

Appendix NN  
5% Follow-Up: Self-Administered Questionnaire

# 2003 Survey of Small Business Finances – Short Form

Please answer all questions for: **FIRM NAME**

<b>1. Is [FIRM NAME] the correct name of your business?</b>		<input type="checkbox"/> Yes <b>Skip to #2</b>	<input type="checkbox"/> No <b>Continue</b>
<b>a. Was this business ever called [FIRM NAME]?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>b. What is the correct name of your business?</b>		<input style="width: 400px;" type="text"/>	
<b>2. During December 2003, was the business in operation under the direction of one or more of the current owners? (A business is in operation if it is generating expenses or revenues.)</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>3. During [MONTH] 2004, was the business in operation?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>4. Is [STREET ADDRESS] the correct address for the business's headquarters or main office?</b>		<input type="checkbox"/> Yes <b>Skip to #5</b>	<input type="checkbox"/> No <b>Continue</b>
<b>a. Was [STREET ADDRESS] ever the address for the business's headquarters or main office?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>5. Does another company own 50% or more of the business?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>6. Is the business a nonprofit organization?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>7. Is the business owned by a local, state, or federal government agency?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>8. How many owners worked in the business during a typical pay period in 2003?</b>		<i># of owners working in business:</i>	<input style="width: 80px;" type="text"/>
<b>9. Other than owners, how many individuals worked in the business during a typical pay period in 2003? (Include individuals that worked in the business but were not on the payroll. Count each worker, whether full-time or part-time, as one individual.)</b>		<i># of individuals (other than owners) working in business:</i>	<input style="width: 80px;" type="text"/>
<b>10. (If you are unsure about your answers to #8 or #9, please answer #10.) Please indicate the approximate number of individuals, including owners, that worked for the business during a typical pay period in 2003.</b>			
<input type="checkbox"/> less than 5	<input type="checkbox"/> 10 to 19	<input type="checkbox"/> 50 to 99	<input type="checkbox"/> 500 or more
<input type="checkbox"/> 5 to 9	<input type="checkbox"/> 20 to 49	<input type="checkbox"/> 100 to 499	
<b>11. Our records indicate that the principal activity of the firm is [SIC CATEGORY]. Is this correct?</b>			
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>IF NO: What is the principal activity of the business? That is, what does the business do or make?</b>			
<input style="width: 750px;" type="text"/>			

Thank you! Please fax this completed survey toll-free to 1-866-435-5637  
or mail to NORC, 1 North State St, 16<sup>th</sup> floor, Chicago, IL 60602,  
**no later than Friday, January 7, 2005.**