

LIST OF APPENDICES

Appendix A.	Pretest One Debriefing Memo
Appendix B.	Pretest Two Debriefing Memo
Appendix C.	Interviewer Job Aids
	C.0 List of 2003 SSBF Job Aids
	C.1 Tax forms used by different organization types
	C.2 Eligibility criteria
	C.3 Frequently asked questions and answers
	C.4 Telephone Number Management System (TNMS) disposition codes
	C.5 Instructions for logging in and out of TNMS
	C.6 Answering machine scripts
	C.7 CATI functions
	C.8 SSBF important codes/telephone numbers
	C.9 Institution look-up
	C.10 Institution look-up quick reference
	C.11 Top 10 reasons to participate in the SSBF
	C.12 Entering institution names into the look-up table
	C.13 Conventions for entering institution names into the look-up database
	C.14 Conventions for coding responses to A10_2
	C.15 Tools for working batch four main cases after incentive increases to \$200
	C.16 Encouraging respondents to report dollar amounts in balance sheet questions
	C.17 Encouraging respondents to return worksheet and other materials
Appendix D.	Screener Questionnaire
Appendix E.	Average Timing Report
Appendix F.	2003 SSBF Logos
Appendix G.	NBA Endorsement Letter
Appendix H.	NFIB Endorsement Letter
Appendix I.	SBA Endorsement Letter
Appendix J.	Press Release for the 2003 SSBF
Appendix K.	Advance Mailing: Project Director Letter
Appendix L.	Advance Mailing: Envelope Return Address
Appendix M.	Worksheet Mailing: Project Director Letter
Appendix N.	Alan Greenspan Letter
Appendix O.	Advance Mailing: Buckslip
Appendix P.	Advance Mailing: General Information Brochure
Appendix Q.	Worksheet Mailing: 1998 Results Brochure
Appendix R.	Worksheet Mailing: FAQ Brochure
Appendix S.	Worksheet WS1 (Sole Proprietors)
Appendix T.	Worksheet WS2 (Partnerships)
Appendix U.	Worksheet WS3 (S Corporations)
Appendix V.	Worksheet WS4 (C Corporations)
Appendix W.	Worksheet Mailing: D&B Small Business Reports Brochure
Appendix X.	Worksheet Mailing: NORC Confidentiality Statement
Appendix Y.	Worksheet Mailing: FRB Structure & Functions Brochure
Appendix Z.	Worksheet Mailing: Folder
Appendix AA.	Worksheet Mailing: Return Envelope
Appendix BB.	Worksheet Mailing: Organizational-Type-Unknown Letter
Appendix CC.	2003 SSBF Homepage at NORC Website

Appendix DD.	2003 SSBF Homepage at the FRB Website
Appendix EE.	Final Data Collection Debriefing Memo
Appendix FF.	Agenda for Screener Training
Appendix GG.	Agenda for Main Interview Training
Appendix HH.	Number of Calls to Complete by Screener
Appendix II.	Sample Level of Effort Report
Appendix JJ.	Screener Conversion Letters Not Offering \$2
	JJ.0 List of 2003 SSBF Screener Conversion Letters Not Offering \$2
	JJ.1 Letter Type 1 – Concern About Confidentiality
	JJ.2 Letter Type 2 – Firm Does Not Use Credit
	JJ.3 Letter Type 3 – Too Busy/Concern About Time and Effort
	JJ.4 Letter Type 4 – Concern About Study Legitimacy
	JJ.5 Letter Type 5 – Generic/Non-Specific Refusal
Appendix KK.	FRB In Plain English Brochure
Appendix LL.	Screener Conversion Letters Offering \$2
	LL.0 List of 2003 SSBF Screener Conversion Letters Offering \$2
	LL.1 Letter Type 1 – Concern About Confidentiality (\$2)
	LL.2 Letter Type 2 – Firm Does Not Use Credit (\$2)
	LL.3 Letter Type 3 – Too Busy/Concern About Time and Effort (\$2)
	LL.4 Letter Type 4 – Concern About Legitimacy (\$2)
	LL.5 Letter Type 5 – Generic/Non-Specific Refusal (\$2)
Appendix MM.	Level of Effort by Screener Final Disposition Codes
Appendix NN.	5% Follow-Up: Self-Administered Questionnaire
Appendix OO.	5% Follow-Up: Project Director Letter to Noncontacts
Appendix PP.	5% Follow-Up: Facesheet for Noncontacts
Appendix QQ.	5% Follow-Up: Interviewer-Administered Questionnaire
Appendix RR.	5% Follow-Up: Project Director Letter to Nonrespondents
Appendix SS.	Main Conversion Letters
	SS.0 Main Conversion Letters List
	SS.1 Letter Type 1 – Concern About Confidentiality
	SS.2 Letter Type 2 – Too Busy/Concern About Time and Effort
	SS.3 Letter Type 3 – Conversion Letter Sent to Firms That Have Not Explicitly Refused
	SS.4 Letter Type 4 – General/Non-Specified Reason for Refusal
	SS.5 Letter Type 5 – Letter Sent to Firms That Had Partially Completed the Main Interview
Appendix TT.	Email Message Sent to Main Respondents
Appendix UU.	Interviewer Letter for Sections P-S Conversions
Appendix VV.	Interviewer Monitoring Form
Appendix WW.	Sample PDR Form
Appendix XX.	Drop/Add Form for Services and Institutions
Appendix YY.	Final Production Report
Appendix ZZ.	Number of Calls to Complete by Main Interview
Appendix AAA.	Level of Effort by Main Final Disposition Codes
Appendix BBB.	Interim Delivery Schedule
Appendix CCC.	Logistic Regression Results