in the United States) whose voting securities are more than 50-percent owned by the U.S. corporation above it.

The fully consolidated U.S. domestic enterprise excludes foreign branches and other foreign affiliates.

Conditions may exist that would lead a U.S. corporation to exclude certain majority-owned (more than 50-percent owned) domestic subsidiaries from financial statements used in reports to shareholders. If such a subsidiary has covered transactions, it must file a report under its own name, and the subsidiary will be considered the U.S. Reporter for purposes of completing that form. The U.S. owner, however, is responsible for ensuring that the required Forms BE-20, both for itself and for the subsidiary, are filed with BEA on a timely basis. Such a subsidiary's filing deadline is the same as that of its U.S. owner.

## GENERAL INSTRUCTIONS – Continued

### II. DEFINITIONS

- A. Services** mean economic activities whose outputs are other than tangible goods. This term includes, but is not limited to, banking, other financial services, insurance, transportation, communications and data processing, retail and wholesale trade, advertising, accounting, construction, design, engineering, management consulting, real estate, professional services, entertainment, education, and health care.
- B. U.S. Reporter** is the U.S. person filing a report in this survey (see I.D. for further clarification).
- C. United States**, when used in a geographic sense, means the several States, the District of Columbia, the Commonwealth of Puerto Rico, and all territories and possessions of the United States.
- D. Foreign**, when used in a geographic sense, means that which is situated outside the United States or which belongs to or is characteristic of a country other than the United States.
- E. Person** means any individual, branch, partnership, associated group, association, estate, trust, corporation, or other organization (whether or not organized under the laws of any State), and any government (including a foreign government, the United States Government, a State or local government, and any agency, corporation, financial institution, or other entity or instrumentality thereof, including a government sponsored agency).
- 1. United States person** means any person resident in the United States or subject to the jurisdiction of the United States.
  - 2. Foreign person** means any person resident outside the United States or subject to the jurisdiction of a country other than the United States.
- F. Business enterprise** means any organization, association, branch or venture which exists for profitmaking purposes or to otherwise secure economic advantage, and any ownership of any real estate. (A business enterprise is a "person" within the definition in paragraph E above.)
- G. Direct investment** means the ownership or control, directly or indirectly, by one person of 10 per centum or more of the voting securities of an incorporated business enterprise or an equivalent interest in an unincorporated business enterprise.
- H. Parent** means a person of one country who, directly or indirectly, owns or controls 10 per centum or more of the voting stock of an incorporated business enterprise, or an equivalent ownership interest in an unincorporated business enterprise, which is located outside that country.
- 1. U.S. parent** means the U.S. person that has direct investment in a foreign business enterprise.
  - 2. Foreign parent** means the foreign person, or the first person outside the United States in a foreign chain of ownership, which has direct investment in a U.S. business enterprise, including a branch.
- I. Affiliated foreign group** means (i) the foreign parent, (ii) any foreign person, proceeding up the foreign parent's ownership chain, which owns more than 50 per centum of the person below it up to and including that person which is not owned more than 50 per centum by another foreign person, and (iii) any foreign person, proceeding down the ownership chain(s) of each of these members, which is owned more than 50 per centum by the person above it.
- J. Affiliate** means a business enterprise located in one country which is directly or indirectly owned or controlled by a person of another country to the extent of 10 per centum or more of its voting stock for an incorporated business or an equivalent interest for an unincorporated business, including a branch.
- 1. Foreign affiliate** means an affiliate located outside the United States in which a U.S. person has direct investment.
  - 2. U.S. affiliate** means an affiliate located in the United States in which a foreign person has direct investment.
- K. Affiliated foreign person** means, with respect to a given U.S. person, (i) a foreign affiliate of which the U.S. person is a U.S. parent, or (ii) the foreign parent or other member of the affiliated foreign group of which the U.S. person is a U.S. affiliate.

- L. Unaffiliated foreign person** means, with respect to a given U.S. person, any foreign person that is not an affiliated foreign person as defined in paragraph K above.
- M. 2001 fiscal year** is the U.S. Reporter's financial reporting year that has an ending date in calendar year 2001. For a person that does not have a financial reporting year, or does not have a financial reporting year ending in calendar year 2001, its 2001 fiscal year is deemed to be the same as calendar year 2001.
- N. Country** means, for purposes of this survey, the country of location of the foreign person with whom a transaction has occurred.

### III. GUIDELINES FOR CATEGORIZING ACTIVITIES

#### A. Distinguishing between unaffiliated and affiliated transactions

This survey covers U.S. persons' direct services transactions, both sales and purchases, with unaffiliated foreign persons – that is, with foreign persons that are neither the foreign affiliate nor the foreign parent of the U.S. person filing the report. For definitions of terms, see II. above.

Examples of reportable transactions are:

- 1.** A transaction between a U.S. person and an unaffiliated foreign person.
- 2.** A transaction between one U.S. person and another U.S. person's foreign affiliate. Such a transaction is reportable by the first U.S. person.
- 3.** A transaction between a U.S. parent of a foreign affiliate, or a U.S. affiliate of a foreign parent, and an unaffiliated foreign person (whether or not the latter is affiliated with other U.S. persons). Such a transaction is reportable by the U.S. parent or the U.S. affiliate.

Examples of transactions that are **not** reportable are:

- 1.** A transaction between a U.S. person (U.S. parent) and its foreign affiliate.
- 2.** A transaction between a U.S. person (U.S. affiliate) and its foreign parent or other member of the affiliated foreign group.
- 3.** A transaction between a U.S. person's foreign affiliate and another foreign person. Such a transaction is not reportable because it is a foreign-to-foreign transaction.
- 4.** A transaction between a U.S. person and another U.S. person (whether or not either or both parties are affiliated with foreign persons). Such a transaction is not reportable because it is a U.S.-to-U.S. transaction.

Transactions between U.S. parents and their foreign affiliates, and between foreign affiliates and other foreign persons, are already reportable in the surveys of U.S. direct investment abroad (BE-10, BE-11, and BE-577). Transactions between U.S. affiliates and their foreign parents or other members of their affiliated foreign groups are already reportable in the surveys of foreign direct investment in the United States (BE-12, BE-13, BE-15, BE-605, and BE-605 (BANK)).

#### B. Foreign activities of a U.S. person that do not constitute a foreign affiliate

Transactions with unaffiliated foreign persons by or through a foreign "activity" of a U.S. person that is not a foreign affiliate must be reported on the BE-20, if the activities are in covered types of services. Any of the services covered by this survey may also be provided at a foreign location through a foreign affiliate. Such transactions are not reportable in this survey. Before completing this survey, therefore, reporters must determine whether or not the services are conducted through a foreign activity that is not a foreign affiliate or through a foreign affiliate.

Although the definitions of direct investment and foreign affiliate in II. above, together with the discussion in III.A. above, should be sufficient to determine whether a given foreign activity is or is not a foreign affiliate, in a number of cases the determination may be difficult. Several factors to be considered are given below. If you still cannot determine if the activity or operation is an affiliate, call (202) 606-5588 for additional guidance. Also, if you think that an activity or operation currently reported as an affiliate is incorrect, please call and a determination of future reporting status will be made.

## GENERAL INSTRUCTIONS - Continued

### B. Foreign activities of a U.S. person that do not constitute a foreign affiliate - Continued

If a U.S. person's foreign activity or operation is incorporated abroad, it is a foreign affiliate.

If a U.S. person's foreign activity or operation is **not** incorporated abroad, its status is based on the weight of the evidence when the factors listed below are considered.

An unincorporated foreign activity or operation generally **would** be considered a foreign affiliate if it: (i) pays foreign income taxes; (ii) has a substantial physical presence abroad (e.g., plant and equipment or employees); (iii) maintains separate financial records that would permit the preparation of financial statements, including an income statement and balance sheet (not just a record of disbursements and receipts); (iv) takes title to the goods it sells and receives revenues therefrom; or (v) receives funds for its own account from customers for services it performs.

An unincorporated foreign activity or operation generally **would not** be considered a foreign affiliate if it: (i) conducts business abroad only for the U.S. person's account and not for its own account (e.g., sales promotion or public relations type of activities); (ii) has no separate financial statements; (iii) receives funds to cover its expenses only from the U.S. person; (iv) pays no foreign income taxes; and (v) has limited physical assets, or employees, permanently located abroad.

**Note** that a diverse group of activities that do not constitute foreign affiliates are covered by services numbered 15-21 in VII. of these General Instructions. For activities that are covered by these services, the respondent is asked to provide a breakdown by country of the total amount of the funding for these activities.

### C. U.S. activities of a foreign person that do not constitute a U.S. affiliate

Criteria for determining which U.S. activities do or do not constitute a U.S. affiliate of a foreign person are parallel to those in III.B. above.

### D. Determining who must report a transaction when an intermediary is involved

At times, transactions between a U.S. person and an unaffiliated foreign person may be arranged by, billed through, or otherwise facilitated by, an intermediary. The intermediary may be U.S. or foreign, and may be affiliated or unaffiliated with the U.S., or the foreign, person.

A determination of who a sale is to, or who a purchase is from, shall be made on the basis of who the U.S. person considers itself to have a claim on for payment, in the case of a sale, or who it has a liability to, in the case of a purchase. For a sale, if the U.S. person looks to the unaffiliated foreign person for payment, then the transaction is between the U.S. person and unaffiliated foreign person, and is to be reported by the U.S. person. If the U.S. person looks to the intermediary for payment, and the intermediary, in turn, looks to the foreign person for payment, then whether either transaction is reportable, and who it is to be reported by, depends on the location of the intermediary and the relationship between the U.S. person and the intermediary.

If the intermediary is a foreign person, then the U.S. person would report the transaction, provided the intermediary is not affiliated with the U.S. person. (If they are affiliated, then the transaction is not reportable in this survey.)

If the intermediary is a U.S. person, then the initial transaction between the original U.S. person and the intermediary is U.S.-to-U.S. and not reportable in the survey. However, the intermediary must report the transaction with the foreign person, provided the intermediary is not affiliated with the foreign person. (If they are affiliated, then the transaction is not reportable in this survey.)

The reportability of a purchase would be determined in a similar manner.

### IV. OPTIONAL CHECKLIST OF SERVICES TRANSACTIONS BETWEEN COMPANY UNIT AND UNAFFILIATED FOREIGN PERSONS

For the convenience of reporters, an "Optional Checklist" is provided in Supplement A, to help diversified companies determine, without a records search, whether or not the "parts" or units of the company had reportable services transactions, either sales or purchases, with unaffiliated foreign persons in 2001.

If, for any sales or purchases category, a "part" or unit of the company answers "Yes" to the question of whether it had a transaction in a particular type of service, that "part" or unit must be included in the company's report under the survey's mandatory reporting requirement if the U.S. Reporter's total transactions in that service exceed \$1,000,000. (See I.A.1. of these General Instructions.) Even if the U.S. Reporter's total transactions are \$1,000,000 or less, a "Yes" answer to the question of whether the "part" or unit had any transactions can be used to help determine if the transactions of that "part" or unit should be included in the company's report on a voluntary basis. (See I.A.2. of these General Instructions.)

Companies should reproduce the checklist for distribution to their "parts" or units if they decide to use it in preparing their reports. The checklist is optional; it is for the internal use of reporters only and should not be returned to BEA with Form BE-20.

Some companies may find it advantageous to adapt the "Optional Checklist" to accommodate their own particular corporate structure or data collection procedures.

### V. RELATED FORMS

Persons receiving this form should be aware of ten other forms on services that are required to be filed on a mandatory basis with BEA (see 15 CFR, Part 801, Sections 9(b) and 9(c)).

**BE-22** Annual Survey of Selected Services Transactions with Unaffiliated Foreign Persons

**BE-29** Foreign Ocean Carriers' Expenses in the United States

**BE-30** Ocean Freight Revenues and Foreign Expenses of United States Carriers

**BE-36** Foreign Airline Operators' Revenues and Expenses in the United States

**BE-37** U.S. Airline Operators' Foreign Revenues and Expenses

**BE-47** Annual Survey of Construction, Engineering, Architectural, and Mining Services Provided by U.S. Firms to Unaffiliated Foreign Persons

**BE-48** Annual Survey of Reinsurance and Other Insurance Transactions by U.S. Insurance Companies with Foreign Persons

**BE-80** Benchmark Survey of Financial Services Transactions Between U.S. Financial Services Providers and Unaffiliated Foreign Persons

**BE-82** Annual Survey of Financial Services Transactions Between U.S. Financial Services Providers and Unaffiliated Foreign Persons

**BE-93** Annual Survey of Royalties, License Fees, and Other Receipts and Payments for Intangible Rights Between U.S. and Unaffiliated Foreign Persons

The types of transactions reportable on those forms are not covered by this survey. To receive a copy of forms BE-29, BE-30, BE-36, and BE-37, telephone BEA at (202) 606-9559. To receive a copy of forms BE-22, BE-47, BE-48, BE-80, BE-82, and BE-93, telephone BEA at (202) 606-5588.

### VI. REPORTING PROCEDURES

**A. Due date** - A completed BE-20 report, consisting of Parts I and II and, as appropriate, either the applicable Schedule(s) or an exemption claim, is due on March 31, 2002.

**B. Extension** - Requests for an extension of the reporting deadline will not normally be granted. However, in a hardship case, a written request for an extension will be considered provided it is received at least 15 days before the due date of the report and enumerates substantive reasons necessitating the extension. BEA will provide a written response to such a request.

**C. For assistance or additional copies of the forms** - Telephone (202) 606-5588 between 8:30 a.m. and 5:00 p.m., eastern time, or fax your request to (202) 606-5318.

**D. Original and file copies** - A single original copy of each form or schedule must be filed with BEA. Please use the copy with the address label if such a labeled copy has been provided. In addition, each U.S. Reporter must retain a copy of its report to facilitate resolution of problems; these copies should be retained by the U.S. Reporter for a period of not less than 3 years beyond the form's original due date.

## GENERAL INSTRUCTIONS – Continued

### VI. REPORTING PROCEDURES – Continued

#### E. Where to send report

Send reports filed by mail through the U.S. Postal Service to:

U.S. Department of Commerce  
Bureau of Economic Analysis  
BE-50(SSB)  
Washington, DC 20230

Address report filed by direct private express delivery to:

U.S. Department of Commerce  
Bureau of Economic Analysis BE-50(SSB)  
Shipping and Receiving Section M-100  
1441 L Street, NW  
Washington, DC 20005

- F. Estimates** – If actual figures are not available, report estimates and labeled them as such. When data items cannot be fully subdivided as required, report totals and an estimated breakdown of the totals.

Fees, and Other Receipts and Payments for Intangible Rights Between U.S. and Unaffiliated Foreign Persons.

- (c) Prepackaged computer software physically shipped to or from the United States and reported on the import or export declaration filed with the U.S. Customs Service.

- 3. Data base and other information services** (Report receipts on Schedule E and payments on Schedule B): Business and economic data base services, including business news, stock quotation, and financial information services; medical, legal, technical, demographic, bibliographic, and similar data base services; general news services, such as those purchased from a news syndicate; direct non-bulk subscriptions (including online) to newspapers and periodicals; and other information services, including reservation systems and credit reporting and authorization systems. For airline reservation systems, includes booking fees from foreign carriers for the use of your reservation system, whether accessed directly or by a U.S. or foreign travel agent.

- 4. Telecommunications services** (Report receipts and payments on Schedule F): Includes services of the following types: (1) Message telephone services, (2) private leased channel services; (3) telex, telegram, and other jointly-provided (basic) services; (4) value-added (enhanced) services; and (5) telecommunications support services. Report receipts in Part I of Schedule F, and report payouts in Part II of Schedule F.

- 5. Research, development, and testing services** (Report receipts on Schedule A and payments on Schedule B): Commercial and noncommercial research, product development services, and testing services. Include fees for the conduct of experiments or performance of research and development activities aboard spacecraft. Excludes medical and dental laboratory services.

- 6. Management, consulting, and public relations services** (Report receipts on Schedule A and payments on Schedule B): Management services, except management of health care facilities (report under service number 35); consulting services, except consulting engineering services related to actual or proposed construction or mining services projects (report purchases under service number 25, and report sales on BEA Form BE-47 – see V. of these General Instructions) and computer consulting (report under service number 2); and public relations services, except those that are an integral part of an advertising campaign (report under service number 1). Report management and consulting services related to environmental services under service number 33. Excludes management and operation of a business where the operating staff as well as management is provided. (Generally, such operations would be deemed to constitute a U.S. affiliate to be reported on BEA's direct investment surveys rather than on this survey.)

- 7. Accounting, auditing, and bookkeeping services** (Report receipts on Schedule A and payments on Schedule B): Excludes data processing and tabulating services (report under service number 2).

- 8. Legal services** (Report receipts on Schedule A and payments on Schedule B): Legal advice or other legal services.

- 9. Educational and training services** (Report receipts on Schedule A and payments on Schedule B): Educational or training services provided on a contract or fee basis. Includes tuition and fees charged when the institutions provide the educational service through distance learning technologies using the Internet. Excludes tuition and fees charged to U.S. and foreign persons by educational institutions when the student travels to the institution for study. Also excludes training done by a manufacturer in connection with a sale of a good.

- 10. Industrial engineering services** (Report receipts on Schedule A and payments on Schedule B): Engineering services related to the design of movable products, including product design services. Excludes engineering and architectural services that relate to immovable products, such as those that relate to actual or proposed construction or mining services projects (report purchases under service number 25, and report sales on BEA Form BE-47 – see V. of these General Instructions). Excludes computer systems engineering (reportable under service number 2). Includes, however, services performed with the assistance of computers, such as computer-assisted design work.

### VII. SERVICES COVERED

The following types of services are covered by this survey:

- 1. Advertising services** (Report receipts on Schedule A and payments on Schedule B): Preparation of advertising and placement of such advertising in media, including charges for media space and time. Include advertising banners on web pages. An advertising agency selling such services should report **gross billings** to unaffiliated foreigners. Sales by media companies (e.g., broadcasters, publishers, etc.) that are arranged through U.S. advertising agencies are presumed to be reflected in billings of the advertising agencies; thus, in order to avoid duplication, they should not be reported by the media suppliers. U.S. advertising agencies should report only direct transactions with unaffiliated foreign clients. Exclude transactions that are with the U.S. affiliates of foreign clients, rather than directly with foreign clients; such transactions are considered domestic (U.S.-to-U.S.) and are, therefore, outside the scope of this survey. Exclude charges for services other than advertising, such as public relations services or market research not directly associated with an advertising campaign. Such services should be reported under service number 6. U.S. media companies should report only direct sales of advertising services to unaffiliated foreign persons; they should not report advertising arranged by U.S. advertising agencies, including U.S. affiliates of foreign advertising agencies.

Under **purchases** of advertising services, U.S. Reporters that are advertising agencies should report only funds paid to foreign advertising agencies and media companies on behalf of its clients. U.S. Reporters other than advertising agencies should report only purchases made directly from foreign advertising agencies and media companies. Do not report purchases made through a U.S. advertising agency. Also, do not report purchases made through the U.S. office of a foreign advertising agency if your payment is made to the U.S. office.

Include the value of reciprocal exchanges; i.e., transactions involving barter. On Schedule A, value your sales to the foreign participant in the reciprocal exchange at market rates, not at the actual cost of performing the services. On Schedule B, value your purchases from the foreign participant at the same amount as the sales reported on Schedule A.

- 2. Computer and data processing services** (Report receipts and payments on Schedule D): Data entry, processing (both batch and remote), and tabulation; computer systems analysis, design, and engineering; custom software and programming services (including web site design); integrated hardware/software systems; and other computer services (e.g., timesharing, maintenance, web site management, and repair). Exclude the following:

- (a) Operational leasing of computer and data processing equipment – report under service 29, Operational leasing.
- (b) Rights to use, distribute, or reproduce general use software – report on Form BE-93, Annual Survey of Royalties, License

## GENERAL INSTRUCTIONS – Continued

### VI. REPORTING PROCEDURES – Continued

**11. Industrial-type maintenance, installation, alteration, and training services** (Report receipts on Schedule A and payments on Schedule B): Maintenance services primarily to machinery and equipment. May also include small maintenance work on buildings, structures, dams, highways, etc., but only to the extent that the work is not reportable under service number 24. Would include such services as the periodic overhaul of turbines, the extinguishment of natural gas well fires, and refinery maintenance. Excludes computer maintenance and repair (report under service number 2). Installation and training services include only installation, startup, and training services provided by a manufacturer in connection with the sale of a good. Do not include such services where the cost is included in the price of the goods and not separately billed, or is declared as a part of the price of the goods on the import or export declaration filed with the U.S. Customs Service; however, services provided at a price over and above that entered on the declaration should be included. These services would be reported elsewhere if not received in connection with the purchase of goods. For example, installation of machinery and equipment is normally considered a construction activity, and training personnel in the use of new machinery would ordinarily be reported as an educational or training service.

**12. Performing arts, sports, and other live performances, presentations, and events** (Report receipts on Schedule A and payments on Schedule B): Fees received (net of allowances for foreign expenses) or paid (net of allowances for U.S. expenses) for performing arts, sports, etc. To be reported by (a) U.S. management companies, booking agents, promoters, and presenters who received funds from or paid funds to foreign persons, for performances and events, and (b) U.S. performers who received funds directly from a foreign person rather than through a U.S. management company or similar entity. (As used here, "performers" means entertainers, sports teams, orchestras, dance companies, lecturers, and similar persons or performing groups.)

**13. Sale or purchase of rights to natural resources, and lease bonus payments** (Report receipts on Schedule A and payments on Schedule B): Receipts from the sale of, or payments for the acquisition of, rights to natural resources located in the United States and abroad, and lease bonus payments. Excludes sales or purchases of rights to surface land.

**14. Use or lease of rights to natural resources, excluding lease bonus payments** (Report receipts on Schedule A and payments on Schedule B): Receipts or payments for the use of rights to natural resources located in the United States and abroad, including oil or mining production royalties. Excludes lease bonus payments (report under service number 13) and sales or purchases of rights to surface land.

**Note for services numbered 15–21:** Where a set of related expenditures was made in several countries, but your recordkeeping does not permit a precise allocation of expenses among individual countries, estimates are acceptable. If no basis for such estimates exists, then it is permissible to record the expenditures against the country in which the activities were centered or headquartered. For example, a news correspondent may conduct news-gathering activities in several countries. Although it would be preferable to report news-gathering expenses in each of the several countries, all of the expenses may, if necessary, be recorded against the country where the foreign news bureau is headquartered, or where the correspondent had the largest outlays.

**15. Disbursements to fund news-gathering costs of broadcasters** (Report receipts on Schedule A and payments on Schedule B): U.S. broadcasters' outlays to fund operations of their foreign news bureaus and for support of correspondents in foreign countries, and foreign broadcasters' outlays to fund operations of their U.S. news bureaus and for support of correspondents in the United States. (See note above.)

**16. Disbursements to fund news-gathering costs of print media** (Report receipts on Schedule A and payments on Schedule B): Outlays by U.S. newspapers, news syndicates, and news magazines for the operation of their foreign news bureaus, and outlays by foreign newspapers, news syndicates, and news magazines for the operation of their U.S. news bureaus. (See note above service number 15.)

**17. Disbursements to fund production costs of motion pictures** (Report receipts on Schedule A and payments on

Schedule B): Foreign production costs of U.S. motion picture companies, and U.S. production costs of foreign motion picture companies. (See note above service number 15.)

**18. Disbursements to fund production costs of broadcast program material other than news** (Report receipts on Schedule A and payments on Schedule B): Foreign production costs of U.S. companies engaged in the production of broadcast material other than news, and U.S. production costs of foreign companies engaged in the production of broadcast material other than news. Includes disbursements to fund the production and/or the broadcast of such programs; for example, includes both the disbursements for broadcasting professional or amateur athletic sporting events, and the disbursements for production of the events themselves. (See note above service number 15.)

**19. Disbursements to maintain government tourism and business promotion offices** (Report receipts on Schedule A and payments on Schedule B): Funding to maintain State tourism and business promotion offices located abroad, and funding to maintain foreign government sponsored tourism and business promotion offices located in the United States. (See note above service number 15.)

**20. Disbursements for sales promotion and representation** (Report receipts on Schedule A and payments on Schedule B): Funding to maintain sales promotion and representative offices. Sales promotion offices typically have few assets other than office furniture; to the extent that their employees are compensated by commissions, the commissions arise only from sales or business that the employees generate for their U.S. or foreign parents; they do not produce revenue, other than funds from their parents to cover their expenses; and they are engaged only in sales promotion, representational, public-relations-type activities, or the gathering of market information, on behalf of their parents. If an office produces revenues for its own account from goods or services it provides to unaffiliated persons, then it is considered a U.S. or foreign affiliate and is subject to the reporting requirements for BEA's direct investment surveys. (See note above service number 15.)

**21. Disbursements to participate in foreign trade shows** (Report payments/expenditures on Schedule B; receipts are not reportable): Foreign expenses incurred by U.S. persons participating in foreign trade shows. (See note above service number 15.)

**Note for services numbered 22–23:** When you report either service number 22 or 23, also report the other service. If there are transactions in one of these services but not in the other, enter "N/A" in the appropriate column of Schedule B, line 1 or 32.

**22. Premiums paid on primary insurance** (Report payments of premiums on Schedule B; do not report receipts of premiums): Premiums (net of cancellations) paid to unaffiliated foreign insurance carriers for primary insurance. Excludes reinsurance transactions. A U.S. Reporter should not report direct transactions with a foreign insurance company that is its foreign affiliate; such transactions are to be reported on direct investment survey BE-577. A U.S. Reporter should, however, report direct transactions with a foreign insurance company that is an affiliate of another U.S. company, as the U.S. Reporter and the foreign insurance company are unaffiliated. (See note above.)

**23. Losses recovered on primary insurance** (Report the recovery of losses on purchases of primary insurance as a positive amount on Schedule B; payments of losses by U.S. insurance companies are covered on BEA Form BE-48, and should not be reported on this BE-20 form): Losses recovered on insurance purchased from unaffiliated foreign insurance carriers. (See note above service number 22.)

**24. Construction services** (Report purchases on schedule B; sales are covered on BEA Form BE-47, and should not be reported on this BE-20 Form): Includes purchases of the following type of services: Services of general contractors in the fields of building and heavy construction; construction work by special trade contractors, such as the erection of structural steel for bridges and buildings and on-site electrical work. Includes services purchased in connection with proposed projects (e.g., feasibility studies) as well as projects that are actually being carried out.



## GENERAL INSTRUCTIONS – Continued

### VII. SERVICES COVERED – Continued

- 25. Engineering, architectural, and surveying services** (Report purchases on Schedule B; sales are covered on BEA Form BE-47, and should not be reported on this BE-20 form): Includes purchases of architectural, engineering, and land-surveying services. Includes those engineering services purchased in conjunction with construction and mining services projects; industrial engineering services, such as product design services, should be reported under services number 10. Includes services purchased in connection with proposed projects (e.g., feasibility studies) as well as projects that are actually being carried out.
- 26. Mining services** (Report purchases on Schedule B; sales are covered on BEA Form BE-47, and should not be reported on this BE-20 form): Includes drilling wells for oil or gas field operations; exploration, including prospecting and taking ore samples; grading and building foundations at well locations; well surveying; and making geological observations. Includes services purchased in connection with proposed projects (e.g., feasibility studies) as well as projects that are actually being carried out.
- 27. Merchanting services** (Report sales/receipts on Schedule A; purchases/payments are not reportable): For this service, only the value of merchanting services for all foreign countries combined (i.e., the global total for all foreign merchanting services) must be reported; data by individual foreign country may be reported voluntarily.
- The value of merchanting services is equal to the **difference** between your cost for, and the resale price of, goods (such as crude oil, grain, and other commodities) that are both purchased and resold abroad; that is, the goods are neither imported to, nor exported from, the United States, and they do not undergo significant processing during the time between when they are purchased and resold. Without regard to whether you initially purchased the goods from an affiliated or unaffiliated foreign person, report data only for those transactions where you resold goods to an unaffiliated foreign person (i.e., a person who is neither your foreign affiliate nor a member of your foreign parent group). The data that are voluntarily reported by individual foreign country should be reported according to the individual foreign countries to which the goods were resold (and not the foreign countries from which the goods were purchased).
- 28. Financial services** (Report purchases on Schedule C; sales are covered on BEA Form BE-82, and should not be reported on this BE-20 form): Purchases from foreigners of financial services by U.S. firms, or domestic subsidiaries of U.S. firms, that are **not** financial services intermediaries or providers. Includes credit-related fees, fees on securities transactions, and fees for other financial services. See Schedule C for a more detailed description of the types of transactions that are covered.
- 29. Operational leasing services** (Report receipts on Schedule G and payments on Schedule B): Rentals for computer and data processing equipment; transportation equipment (such as ships, aircraft, railway cars, containers, rigs, automobile fleets, etc.) **without** crew or operators (if crew or operators are also provided, the fee is considered to be for transportation services, which are not reportable on the BE-20 but may be reportable on other BEA forms – see V. of these General Instructions); and all other machinery and equipment. This category excludes rentals under leases that have been capitalized (capital leases), and rentals of any items other than machinery and equipment. (For example, it excludes rentals of office buildings and other real estate, film rentals, and employee leasing.)
- 30. Other private services** (Report receipts on Schedule A and payments on Schedule B): Report transactions in the following types of services: Language translation services, salvage services, security services, collection services, satellite photography and remote sensing/satellite imagery services, space transport (includes satellite launches, transport of goods and people for scientific experiments, and space passenger transport), and transcription services. This category excludes transactions in services not on this list. When reporting data under this service number, also identify the specific type of service from the list above accounting for the largest share of the reported total.
- 31. Other trade-related services** (Report receipts on Schedule A and payments on Schedule B): Auction services (including online), transactions fees for business to business (B2B) exchanges conducted over the Internet, and commissions or "finders fees" to unaffiliated (independent) sales agents.
- 32. Auxiliary insurance services** (Report receipts on Schedule A and payments on Schedule B): Agent's commissions, insurance brokering and agency services, insurance consulting services, evaluation and adjustment services, actuarial services, salvage administration services, and regulatory and monitoring services on indemnities and recovery services.
- 33. Waste treatment and depollution services** (Report receipts on Schedule A and payments on Schedule B): Treatment of radioactive and other waste, stripping of contaminated soil, cleaning up of pollution including spills, restoration of mining sites, and de-contamination and sanitation services. Includes all other services that relate to the cleaning or restoring of the environment.
- 34. Agricultural services** (Report receipts on Schedule A and payments on Schedule B): Soil preparation services, crop services, veterinary and other animal services, farm labor and management services, and landscape and horticultural services.
- 35. Management of health care facilities** (Report receipts on Schedule A and payments on Schedule B): Management of hospitals, nursing homes, and other health care facilities. However, if both operating staff and management are provided, the activity generally should be reported on BEA's direct investment surveys rather than on this survey.
- 36. Mailing, reproduction, and commercial art** (Report receipts on Schedule A and payments on Schedule B): Direct mail advertising services; mailing services, such as remailing services in connection with direct mail advertising; commercial photography, art, and graphic services; address list compilation; and stenographic services.
- 37. Employment agencies and temporary help supply services** (Report receipts on Schedule A and payments on Schedule B): Employment services and provision of temporary help and personnel to perform services on a contract or fee basis. Where workers are carried on the payroll of the agency, includes amounts received or paid for the compensation of workers as well as agency fees.

**SCHEDULE A — SALES OF SELECTED SERVICES TO UNAFFILIATED FOREIGN PERSONS BY U.S. REPORTER**

- Section A is **required** to be completed for a given type of service or activity if your total sales to foreign persons of that service, or your total receipts from foreign persons for that activity, exceed \$1,000,000.
- Section B is **requested** to be completed for a given type of service or activity if your total sales to foreign persons of that service, or your total receipts from foreign persons for that activity, are \$1,000,000 or less.

**NOTE** – In determining exemption, except for transactions in rights to natural resources, the \$1,000,000 threshold should be separately applied to each of the services listed below. For transactions in rights to natural resources, the \$1,000,000 threshold should be applied to the sum of services numbered 13 and 14.

Enter the number associated with the service, instead of the complete title of the service, in the column heading on Schedule A. See VII. of the General Instructions for complete descriptions of the services covered.

It should be noted that sales of computer and data processing services are reported on Schedule D, sales of data base and other information services are reported on Schedule E, sales (and purchases) of telecommunications services are reported on Schedule F, and sales of operational leasing services are reported on Schedule G.

Service number	Service
1	Advertising services
5	Research, development, and testing services
6	Management, consulting, and public relations services
7	Accounting, auditing, and bookkeeping services
8	Legal services
9	Educational and training services
10	Industrial engineering services
11	Industrial-type maintenance, installation, alteration, and training services
12	Performing arts, sports, and other live performances, presentations, and events
13	Sale or purchase or rights to natural resources, and lease bonus payments
14	Use or lease of rights to natural resources, excluding lease bonus payments
15	Disbursements to fund news-gathering costs of broadcasters
16	Disbursements to fund news-gathering costs of print media
17	Disbursements to fund production costs of motion pictures
18	Disbursements to fund production costs of broadcast program material other than news
19	Disbursements to maintain government tourism and business promotion offices
20	Disbursements for sales promotion and representation
27	Merchanting services
30	Other private services*
31	Other trade-related services
32	Auxiliary insurance services
33	Waste treatment and depollution services
34	Agricultural services
35	Management of health care facilities
36	Mailing, reproduction and commercial art
37	Employment agencies and temporary help supply
<p>*Other private services (service number 30) – Enter the total amount of fees you received for the sales of all the following services combined: Language translation services, salvage services, security services, collection services, satellite photography and remote sensing/satellite imagery services, space transport, and transcription services. If you are subject to the survey’s mandatory reporting requirement and you reported data under this service, identify from the services listed the one that accounts for the largest share of the data reported. ↴</p>	

**SCHEDULE A — SALES OF SELECTED SERVICES TO UNAFFILIATED FOREIGN PERSONS BY U.S. REPORTER**  
**BE-20, BENCHMARK SURVEY OF SELECTED SERVICES TRANSACTIONS WITH UNAFFILIATED FOREIGN PERSONS — 2001**

RECEIPTS FROM	BEA USE ONLY		REPORT IN THOUSANDS OF U.S. DOLLARS					
	Service number:	Service number:	Service number:	Service number:	Service number:	Service number:		
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
<b>Section A - MANDATORY</b> A1000	1	2	3	4	5	6	7	8
<b>Complete if total sales of the given type of service exceed \$1,000,000.</b>								
<b>1. All countries, total</b> → 001	1	2	3	4	5	6	7	8
<b>2. Australia</b> 002	1	2	3	4	5	6	7	8
<b>3. Belgium</b> 003	1	2	3	4	5	6	7	8
<b>4. Brazil</b> 004	1	2	3	4	5	6	7	8
<b>5. Canada</b> 005	1	2	3	4	5	6	7	8
<b>6. France</b> 006	1	2	3	4	5	6	7	8
<b>7. Germany</b> 007	1	2	3	4	5	6	7	8
<b>8. Hong Kong</b> 008	1	2	3	4	5	6	7	8
<b>9. Israel</b> 009	1	2	3	4	5	6	7	8
<b>10. Italy</b> 010	1	2	3	4	5	6	7	8
<b>11. Japan</b> 011	1	2	3	4	5	6	7	8
<b>12. Luxembourg</b> 012	1	2	3	4	5	6	7	8
<b>13. Mexico</b> 013	1	2	3	4	5	6	7	8
<b>14. Netherlands</b> 014	1	2	3	4	5	6	7	8
<b>15. Philippines</b> 015	1	2	3	4	5	6	7	8
<b>16. Saudi Arabia</b> 016	1	2	3	4	5	6	7	8
<b>17. South Korea</b> 017	1	2	3	4	5	6	7	8
<b>18. Spain</b> 018	1	2	3	4	5	6	7	8
<b>19. Sweden</b> 019	1	2	3	4	5	6	7	8
<b>20. Switzerland</b> 020	1	2	3	4	5	6	7	8
<b>21. Taiwan</b> 021	1	2	3	4	5	6	7	8
<b>22. United Kingdom</b> 022	1	2	3	4	5	6	7	8
<b>23. Venezuela</b> 023	1	2	3	4	5	6	7	8
<b>Other — Specify</b> (Use additional copied sheets as necessary)	1	2	3	4	5	6	7	8
<b>24.</b> 024								
<b>25.</b> 025	1	2	3	4	5	6	7	8
<b>26.</b> 026	1	2	3	4	5	6	7	8
<b>27.</b> 027	1	2	3	4	5	6	7	8
<b>28.</b> 028	1	2	3	4	5	6	7	8
<b>29.</b> 029	1	2	3	4	5	6	7	8
<b>30.</b> 030	1	2	3	4	5	6	7	8
<b>31.</b> 031	1	2	3	4	5	6	7	8
<b>Section B - VOLUNTARY</b>								
<b>Complete if total sales of the given type of service are \$1,000,000 or less.</b>								
<b>32. All countries, total</b> → 032	1	2	3	4	5	6	7	8
<b>BEA USE ONLY</b> 033	1	2	3	4	5	6	7	8

**NOTE** - If total (cross-border) sales of a given type of service exceed \$1,000,000, you must complete the MANDATORY section above, and line 32 must be left blank.

**SCHEDULE B – PURCHASES OF SELECTED SERVICES FROM  
UNAFFILIATED FOREIGN PERSONS BY U.S. REPORTER**

- Section A is **required** to be completed for a given type of service or activity if your total purchases of that service, or outlays for that activity, exceed \$1,000,000.
- Section B is **requested** to be completed for a given type of service or activity if your total purchases of that service, or outlays for that activity, are \$1,000,000 or less.

**NOTE** – In determining exemption, except for transactions in rights to natural resources, the \$1,000,000 threshold should be separately applied to each of the services listed below. For transactions in rights to natural resources, the \$1,000,000 threshold should be applied to the sum of services numbered 13 and 14. For purchases of primary insurance, for which premiums paid and losses recovered are required to be reported in separate columns, both premiums paid and losses recovered (services numbered 22 and 23) must be reported if either premiums paid or losses recovered exceed \$1,000,000. If there are transactions in one of these services but not in the other, enter "N/A" in the appropriate column of this schedule, line 1 or 32.

Enter the number associated with the service, instead of the complete title of the service, in the column heading on Schedule B. See VII. of the General Instructions for complete descriptions of the services covered.

It should be noted that purchases of financial services are reported on Schedule C, and that purchases of telecommunications services are reported on Schedule G.

Service number	Service
<b>1</b>	Advertising services
<b>3</b>	Data base and other information services
<b>5</b>	Research, development, and testing services
<b>6</b>	Management, consulting, and public relations services
<b>7</b>	Accounting, auditing, and bookkeeping services
<b>8</b>	Legal services
<b>9</b>	Educational and training services
<b>10</b>	Industrial engineering services
<b>11</b>	Industrial-type maintenance, installation, alteration, and training services
<b>12</b>	Performing arts, sports, and other live performances, presentations, and events
<b>13</b>	Sale or purchase of rights to natural resources, and lease bonus payments
<b>14</b>	Use or lease of rights to natural resources, excluding lease bonus payments
<b>15</b>	Disbursements to fund news-gathering costs of broadcasters
<b>16</b>	Disbursements to fund news-gathering costs of print media
<b>17</b>	Disbursements to fund production costs of motion pictures
<b>18</b>	Disbursements to fund production costs of broadcast program material other than news
<b>19</b>	Disbursements to maintain government tourism and business promotion offices
<b>20</b>	Disbursements for sales promotion and representation
<b>21</b>	Disbursements to participate in foreign trade shows
<b>22</b>	Premiums paid on primary insurance
<b>23</b>	Losses recovered on primary insurance
<b>24</b>	Construction services
<b>25</b>	Engineering, architectural, and surveying services
<b>26</b>	Mining services
<b>29</b>	Operational leasing services
<b>30</b>	Other private services*
<b>31</b>	Other trade-related services
<b>32</b>	Auxiliary insurance services
<b>33</b>	Waste treatment and depollution services
<b>34</b>	Agricultural services
<b>35</b>	Management of health care facilities
<b>36</b>	Mailing, reproduction and commercial art
<b>37</b>	Employment agencies and temporary help supply
<p>*Other private services (service number 30) – Enter the total amount of fees you received for the sales of all the following services combined: Language translation services, salvage services, security services, collection services, satellite photography and remote sensing/satellite imagery services, space transport, and transcription services. If you are subject to the survey's mandatory reporting requirement and you reported data under this service, identify from the services listed the one that accounts for the largest share of the data reported. ↗</p>	

**SCHEDULE B — PURCHASES OF SELECTED SERVICES FROM UNAFFILIATED FOREIGN PERSONS BY U.S. REPORTER**  
**BE-20, BENCHMARK SURVEY OF SELECTED SERVICES TRANSACTIONS WITH UNAFFILIATED FOREIGN PERSONS — 2001**

PAYMENTS TO	BEA USE ONLY		REPORT IN THOUSANDS OF U.S. DOLLARS					
	(1)	(2)	Service number:	Service number:	Service number:	Service number:	Service number:	Service number:
			(3)	(4)	(5)	(6)	(7)	(8)
<b>Section A - MANDATORY</b> B1000	1	2	3	4	5	6	7	8
<b>Complete if total purchases of the given type of service exceed \$1,000,000.</b>								
<b>1. All countries, total</b> → 001	1	2	3	4	5	6	7	8
<b>2. Australia</b> 002	1	2	3	4	5	6	7	8
<b>3. Belgium</b> 003	1	2	3	4	5	6	7	8
<b>4. Brazil</b> 004	1	2	3	4	5	6	7	8
<b>5. Canada</b> 005	1	2	3	4	5	6	7	8
<b>6. France</b> 006	1	2	3	4	5	6	7	8
<b>7. Germany</b> 007	1	2	3	4	5	6	7	8
<b>8. Hong Kong</b> 008	1	2	3	4	5	6	7	8
<b>9. Israel</b> 009	1	2	3	4	5	6	7	8
<b>10. Italy</b> 010	1	2	3	4	5	6	7	8
<b>11. Japan</b> 011	1	2	3	4	5	6	7	8
<b>12. Luxembourg</b> 012	1	2	3	4	5	6	7	8
<b>13. Mexico</b> 013	1	2	3	4	5	6	7	8
<b>14. Netherlands</b> 014	1	2	3	4	5	6	7	8
<b>15. Philippines</b> 015	1	2	3	4	5	6	7	8
<b>16. Saudi Arabia</b> 016	1	2	3	4	5	6	7	8
<b>17. South Korea</b> 017	1	2	3	4	5	6	7	8
<b>18. Spain</b> 018	1	2	3	4	5	6	7	8
<b>19. Sweden</b> 019	1	2	3	4	5	6	7	8
<b>20. Switzerland</b> 020	1	2	3	4	5	6	7	8
<b>21. Taiwan</b> 021	1	2	3	4	5	6	7	8
<b>22. United Kingdom</b> 022	1	2	3	4	5	6	7	8
<b>23. Venezuela</b> 023	1	2	3	4	5	6	7	8
<b>Other — Specify</b> <i>(Use additional copied sheets as necessary)</i>								
<b>24.</b> 024	1	2	3	4	5	6	7	8
<b>25.</b> 025	1	2	3	4	5	6	7	8
<b>26.</b> 026	1	2	3	4	5	6	7	8
<b>27.</b> 027	1	2	3	4	5	6	7	8
<b>28.</b> 028	1	2	3	4	5	6	7	8
<b>29.</b> 029	1	2	3	4	5	6	7	8
<b>30.</b> 030	1	2	3	4	5	6	7	8
<b>31.</b> 031	1	2	3	4	5	6	7	8
<b>Section B - VOLUNTARY</b>								
<b>Complete if total purchases of the given type of service are \$1,000,000 or less.</b>								
<b>32. All countries, total</b> → 032	1	2	3	4	5	6	7	8
<b>BEA USE ONLY</b> 033	1	2	3	4	5	6	7	8

**NOTE** - If total (cross-border) purchases of a given type of service exceed \$1,000,000, you must complete the MANDATORY section above, and line 32 must be left blank.

**SCHEDULE C – PURCHASES OF FINANCIAL SERVICES FROM  
UNAFFILIATED FOREIGN PERSONS BY U.S. REPORTER**  
**BE-20, BENCHMARK SURVEY OF SELECTED SERVICES  
TRANSACTIONS WITH UNAFFILIATED FOREIGN PERSONS — 2001**

- Section A is **required** to be completed if your total purchases of financial services exceed \$1,000,000.
- Section B is **requested** to be completed if your total purchases of financial services are \$1,000,000 or less.

This schedule covers direct **purchases** from foreigners of financial services by U.S. firms that are **not** financial services intermediaries or providers. For example, financial services purchased directly from foreigners by a U.S. manufacturing firm are covered, but services purchased by a U.S. bank or other U.S. financial services intermediary or provider are not covered.

For a consolidated U.S. enterprise that is comprised of both financial and nonfinancial subsidiaries, this schedule pertains **only** to transactions of the subsidiaries that are not financial services intermediaries or providers. Thus, for example, an auto manufacturer that owns a finance company should complete the financial services questions only for the manufacturing part of the firm.

Although financial services intermediaries are exempt from reporting on this schedule, they must report their purchases and sales of nonfinancial services on the other BE-20 schedules, and must report their purchases and sales of financial services on BEA Form BE-82 (see V. of the General Instructions), as appropriate.

U.S. financial services intermediaries or providers that are exempt from reporting on this schedule are: Depository institutions; nondepository credit institutions; security and commodity brokers, dealers, exchanges, and services providers; investment offices, trusts, and real estate investment trusts; and holding companies of financial services intermediaries. This list is similar to Section 52, Finance and Insurance of the North American Industry Classification System, United States, 1997.

**Column (3), Credit-related fees** – Include fees for establishing, maintaining, or arranging credits, letters of credit, bankers acceptances, mortgages, factoring services, loan guarantees, etc., that are commonly provided by foreign banking establishments.

Include fees paid directly and fees that are withheld or deducted from your proceeds by the foreign person. For example, for factoring services, the fee may be calculated as the difference between the proceeds you received from the sale of your receivables and the face amount of the receivables sold; for arranging credits, letters of credit, etc., it may be calculated as the difference between the proceeds you received from the loan, letter of credit, etc. (after deduction of the fee) and your liability to the foreign lending establishment. Report credit-related fees in the accounting period in which they are incurred, whether or not expensed in that accounting period.

**Exclude** interest on your obligations, because interest is a payment for the use of loan proceeds and is not a fee for the establishment, maintenance, or arrangement of credit.

**Column (4), Fees on securities transactions** – Include commissions and other fees for securities transactions (including transactions in derivatives) or futures trading, such as brokerage, underwriting, private placements, etc. Fees for such services would commonly be paid to foreign investment banks and securities brokers or dealers.

Include fees that can be calculated from transactions records or other documentation issued by the investment bank or security broker or dealer. Omit, rather than attempt to estimate, these fees if they cannot be calculated, from such documentation. (For example, a dealer's markup on bond purchases and sales cannot be directly estimated from transactions records issued by a securities dealer.)

**Column (5), Fees for other financial services** – Include fees for asset/liability management, debt renegotiation, and other financial services. **Exclude real estate management services.** (Report such services in the BE-20 service category, "Management, consulting, and public relations services.") For entries in this column, describe the type of financial service that accounts for the largest share of the data reported. ↗

**SCHEDULE C — PURCHASES OF FINANCIAL SERVICES FROM UNAFFILIATED FOREIGN PERSONS BY U.S. REPORTER**  
**BE-20, BENCHMARK SURVEY OF SELECTED SERVICES TRANSACTIONS WITH UNAFFILIATED FOREIGN PERSONS — 2001**

**NOTE** – Total purchases of financial services are calculated as the sum of columns (3) through (5)

PAYMENTS TO	BEA USE ONLY		REPORT IN THOUSANDS OF U.S. DOLLARS		
	(1)	(2)	Credit-related fees	Fees on securities transactions	Fees for other financial services
			(3)	(4)	(5)
<b>Section A – MANDATORY</b> Complete if total purchases of financial services exceed \$1,000,000.					
<b>1. All countries, total</b> → C1001	1	2	3	4	5
2. Australia 002	1	2	3	4	5
3. Belgium 003	1	2	3	4	5
4. Brazil 004	1	2	3	4	5
5. Canada 005	1	2	3	4	5
6. France 006	1	2	3	4	5
7. Germany 007	1	2	3	4	5
8. Hong Kong 008	1	2	3	4	5
9. Israel 009	1	2	3	4	5
10. Italy 010	1	2	3	4	5
11. Japan 011	1	2	3	4	5
12. Luxembourg 012	1	2	3	4	5
13. Mexico 013	1	2	3	4	5
14. Netherlands 014	1	2	3	4	5
15. Philippines 015	1	2	3	4	5
16. Saudi Arabia 016	1	2	3	4	5
17. South Korea 017	1	2	3	4	5
18. Spain 018	1	2	3	4	5
19. Sweden 019	1	2	3	4	5
20. Switzerland 020	1	2	3	4	5
21. Taiwan 021	1	2	3	4	5
22. United Kingdom 022	1	2	3	4	5
23. Venezuela 023	1	2	3	4	5
<b>Other — Specify</b> (Use additional copied sheets as necessary)	1	2	3	4	5
24. 024					
25. 025	1	2	3	4	5
26. 026	1	2	3	4	5
27. 027	1	2	3	4	5
28. 028	1	2	3	4	5
29. 029	1	2	3	4	5
30. 030	1	2	3	4	5
31. 031	1	2	3	4	5
<b>Section B – VOLUNTARY</b> Complete if total purchases of financial services are 1,000,000 or less.					
<b>32. All countries, total</b> → 032	1	2	3	4	5
<b>BEA USE ONLY</b> 033	1	2	3	4	5

This historical survey form is no longer valid and is for information purposes only. Current survey forms are at [www.bea.gov/help/information-for-survey-respondents](http://www.bea.gov/help/information-for-survey-respondents).

**SCHEDULE D — SALES AND PURCHASES OF COMPUTER AND DATA PROCESSING SERVICES  
BY U.S. REPORTER****BE-20, BENCHMARK SURVEY OF SELECTED SERVICES  
TRANSACTIONS WITH UNAFFILIATED FOREIGN PERSONS — 2001****INSTRUCTIONS**

- Section A is **required** to be completed if your total sales (or total purchases) of computer and data processing services to unaffiliated foreign persons exceed \$1,000,000.
- Section B is **requested** to be completed if your total sales (or total purchases) of computer and data processing services to unaffiliated foreign persons are \$1,000,000 or less.

Complete this schedule if, during the reporting period, you had receipts from unaffiliated foreign persons for computer or data processing services.

**Column (3), Data entry, processing, and tabulation** – Include both batch and remote processing services.

**Column (4), Computer systems analysis, design, engineering, and custom programming**

**Column (5), Integrated hardware/software systems** – Include systems consisting of purchased computers and peripheral equipment that are then matched with software products or custom software in order to provide complete information systems for customers. (However, see the discussion of services bundled with goods in I.C.5 of the General Instructions.) Do not include hardware manufactured by the seller of the integrated system.

**Column (6), Other computer services** – Include timesharing, maintenance, repair, etc. However, report the leasing of computer and data processing equipment on Schedule G, Operational Leasing Services.

Exclude computer or data processing services incidental to the performance of other services, such as accounting, product design, mailing services, data base and other information services, etc. Such services are to be reported on other BE-20 schedules.



**SCHEDULE D — SALES OF COMPUTER AND DATA PROCESSING SERVICES BY U.S. REPORTER**  
**BE-20, BENCHMARK SURVEY OF SELECTED SERVICES TRANSACTIONS WITH UNAFFILIATED**  
**FOREIGN PERSONS — 2001**

**NOTE** – Total sales of computer and data processing services are calculated as the sum of columns (3) through (6).

**U.S. REPORTER'S SALES TO UNAFFILIATED FOREIGN PERSONS**

RECEIPTS FROM	BEA USE ONLY		REPORT IN THOUSANDS OF U.S. DOLLARS			
	(1)	(2)	Data entry, processing, and tabulation	Computer systems analysis, design, engineering, and custom programming	Integrated hardware/software systems	Other computer services*
			(3)	(4)	(5)	(6)
<b>Section A – MANDATORY</b> Complete if total sales of computer and data processing services exceed \$1,000,000.						
<b>1. All countries, total</b> → D1001	1	2	3	4	5	6
<b>2. Australia</b> 002	1 601	2	3	4	5	6
<b>3. Belgium</b> 003	1 302	2	3	4	5	6
<b>4. Brazil</b> 004	1 202	2	3	4	5	6
<b>5. Canada</b> 005	1 100	2	3	4	5	6
<b>6. France</b> 006	1 307	2	3	4	5	6
<b>7. Germany</b> 007	1 308	2	3	4	5	6
<b>8. Hong Kong</b> 008	1 611	2	3	4	5	6
<b>9. Israel</b> 009	1 504	2	3	4	5	6
<b>10. Italy</b> 010	1 314	2	3	4	5	6
<b>11. Japan</b> 011	1 614	2	3	4	5	6
<b>12. Luxembourg</b> 012	1 316	2	3	4	5	6
<b>13. Mexico</b> 013	1 213	2	3	4	5	6
<b>14. Netherlands</b> 014	1 319	2	3	4	5	6
<b>15. Philippines</b> 015	1 623	2	3	4	5	6
<b>16. Saudi Arabia</b> 016	1 511	2	3	4	5	6
<b>17. South Korea</b> 017	1 626	2	3	4	5	6
<b>18. Spain</b> 018	1 323	2	3	4	5	6
<b>19. Sweden</b> 019	1 324	2	3	4	5	6
<b>20. Switzerland</b> 020	1 325	2	3	4	5	6
<b>21. Taiwan</b> 021	1 628	2	3	4	5	6
<b>22. United Kingdom</b> 022	1 327	2	3	4	5	6
<b>23. Venezuela</b> 023	1 219	2	3	4	5	6
<b>Other — Specify</b> (Use additional copied sheets as necessary)	1	2	3	4	5	6
<b>24.</b> 024						
<b>25.</b> 025	1	2	3	4	5	6
<b>26.</b> 026	1	2	3	4	5	6
<b>27.</b> 027	1	2	3	4	5	6
<b>28.</b> 028	1	2	3	4	5	6
<b>29.</b> 029	1	2	3	4	5	6
<b>30.</b> 030	1	2	3	4	5	6
<b>31.</b> 031	1	2	3	4	5	6
<b>Section B – VOLUNTARY</b> Complete if total sales of computer and data processing services are \$1,000,000 or less.						
<b>32. All countries, total</b> → 032	1 709	2	3	4	5	6
<b>BEA USE ONLY</b> 033	1	2	3	4	5	6

\*Indicate on a separate sheet, referenced to this category, the nature of any services reported in this column.

**SCHEDULE D — PURCHASES OF COMPUTER AND DATA PROCESSING SERVICES BY U.S. REPORTER**  
**BE-20, BENCHMARK SURVEY OF SELECTED SERVICES TRANSACTIONS WITH UNAFFILIATED**  
**FOREIGN PERSONS — 2001**

**NOTE** – Total purchases of computer and data processing services are calculated as the sum of columns (3) through (6).

**U.S. REPORTER'S PURCHASES FROM UNAFFILIATED FOREIGN PERSONS**

PAYMENTS TO	BEA USE ONLY		REPORT IN THOUSANDS OF U.S. DOLLARS			
	(1)	(2)	Data entry, processing, and tabulation	Computer systems analysis, design, engineering, and custom programming	Integrated hardware/software systems	Other computer services*
			(3)	(4)	(5)	(6)
<b>Section A – MANDATORY</b> Complete if total purchases of computer and data processing services exceed \$1,000,000.						
<b>1. All countries, total</b> → K1001	1	2	3	4	5	6
2. Australia 002	1 601	2	3	4	5	6
3. Belgium 003	1 302	2	3	4	5	6
4. Brazil 004	1 202	2	3	4	5	6
5. Canada 005	1 100	2	3	4	5	6
6. France 006	1 307	2	3	4	5	6
7. Germany 007	1 308	2	3	4	5	6
8. Hong Kong 008	1 611	2	3	4	5	6
9. Israel 009	1 504	2	3	4	5	6
10. Italy 010	1 314	2	3	4	5	6
11. Japan 011	1 614	2	3	4	5	6
12. Luxembourg 012	1 316	2	3	4	5	6
13. Mexico 013	1 213	2	3	4	5	6
14. Netherlands 014	1 319	2	3	4	5	6
15. Philippines 015	1 623	2	3	4	5	6
16. Saudi Arabia 016	1 511	2	3	4	5	6
17. South Korea 017	1 626	2	3	4	5	6
18. Spain 018	1 323	2	3	4	5	6
19. Sweden 019	1 324	2	3	4	5	6
20. Switzerland 020	1 325	2	3	4	5	6
21. Taiwan 021	1 628	2	3	4	5	6
22. United Kingdom 022	1 327	2	3	4	5	6
23. Venezuela 023	1 219	2	3	4	5	6
<b>Other — Specify</b> (Use additional copied sheets as necessary)						
24.	1	2	3	4	5	6
25.	1	2	3	4	5	6
26.	1	2	3	4	5	6
27.	1	2	3	4	5	6
28.	1	2	3	4	5	6
29.	1	2	3	4	5	6
30.	1	2	3	4	5	6
31.	1	2	3	4	5	6
<b>Section B – VOLUNTARY</b> Complete if total purchases of computer and data processing services are \$1,000,000 or less.						
<b>32. All countries, total</b> → 032	1 709	2	3	4	5	6
<b>BEA USE ONLY</b> 033	1	2	3	4	5	6

\*Indicate on a separate sheet, referenced to this category, the nature of any services reported in this column.

**SCHEDULE E — SALES OF DATA BASE AND OTHER INFORMATION SERVICES BY U.S. REPORTER**  
**BE-20, BENCHMARK SURVEY OF SELECTED SERVICES**  
**TRANSACTIONS WITH UNAFFILIATED FOREIGN PERSONS — 2001**

**INSTRUCTIONS**

- Section A is **required** to be completed if your total sales of data base and other information services to unaffiliated foreign persons exceed \$1,000,000.
- Section B is **requested** to be completed if your total sales of data base and other information services to unaffiliated foreign persons are \$1,000,000 or less.

Report on this schedule receipts from unaffiliated foreign persons for data base or other information services, including receipts for access to your on-line data bases.

Providers of Internet backbone services should report their transactions on Schedule F as telecommunications services, rather than on this schedule as information services, because they provide communications services that allow users access to other persons' data bases, and do not maintain a data base, or provide information services, themselves.

**Column (3), Business and economic data base services** – General business and economic data base services, including business news services, stock quotation services, and financial information services.

**Column (4), Medical, legal, technical, demographic, bibliographic, and similar data base services**

**Column (5), General news services** – News services, such as those provided by a news syndicate. May include general business news but excludes news services that are primarily of a business nature, which should be reported in column (3).

**Column (6), Other information services** – Includes: **(a)** airline, hotel, automobile rental, and other reservation systems; credit reporting and authorization systems; **(b)** direct non-bulk subscription (including online); and **(c)** other information services. For airline reservation systems, include booking fees from each foreign carrier for the use of your reservation system, whether a foreign carrier directly accessed it or accessed it only through a U.S. or foreign travel or booking agent.

Report only the charge for the use of the data base or information service itself, and only where a separate, explicit charge is made for such use. In instances where the charge for use of the data base is not explicit, but is subsumed in the charge for some other service, such as fees for economic forecasting services, do not report the charge on this schedule. If, however, the other service is covered by another schedule, the charges should be included on that schedule.

**SCHEDULE E — SALES OF DATA BASE AND OTHER INFORMATION SERVICES BY U.S. REPORTER  
BE-20, BENCHMARK SURVEY OF SELECTED SERVICES TRANSACTIONS WITH UNAFFILIATED  
FOREIGN PERSONS — 2001**

**NOTE** – Total sales of data base and other information services are calculated as the sum of columns (3) through (6).

**U.S. REPORTER'S SALES TO UNAFFILIATED FOREIGN PERSONS**

RECEIPTS FROM	BEA USE ONLY		REPORT IN THOUSANDS OF U.S. DOLLARS			
	(1)	(2)	Business and economic data base services (3)	Medical, legal, technical, demographic, bibliographic, and similar data base services (4)	General news services (5)	Other information services* (6)
<b>Section A - MANDATORY</b> Complete if total sales of data base and other information services exceed \$1,000,000.						
1. All countries, total → E1001	1	2	3	4	5	6
2. Australia 002	1 601	2	3	4	5	6
3. Belgium 003	1 302	2	3	4	5	6
4. Brazil 004	1 202	2	3	4	5	6
5. Canada 005	1 100	2	3	4	5	6
6. France 006	1 307	2	3	4	5	6
7. Germany 007	1 308	2	3	4	5	6
8. Hong Kong 008	1 611	2	3	4	5	6
9. Israel 009	1 504	2	3	4	5	6
10. Italy 010	1 314	2	3	4	5	6
11. Japan 011	1 614	2	3	4	5	6
12. Luxembourg 012	1 316	2	3	4	5	6
13. Mexico 013	1 213	2	3	4	5	6
14. Netherlands 014	1 319	2	3	4	5	6
15. Philippines 015	1 623	2	3	4	5	6
16. Saudi Arabia 016	1 511	2	3	4	5	6
17. South Korea 017	1 626	2	3	4	5	6
18. Spain 018	1 323	2	3	4	5	6
19. Sweden 019	1 324	2	3	4	5	6
20. Switzerland 020	1 325	2	3	4	5	6
21. Taiwan 021	1 628	2	3	4	5	6
22. United Kingdom 022	1 327	2	3	4	5	6
23. Venezuela 023	1 219	2	3	4	5	6
24. Other — Specify (Use additional copied sheets as necessary) 024	1	2	3	4	5	6
25. 025	1	2	3	4	5	6
26. 026	1	2	3	4	5	6
27. 027	1	2	3	4	5	6
28. 028	1	2	3	4	5	6
29. 029	1	2	3	4	5	6
30. 030	1	2	3	4	5	6
31. 031	1	2	3	4	5	6
<b>Section B - VOLUNTARY</b> Complete if total sales of data base and other information services are \$1,000,000 or less.						
32. All countries, total → 032	1	2 709	3	4	5	6
BEA USE ONLY 033	1	2	3	4	5	6

\*Indicate on a separate sheet, referenced to this category, the nature of any services reported in this column.

**SCHEDULE F — RECEIPTS AND PAYMENTS FOR TELECOMMUNICATIONS SERVICES  
BY U.S. REPORTER****BE-20, BENCHMARK SURVEY OF SELECTED SERVICES  
TRANSACTIONS WITH UNAFFILIATED FOREIGN PERSONS — 2001****INSTRUCTIONS**

- Section A of Part I (or Part II) is **required** to be completed if your total sales (or total purchases) of telecommunications services to (or from) unaffiliated foreign persons exceed \$1,000,000.
- Section B of Part I (or Part II) is **requested** to be completed if your total sales (or total purchases) of telecommunications services to (or from) unaffiliated foreign persons are \$1,000,000 or less.

**Column (3), Message telephone services and Column (5), Telex, telegram, and other jointly provided (basic) services** – In Part I of this schedule, report receipts from foreign persons (including communications companies; postal, telephone, and telegraph agencies [PTT's]; users of wireless communication services; etc.) for your share of revenues for transmitting messages (including voice, data, video, images, etc.) originating abroad to or through U.S. destinations, or between foreign points. In Part II, report payouts to foreign persons for transmitting messages originating in, or routed through, the United States to foreign destinations. Report receipts and payments separately. (For example, for messages originating in a Caribbean country routed through the United States to Western Europe, report separately your receipts from the Caribbean country where the messages originated in Part I, and payouts to the country of destination in Part II.) Column (5) includes telex and telegram services, packet switched services when not offered in connection with enhanced services, and other regulated services of the type generally reportable to the FCC on Report 43.61 as facilities based or facilities resale services. If services above and beyond message transport services are provided, report your transactions in Column (6) of Part I or Part II, as appropriate, instead of in column (3) or (5).

**Column (4), Private leased channel services** – In Part I, report receipts from foreign persons for circuits and channels terminating in the United States and for circuits and channels between foreign points. In Part II, report payouts to foreign persons (communications companies and PTT's) for leased channels and circuits terminating in foreign countries.

**Column (6), Value-added (enhanced) services** – Telecommunications services that add value or function above and beyond the telecommunications transport services that deliver the value-added services to end users. They can include (a) electronic mail, voice mail, and code and protocol processing, and management and operation of data networks; (b) facsimile services and videoconferencing; (c) Internet connections (online access service including Internet Backbone, router services and broadband access services); (d) Satellite broadcasting business communication and paging services provided by satellite connections; (e) telephony, interactive voice response, virtual private networking, remote access service, and voice over IP; and (f) other value-added (enhanced) services. (Facsimile services and video-conferencing should be considered as value-added only if the company provides the facilities and equipment; a company that provides solely the telecommunications transmission for these services should report receipts and payouts under column (3) or (4).)

**Column (7), Support services** – Services related to the maintenance and repair of telecommunications equipment; ground station services (where the ground station is not an "affiliate"); capacity leasing for transiting.

**NOTES** – For each column, include the value of reciprocal exchanges; i.e., transactions involving barter. In Part I, value your sales to the foreign participant in the reciprocal exchange at market rates, not at the actual cost of performing the services. In Part II, value your purchases from the foreign participant at the same amounts as the sales reported in Part I of this schedule.

Receipts or payments by communications carriers to secure capacity by indefeasible rights of users (IRU's) are not to be reported on this schedule; they are to be reported on separate Form BE-93.

Report columns (3), (4), and (5) on a settlements basis.

**SCHEDULE F — RECEIPTS AND PAYMENTS FOR TELECOMMUNICATIONS SERVICES BY U.S. REPORTER**  
**BE-20, BENCHMARK SURVEY OF SELECTED SERVICES TRANSACTIONS WITH UNAFFILIATED**  
**FOREIGN PERSONS — 2001**

**NOTE** – Total sales of telecommunications services are calculated as the sum of columns (3) through (7) of Part I.

**PART I U.S. REPORTER'S RECEIPTS FROM, OR SALES TO, UNAFFILIATED FOREIGN PERSONS**

RECEIPTS FROM		BEA USE ONLY		REPORT IN THOUSANDS OF U.S. DOLLARS				
		(1)	(2)	Message telephone services (3)	Private leased channel services (4)	Telex, telegram and other jointly-provided (basic) services (5)	Value added (enhanced) services* (6)	Support services* (7)
<b>Section A – MANDATORY</b> Complete if total sales of telecommunications services exceed \$1,000,000.								
<b>1. All countries, total</b> →	F1001	1	2	3	4	5	6	7
2. Australia	002	1 601	2	3	4	5	6	7
3. Belgium	003	1 302	2	3	4	5	6	7
4. Brazil	004	1 202	2	3	4	5	6	7
5. Canada	005	1 100	2	3	4	5	6	7
6. France	006	1 307	2	3	4	5	6	7
7. Germany	007	1 308	2	3	4	5	6	7
8. Hong Kong	008	1 611	2	3	4	5	6	7
9. Israel	009	1 504	2	3	4	5	6	7
10. Italy	010	1 314	2	3	4	5	6	7
11. Japan	011	1 614	2	3	4	5	6	7
12. Luxembourg	012	1 316	2	3	4	5	6	7
13. Mexico	013	1 213	2	3	4	5	6	7
14. Netherlands	014	1 319	2	3	4	5	6	7
15. Philippines	015	1 623	2	3	4	5	6	7
16. Saudi Arabia	016	1 511	2	3	4	5	6	7
17. South Korea	017	1 626	2	3	4	5	6	7
18. Spain	018	1 323	2	3	4	5	6	7
19. Sweden	019	1 324	2	3	4	5	6	7
20. Switzerland	020	1 325	2	3	4	5	6	7
21. Taiwan	021	1 628	2	3	4	5	6	7
22. United Kingdom	022	1 327	2	3	4	5	6	7
23. Venezuela	023	1 219	2	3	4	5	6	7
<b>Other — Specify</b> (Use additional copied sheets as necessary)		1	2	3	4	5	6	7
24.	024							
25.	025	1	2	3	4	5	6	7
26.	026	1	2	3	4	5	6	7
27.	027	1	2	3	4	5	6	7
28.	028	1	2	3	4	5	6	7
29.	029	1	2	3	4	5	6	7
30.	030	1	2	3	4	5	6	7
31.	031	1	2	3	4	5	6	7
<b>Section B – VOLUNTARY</b> Complete if total sales of telecommunications services are \$1,000,000 or less.								
<b>32. All countries, total</b> →	032	1 709	2	3	4	5	6	7
<b>BEA USE ONLY</b>	033	1	2	3	4	5	6	7

\*Indicate on a separate sheet, referenced to this category, the nature of any services reported in these columns.

**SCHEDULE F — RECEIPTS AND PAYMENTS FOR TELECOMMUNICATIONS SERVICES  
BY U.S. REPORTER — Continued**  
BE-20, BENCHMARK SURVEY OF SELECTED SERVICES TRANSACTIONS WITH UNAFFILIATED  
FOREIGN PERSONS — 2001

**NOTE** – Total purchases of telecommunications services are calculated as the sum of columns (3) through (7) of Part II.

**PART II U.S. REPORTER'S PAYOUTS TO, OR PURCHASES FROM, UNAFFILIATED FOREIGN PERSONS**

PAYMENTS TO	BEA USE ONLY		REPORT IN THOUSANDS OF U.S. DOLLARS					
	(1)	(2)	Message telephone services	Private leased channel services	Telex, telegram and other jointly-provided (basic) services	Value added (enhanced) services*	Support services*	
			(3)	(4)	(5)	(6)	(7)	
<b>Section A – MANDATORY</b> Complete if total purchases of telecommunications services exceed \$1,000,000.								
<b>1. All countries, total</b> → H1001	1	2	3	4	5	6	7	
2. Australia 002	1 601	2	3	4	5	6	7	
3. Belgium 003	1 302	2	3	4	5	6	7	
4. Brazil 004	1 202	2	3	4	5	6	7	
5. Canada 005	1 100	2	3	4	5	6	7	
6. France 006	1 307	2	3	4	5	6	7	
7. Germany 007	1 308	2	3	4	5	6	7	
8. Hong Kong 008	1 611	2	3	4	5	6	7	
9. Israel 009	1 504	2	3	4	5	6	7	
10. Italy 010	1 314	2	3	4	5	6	7	
11. Japan 011	1 614	2	3	4	5	6	7	
12. Luxembourg 012	1 316	2	3	4	5	6	7	
13. Mexico 013	1 213	2	3	4	5	6	7	
14. Netherlands 014	1 319	2	3	4	5	6	7	
15. Philippines 015	1 623	2	3	4	5	6	7	
16. Saudi Arabia 016	1 511	2	3	4	5	6	7	
17. South Korea 017	1 626	2	3	4	5	6	7	
18. Spain 018	1 323	2	3	4	5	6	7	
19. Sweden 019	1 324	2	3	4	5	6	7	
20. Switzerland 020	1 325	2	3	4	5	6	7	
21. Taiwan 021	1 628	2	3	4	5	6	7	
22. United Kingdom 022	1 327	2	3	4	5	6	7	
23. Venezuela 023	1 219	2	3	4	5	6	7	
<b>Other — Specify</b> (Use additional copied sheets as necessary)								
24.	024	1	2	3	4	5	6	7
25.	025	1	2	3	4	5	6	7
26.	026	1	2	3	4	5	6	7
27.	027	1	2	3	4	5	6	7
28.	028	1	2	3	4	5	6	7
29.	029	1	2	3	4	5	6	7
30.	030	1	2	3	4	5	6	7
31.	031	1	2	3	4	5	6	7
<b>Section B – VOLUNTARY</b> Complete if total purchases of telecommunications services are \$1,000,000 or less.								
<b>32. All countries, total</b> → 032	1 709	2	3	4	5	6	7	
<b>BEA USE ONLY</b> 033	1	2	3	4	5	6	7	

\*Indicate on a separate sheet, referenced to this category, the nature of any services reported in these columns.

**SCHEDULE G — SALES OF OPERATIONAL LEASING SERVICES BY U.S. REPORTER**  
**BE-20, BENCHMARK SURVEY OF SELECTED SERVICES**  
**TRANSACTIONS WITH UNAFFILIATED FOREIGN PERSONS — 2001**

**INSTRUCTIONS**

- Section A is **required** to be completed if your total sales of operational leasing services exceed \$1,000,000.
- Section B is **requested** to be completed if your total sales of operational leasing services are \$1,000,000 or less.

This schedule covers the U.S. Reporter's receipts as a lessor of machinery or equipment under the terms of operational leases; that is, it excludes receipts for rentals under leases that have been capitalized. Disaggregate as follows, based upon the type of machinery or equipment being leased:

**Column (3), Rentals of computer and data processing equipment** – Report receipts for the rental of computer hardware, or for the rental of hardware and peripheral equipment matched with software products or custom software to provide a complete information system for customers. Exclude sales of timesharing (see Schedule D, Sales of Computer and Data Processing Services). (However, see the discussion of bundling of services in I.C.5 of the General Instructions.)

**Column (4), Rentals of transportation equipment (without crew)** – Report receipts from rentals of transportation equipment (such as ships, aircraft, railway cars, containers, rigs, automobile fleets, etc.) **without** crew or operators. (If both the transportation equipment and operators are provided, then the fee is considered to be for transportation services, which are not subject to reporting on this survey but may be reportable on other BEA forms – see V. of the General Instructions.)

**Column (5), Rentals of other machinery and equipment** – Report receipts from rentals of types of machinery or equipment other than those reported in columns (3) and (4), such as furniture, coin-operated machines, construction equipment (without operators), oil field equipment (without operators), and electronic equipment except computers. (Rental of construction or oil field equipment **with** operators is covered on BEA Form BE-47.) Do not report rentals of items other than machinery or equipment. For example, do not report rentals of office buildings and other real estate, film rentals, and employee leasing. For entries in this column, identify the type of machinery or equipment that accounts for the largest share of the data reported. ↗



**SCHEDULE G — SALES OF OPERATIONAL LEASING SERVICES TO UNAFFILIATED FOREIGN PERSONS BY U.S. REPORTER**  
**BE-20, BENCHMARK SURVEY OF SELECTED SERVICES TRANSACTIONS WITH UNAFFILIATED FOREIGN PERSONS — 2001**

RECEIPTS FROM	BEA USE ONLY		REPORT IN THOUSANDS OF U.S. DOLLARS				
			Rentals of computer and data processing equipment	Rentals of transportation equipment (without crew)	Rentals of other machinery and equipment*		
	(1)	(2)	(3)	(4)	(5)		
<b>Section A – MANDATORY</b>							
<b>Complete if total sales of operational leasing services exceed \$1,000,000.</b>							
<b>1. All countries, total</b> →	G1001	1	2	3	4	5	
<b>2. Australia</b>	002	1	601	2	3	4	5
<b>3. Belgium</b>	003	1	302	2	3	4	5
<b>4. Brazil</b>	004	1	202	2	3	4	5
<b>5. Canada</b>	005	1	100	2	3	4	5
<b>6. France</b>	006	1	307	2	3	4	5
<b>7. Germany</b>	007	1	308	2	3	4	5
<b>8. Hong Kong</b>	008	1	611	2	3	4	5
<b>9. Israel</b>	009	1	504	2	3	4	5
<b>10. Italy</b>	010	1	314	2	3	4	5
<b>11. Japan</b>	011	1	614	2	3	4	5
<b>12. Luxembourg</b>	012	1	316	2	3	4	5
<b>13. Mexico</b>	013	1	213	2	3	4	5
<b>14. Netherlands</b>	014	1	319	2	3	4	5
<b>15. Philippines</b>	015	1	623	2	3	4	5
<b>16. Saudi Arabia</b>	016	1	511	2	3	4	5
<b>17. South Korea</b>	017	1	626	2	3	4	5
<b>18. Spain</b>	018	1	323	2	3	4	5
<b>19. Sweden</b>	019	1	324	2	3	4	5
<b>20. Switzerland</b>	020	1	325	2	3	4	5
<b>21. Taiwan</b>	021	1	628	2	3	4	5
<b>22. United Kingdom</b>	022	1	327	2	3	4	5
<b>23. Venezuela</b>	023	1	219	2	3	4	5
<b>Other — Specify</b> <i>(Use additional copied sheets as necessary)</i>		1	2	3	4	5	
<b>24.</b>	024						
<b>25.</b>	025	1	2	3	4	5	
<b>26.</b>	026	1	2	3	4	5	
<b>27.</b>	027	1	2	3	4	5	
<b>28.</b>	028	1	2	3	4	5	
<b>29.</b>	029	1	2	3	4	5	
<b>30.</b>	030	1	2	3	4	5	
<b>31.</b>	031	1	2	3	4	5	
<b>Section B – VOLUNTARY</b>							
<b>Complete if total sales of operational leasing services are \$1,000,000 or less.</b>							
<b>32. All countries, total</b> →	032	1	2	3	4	5	
			709				
<b>BEA USE ONLY</b>	033	1	2	3	4	5	

**NOTE** – If total (cross-border) sales of all types of operational leasing services combined (the sum of columns 3 through 5) exceed \$1,000,000, you must complete the MANDATORY section above, and line 32 must be left blank.

\*Indicate on a separate sheet, referenced to this category, the nature of any services reported in this column.

**SUPPLEMENT A — OPTIONAL CHECKLIST OF SERVICES TRANSACTIONS  
BETWEEN COMPANY UNIT AND UNAFFILIATED FOREIGN PERSONS**

**BE-20, BENCHMARK SURVEY OF SELECTED SERVICES TRANSACTIONS WITH UNAFFILIATED FOREIGN PERSONS — 2001**

**This checklist is provided with the BE-20 survey for the internal use and convenience of Reporters only and is not to be returned to BEA.**

The purpose of this checklist is to facilitate the determination of whether or not the "parts" or units of a given U.S. company had any of the various services transactions covered by the survey, either sales (receipts) or purchases (payments), with unaffiliated foreign persons during the respondent's fiscal year. (The term "persons" includes business enterprises, governments, individuals, and other organizations and entities.)

For companies with diverse operations, this checklist should be directed to persons in the various parts of the company who are knowledgeable about the parts' sales and purchasing activities and who can say, in their judgement, with a reasonable degree of certainty without conducting a records search, whether or not a part engaged in covered transactions. Because companies organize their operations and accounting systems in different ways, these parts of a company might variously be referred to as profit centers, business units, divisions, subsidiaries, plant sites, establishments, operating centers, etc., or some combination thereof. All parts of the domestic company must be covered, although all need not be given the checklist, since some might already be known by headquarters to have, or not have, reportable transactions.

Definitions of the various types of services are on the reverse side of this checklist. Note that in several cases - advertising; telecommunications; performing arts, etc.; merchandising; miscellaneous disbursements (services numbered 15-21); and rights to natural resources (services numbered 13 and 14) - measures other than, or in addition to, sales of services and purchases of services should be used in completing the checklist.

The guidelines listed below apply to this checklist.

- Both sales and purchases of services should relate to the company's 2001 fiscal year.
- Transactions by the U.S. operations ONLY are covered. Transactions by or with foreign branches or subsidiaries (foreign affiliates) of the U.S. company are NOT covered, NOR are transactions by or with a foreign parent company.
- In reporting purchases, include items meeting the above criteria, without regard to whether they were charged as an expense on the income statement, capitalized, or charged to inventories.
- "Foreign" means that which is situated outside the United States and its territories and possessions. Therefore, transactions with companies located in the United States that have foreign parents are NOT includable; and transactions with foreign affiliates of other U.S. companies ARE includable.
- Foreign persons are considered to be "unaffiliated" if (a) the U.S. company's ownership percentage (direct and indirect) in the foreign person is less than 10 percent or (b) the foreign person's ownership percentage (direct and indirect) in the U.S. company is less than 10 percent. (Questions as to whether a particular foreign company is affiliated or unaffiliated should be referred to the person named in the box below.)
- Reportable transactions are determined by the above criteria, without regard to WHERE the services were performed. For example, services performed abroad by a respondent are covered if the respondent's U.S. operations performed the services instead of a foreign affiliate. Similarly, purchases of services from unaffiliated foreign persons are includable without regard to WHERE such services were performed.

Name of person in company headquarters to contact concerning questions about this survey.	TELEPHONE	Area code	Number	Extension
---	-----------	-----------	--------	-----------

**OPTIONAL SALES AND PURCHASES CHECKLIST** — For each service listed, for both sales and purchases, mark (X) "Yes" or "No" as to whether, in your judgement, your part of the company had any transactions with unaffiliated foreign persons during the fiscal year. If the answer is "Yes," enter the estimated amount of the transactions in column (c) (SALES) or column (f) (PURCHASES).

Type of service	SALES			PURCHASES		
	Had any transactions?		Estimated amount Report in dollars (c)	Had any transactions?		Estimated amount Report in dollars (f)
	Yes (a)	No (b)		Yes (d)	No (e)	
1. Advertising services						
2. Computer and data processing services						
3. Data base and other information services						
4. Telecommunications services						
5. Research, development, and testing services						
6. Management, consulting, and public relations services						
7. Accounting, auditing, and bookkeeping services						
8. Legal services						
9. Educational and training services						
10. Industrial engineering services						
11. Industrial-type maintenance, installation, alteration, and training services						
12. Performing arts, sports, and other live performances, presentations, and events						
13. Sale or purchase or rights to natural resources, and lease bonus payments						
14. Use or lease of rights to natural resources, excluding lease bonus payments						
15. Disbursements to fund news-gathering costs of broadcasters						
16. Disbursements to fund news-gathering costs of print media						
17. Disbursements to fund production costs of motion pictures						
18. Disbursements to fund production costs of broadcast program material other than news						
19. Disbursements to maintain government tourism and business promotion offices						
20. Disbursements for sales promotion and representation						
21. Disbursements to participate in foreign trade shows			Not reportable			
22. Premiums paid on primary insurance			Not reportable			
23. Losses recovered on primary insurance			Not reportable			
24. Construction services			Not reportable			
25. Engineering, architectural, and surveying services			Not reportable			
26. Mining services			Not reportable			
27. Merchandising services						Not reportable
28. Financial services			Not reportable			
29. Operational leasing services						
30. Other private services*						
31. Other trade-related services						
32. Auxiliary insurance services						
33. Waste treatment and depollution services						
34. Agricultural services						
35. Management of health care facilities						
36. Mailing, reproduction and commercial art						
37. Employment agencies and temporary help supply						

\*Other private services (i.e., service number 30) consist of language translation services, salvage services, security services, collection services, satellite photography and remote sensing/satellite imagery services, space transport, and transcription services.

## DEFINITIONS OF TYPES OF SERVICES

1. **Advertising services** – Preparation of advertising and placement of such advertising in media, including charges for media space and time. An advertising agency selling services should use **gross billings** to unaffiliated foreigners in completing the checklist.
2. **Computer and data processing services** – Data entry, processing (both batch and remote), and tabulation; computer systems analysis, design, and engineering; custom software and programming services; (including web site design); integrated hardware/software systems; and other computer services (e.g., timesharing, maintenance, web site management, and repair). **Exclude general use computer software royalties and license fees; for 1997 and the following years these transactions are to be reported on the Form BE-93, Annual Survey of Royalties, License Fees, and Other Receipts and Payments for Intangible Rights Between U.S. and Unaffiliated Foreign Persons.**
3. **Data base and other information services** – Business and economic data base services, including business news, stock quotation, and financial information services; medical, legal, technical, demographic, bibliographic, and similar data base services; general news services, such as those provided by a news syndicate; and other information services, including reservation systems and credit reporting and authorization systems.
4. **Telecommunications services** – Includes services of the following type: (1) Message telephone services; (2) private leased channel services; (3) telex, telegram, and other jointly-provided (basic) services; (4) value-added (enhanced) services; and (5) support services.
5. **Research, development, and testing services** – Commercial and noncommercial research, product development services, and testing services. Include fees for the conduct of experiments or performance of research and development activities aboard spacecraft. Excludes medical and dental laboratory services.
6. **Management, consulting, and public relations services** – Management services, except management of health care facilities; consulting services, except consulting engineering services related to actual or proposed construction or mining services projects (see service number 25) and computer consulting (see 2); and public relations services, except those that are an integral part of an advertising campaign (see 1).
7. **Accounting, auditing, and bookkeeping services** – Excludes data processing and tabulating services (see 2).
8. **Legal services** – Legal advice or other legal services.
9. **Educational and training services** – Educational or training services provided or acquired on a contract or fee basis. Excludes tuition and fees charged to individual students, as well as training done by a manufacturer in connection with the sale of a good (see 1).
10. **Industrial engineering services** – Engineering services related to the design of movable products, including product design services. Excludes services that relate to immovable products, such as those that relate to actual or proposed construction or mining services projects (see 25).
11. **Industrial-type maintenance, installation, alteration, and training services** – Maintenance services primarily to machinery and equipment. May also include small maintenance work on buildings, structures, dams, highways, etc., but only to the extent that the work is not reportable under service number 24. Would include such services as the periodic overhaul of turbines, the extinguishment of natural gas well fires, and refinery maintenance. Excludes computer maintenance (report under service number 2). Installation and training services include only installation, startup, and training services provided by a manufacturer in connection with the sale of a good. Do not include such services where the cost is included in the price of the goods and not separately billed, or is declared as a part of the price of the goods on the import or export declaration filed with the U.S. Customs Service; however, services provided at a price over and above that entered on the declaration should be included. These services would be reported elsewhere if not received in connection with the purchase of goods. For example, installation of machinery and equipment is normally considered a construction activity, and training personnel in the use of new machinery would ordinarily be reported as an educational or training service.
12. **Performing arts, sports, and other live performances, presentations, and events** – Fees received (net of allowances for foreign expenses) or paid (net of allowances for U.S. expenses) for performing arts, sports, etc. To be reported by (a) U.S. management companies, booking agents, promoters, and presenters who received funds from or paid funds to foreign persons, for performances and events, and (b) U.S. performers who received funds directly from a foreign person rather than through a U.S. management company or similar entity. (As used here, "performers" means entertainers, sports teams, orchestras, dance companies, lecturers, athletes who do not play for sports teams, and similar persons or performing groups.)
13. **Sale or purchase of rights to natural resources, and lease bonus payments** – Receipts from the sale of, or payments for the acquisition of, rights to natural resources located in the United States and abroad, and lease bonus payments. Excludes sales or purchases of rights to surface land.
14. **Use or lease of rights to natural resources, excluding lease bonus payments** – Receipts or payments for the use of rights to natural resources located in the United States and abroad, including oil or mining production royalties. Excludes lease bonus payments (reportable under 13) and sales or purchases of rights to surface land.
- 15-21. **Miscellaneous disbursements** – Disbursements or outlays to fund news-gathering costs of broadcasters and the print media; production costs of motion picture companies and companies engaged in the production of broadcast program material other than news; and costs of maintaining tourism, business promotion, and representative offices, and for participating in foreign trade shows.
22. **Primary insurance premiums (purchases only)** – Applies only to insurance purchased from foreign insurance carriers. Equals premiums paid minus cancellations. Excludes reinsurance transactions.
23. **Losses recovered on primary insurance** – Applies only to claims recovered on purchases of primary insurance.
24. **Construction services** (Report purchases on Schedule B; sales are covered on BEA Form BE-47, and should not be reported on this BE-20 form): Includes purchases of the following types of services: Services of general contractors in the fields of building and heavy construction; construction work by special trade contractors, such as the erection of structural steel for bridges and buildings and on-site electrical work. Includes services purchased in connection with proposed projects (e.g., feasibility studies) as well as projects that are actually being carried out.
25. **Engineering, architectural, and surveying services** (Report purchases on Schedule B; sales are covered on BEA Form BE-47, and should not be reported on this BE-20 form): Includes purchases of architectural, engineering, and land-surveying services. Includes those engineering services purchased in conjunction with contraction and mining services projects; industrial engineering services, such as product design services, should be reported under services number 10. Includes services purchased in connection with proposed projects (e.g., feasibility studies) as well as projects that are actually being carried out.
26. **Mining services** (Report purchases on Schedule B; sales are covered on BEA Form BE-47, and should not be reported on this BE-20 form): Includes drilling wells for oil or gas field operations; exploration, including prospecting and taking ore samples; grading and building foundations at well locations; well surveying; and making geological observations. Includes services purchased in connection with proposed projects (e.g., feasibility studies) as well as projects that are actually being carried out.
27. **Merchandising services** – Sales of merchandising services are equal to the **difference** between your cost and the resale price of goods (such as crude oil, grain, and other commodities) that are both purchased and resold abroad; that is, the goods are neither imported to, nor exported from, the United States, and they do not undergo significant processing during the time between when they are purchased and resold. Without regard to whether the goods were initially purchased from an affiliated or unaffiliated foreign person, includes only transactions where the goods were resold to an unaffiliated foreign person.
28. **Financial services** – Purchases to foreigners of credit-related fees; fees on securities transactions; and fees for other financial services by U.S. firms, or domestic subsidiaries of U.S. firms, that are not financial services intermediaries or providers. For transactions in "other" financial services, specify here or on an attachment the type of service that accounts for the largest share of the data reported.
29. **Operational leasing services** – Includes rentals for computer and data processing equipment; transportation equipment (such as ships, aircraft, railway cars, containers, rigs, automobile fleets, etc.) **without** crew or operators; and all other machinery and equipment. Excludes rentals under leases that have been capitalized (capital leases), rentals of transportation equipment **with** crew, and rentals of any items other than machinery and equipment. (For example, excludes rentals of office buildings and other real estate, film rentals, and employee leasing.)
30. **Other private services** – Report transactions in the following types of services: Language translation services, salvage services, security services, collection services, satellite photography and remote sensing/satellite imagery services, space transport, and transcription services.
31. **Other trade-related services** – Auction services (including online) transaction fees for business to business (B2B) exchange conducted over the Internet, and commissions to unaffiliated sales agents.
32. **Auxiliary insurance services** – Agent's commissions, insurance brokering and agency services, insurance consulting services, evaluation and adjustment services, actuarial services, salvage administration services, and regulatory and monitoring services on indemnities and recovery services.
33. **Waste treatment and depollution services** – Treatment of radioactive and other waste, stripping of contaminated soil, cleaning up of pollution including spills, restoration of mining sites, and de-contamination and sanitation services. Includes all other services that relate to the cleaning or restoring of the environment.
34. **Agricultural services** – Soil preparation services, crop services, veterinary and other animal services, farm labor and management services, and landscape and horticultural services.
35. **Management of health care facilities** – Management of hospitals, nursing homes, and other health care facilities.
36. **Mailing, reproduction, and commercial art** – Direct mail advertising services; mailing services, such as remailing services in connection with direct mail advertising; commercial photography, art, and graphic services; address list compilation; and stenographic services.
37. **Employment agencies and temporary help supply services** – Employment services and provision of temporary help and personnel to perform services on a contract or fee basis. Where workers are carried on the payroll of the agency, includes amounts received or paid for the compensation of workers as well as agency fees.

*For the convenience of the person in the copy headquarters who is preparing the consolidated BE-20 report, please complete the following.*

Part or unit of company this Supplement A is for			
Name of person in the part or unit of the company to contact concerning this Supplement A		TELEPHONE	
		Area code	Number
			Extension