

Appendix PP  
5% Follow-Up: Facesheet for Noncontacts

# 2003 SSBF

## Facesheet, Quex and Call Record for Nonrespondents

<b>SUID</b>	<b>Tel. Number</b>
<b>Owner Name</b> <b>Owner Title</b>	<b>Business Name</b> <b>Street</b> <b>City</b> <b>State</b> <b>Zip</b>
Codes for Org Type:  Codes for Number Of employees:	<b>Industry Desc.</b> <b>Org type</b>
	<b>N. of employees</b>

Hello, may I speak with ([merge owner name]/the owner) of [merge business name]?

**PROMPT1:** (My name is \_\_\_\_\_) I'm calling from the University of Chicago, on behalf of the United States Federal Reserve Board. We are conducting a scientific research study with a select number of businesses.

**PROMPT2:** I'm calling (simply) to verify some basic information about your business, as requested by the Federal Reserve Board. It takes two minutes. This is not a sales call.

**IF OWNER IS UNAVAILABLE:** Is there someone other than the owner who can verify information such as the name and address of the firm, and tell us some basic facts about the firm, such as the number of employees?

**INTRO:** (Hello, my name is \_\_\_\_\_. I'm calling from the National Opinion Research Center, on behalf of the Federal Reserve Board.) Your firm has been randomly chosen to participate in a national, scientific study of small businesses. The interview takes two minutes. Participation is voluntary and you may skip any question you choose. After this short interview, your participation in this study will be completed.

1. Is [merge business name] the correct name of your business?

YES..... 1	GO TO Q2
NO ..... 2	CONTINUE
DK or RF ..... DK/RF	PROMPT FOR YES/NO; IF DK/REF, CONTINUE

- a. Was the business ever called [merge business name]?

YES..... 1	CONTINUE
NO ..... 2	CONTINUE
DK or RF ..... DK/RF	CONTINUE

- b. What is the correct name of your business?

WRITE IN: \_\_\_\_\_

2. During December 2003, was [merge business name] in operation under the direction of one or more of the current owners?

[IF R IS NOT SURE: The business was in operation if it was generating expenses or revenues during December 2003.]

YES.....	1	CONTINUE
NO .....	2	GO TO CLOSE
DK or RF .....	DK/RF	PROMPT FOR YES/NO; IF DK/REF, CONTINUE

3. During [merge batch month] 2004, was the business in operation?

[IF R IS NOT SURE: The business was in operation if it was generating expenses or revenues during that time period.]

YES.....	1	CONTINUE
NO .....	2	GO TO CLOSE
DK or RF .....	DK/RF	PROMPT FOR YES/NO; IF DK/REF, CONTINUE

4. Is [merge physical street address] the correct address for the firm's headquarters or main office?

YES.....	1	GO TO Q5
NO .....	2	CONTINUE
DK or RF .....	DK/RF	PROMPT FOR YES/NO; IF DK/REF, CONTINUE

- a. Was [merge physical address] ever the address for the business's headquarters or main office?

YES.....	1	CONTINUE
NO .....	2	CONTINUE
DK or RF .....	DK/RF	CONTINUE

5. Does another company own 50% or more of [merge business name]?

[IF R IS NOT SURE: That is, is the business a majority-owned subsidiary of another business?]

YES.....	1	GO TO CLOSE
NO .....	2	CONTINUE
DK or RF .....	DK/RF	PROMPT FOR YES/NO; IF DK/REF, CONTINUE

6. Is [merge business name] a nonprofit organization, or a for-profit organization?

[IF R IS NOT SURE: Nonprofit organizations have a special designation from the IRS as a nonprofit organization. For-profit firms, on the other hand, do not have this IRS designation. Even if a firm has losses, it can still be a for-profit organization. The key factor is whether the profits go to the owners – if so, the firm is for-profit.]

NONPROFIT .....	1	GO TO CLOSE
FOR-PROFIT .....	2	CONTINUE
DK or RF .....	DK/RF	PROMPT FOR YES/NO; IF DK/REF, CONTINUE

7. Is [merge business name] owned by a local, state, or federal government agency?

[IF R IS NOT SURE: If your firm is privately held, then it is not owned by a government agency.]

YES.....1	GO TO CLOSE
NO .....2	CONTINUE
DK or RF .....DK/RF	PROMPT FOR YES/NO; IF DK/REF, CONTINUE

8. I would like to know the total number of individuals that worked at [merge business name] during a typical pay period in 2003. First I'm going to ask about owners. How many owners worked in [merge business name] during a typical pay period in 2003?

[IF R IS NOT SURE: This would be the number of owners actively working at the firm, not the number of people who own the firm. A business may have multiple owners, only some of which may actually work at the firm.]

NUMBER: \_\_\_\_\_  
DK or RF .....DK/RF

9. Other than owners, how many individuals worked in [merge business name] during a typical pay period in 2003?

[IF R IS NOT SURE: 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.]

NUMBER: \_\_\_\_\_  
DK or RF .....DK/RF

**SKIP1**

IF DK/RF IN Q9 OR DK/REF IN Q9, ASK Q10  
IF R PROVIDED A NUMBER FOR Q9 AND Q10, GO TO Q11

10. Please indicate the approximate number of individuals, including owners, that worked for [merge business name] during a typical pay period in 2003. Was it **READ RANGES...**?

Less than 5 .....1	CONTINUE
Between 5 and 9.....2	CONTINUE
Between 10 and 19.....3	CONTINUE
Between 20 and 49.....4	CONTINUE
Between 50 and 99.....5	CONTINUE
Between 100 and 499....6	CONTINUE
500 or more.....7	GO TO CLOSE
DK or RF .....DK/RF	PROMPT FOR RANGE; IF DK/REF, CONTINUE

11. Our records indicate that the principal activity of the business is [merge SIC description]. Is this correct?

YES.....1	GO TO CLOSE
NO .....2	CONTINUE
DK or RF .....DK/RF	CONTINUE

a. What is the principal activity of the business? That is, what does the business do or make?  
WRITE IN: \_\_\_\_\_

CLOSE: Thank you for answering all my questions today!

**RECORD OF CALLS FOR (merge SU\_ID) – (merge firm name)**

<b>Disposition Codes</b>	
3 - COMPUTER TONE (FAX, MODEM)	35 - REGULAR BUSY
6 - PHONE PROBLEM	50 - REFER TO SUPERVISOR
7 - DISCONNECTED/CHANGED #	51 - HUNG UP DURING INTRO
31 - RING NO ANSWER	52 - REFUSAL
32 - ANSWERING MACHINE -NML	55 - HOSTILE REFUSAL
34 - ANSWERING MACHINE -ML	58 - NON-CONTACT ON APPOINTMENT

Call #	(A) DATE OF CALL (B) TIME CALLED	(C) NUMBER DIALED	(D) DISP CODE	(E) IWER INIT	(F) RESULTS	(G) CALLBACKS
1	____/____/____ :____ AM PM					____/____/____ :____ AM PM
2	____/____/____ :____ AM PM					____/____/____ :____ AM PM
3	____/____/____ :____ AM PM					____/____/____ :____ AM PM
4	____/____/____ :____ AM PM					____/____/____ :____ AM PM
5	____/____/____ :____ AM PM					____/____/____ :____ AM PM
6	____/____/____ :____ AM PM					____/____/____ :____ AM PM
7	____/____/____ :____ AM PM					____/____/____ :____ AM PM