The National Survey of Small Business Finances:
Technical Manual and Codebook
Addenda and Errata

Date: 27 July 1992

Legend:

M  Master tape
P  Public-access tape
R  Roster file

*  Change in existing variable
+  Correction to codebook
#  New variable
•  Confidential variable, not available on public-access tape.

Section I

M• RSIC  Four-digit SIC code for firm's principal activity.
Questions I_B1, I_B2.

M• C1201  FIPS state code of physical address of firm headquarters.

M• C1202  FIPS county code of physical address of firm headquarters.

M• C1202  MSA number or FIPS county code of physical address of firm headquarters.

MP* URBAN  Metropolitan status of firm's headquarters office.
Metropolitan status has been added for SBA-sample cases.
1. Located in Metropolitan Statistical Area
2. Located in non-MSA county

No missing values
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MP# FIRM_BR</td>
<td>Bank branching law for state in which firm's headquarters office is located. As of December 1987.</td>
</tr>
<tr>
<td>M• C1204</td>
<td>Number of commercial banking organizations in the banking market. As of December 1987. The &quot;banking market&quot; is the Metropolitan Statistical Area (for urban firms) or the county (for rural firms) in which the firm's headquarters office is located.</td>
</tr>
<tr>
<td>M• C1205</td>
<td>Deposits at commercial banking organizations in the banking market. As of December 1987. Numbers are in thousands of dollars.</td>
</tr>
<tr>
<td>M• C1206</td>
<td>Herfindahl of commercial banking organizations in the banking market. As of December 1987.</td>
</tr>
<tr>
<td>M• C1207</td>
<td>Three-firm concentration ratio of commercial banking organizations in the banking market. As of December 1987.</td>
</tr>
<tr>
<td>M• C1208</td>
<td>Number of commercial banking organizations and savings institutions in the banking market. As of December 1987.</td>
</tr>
<tr>
<td>M• C1209</td>
<td>Deposits at commercial banking organizations and savings institutions in the banking market. As of December 1987. Numbers are in thousands of dollars.</td>
</tr>
<tr>
<td>M• C1210</td>
<td>Herfindahl of commercial banking organizations and savings institutions in the banking market. As of December 1987.</td>
</tr>
<tr>
<td>M• C1211</td>
<td>Three-firm concentration ratio of commercial banking organizations and savings institutions in the banking market. As of December 1987.</td>
</tr>
<tr>
<td>R• BHC_NC</td>
<td>Financial institution is part of a bank holding company (non-credit services). As of December 1987.</td>
</tr>
<tr>
<td>R• BHCTA_NC</td>
<td>Banking assets of the bank holding company (non-credit services). As of December 1987. Numbers are in thousands of dollars.</td>
</tr>
</tbody>
</table>
**R**• **BRLAW_NC**  
Branching law in state where financial institution office is located (non-credit services). As of December 1987.

1. Statewide branching  
2. Limited branching  
3. Unit banking  
D. Missing  
. Inapplicable

**R**• **BHC_CR**  
Financial institution is part of a bank holding company (credit services). As of December 1987.

**R**• **BHCTA_CR**  
Banking assets of the bank holding company (credit services). As of December 1987. Numbers are in thousands of dollars.

D. Missing  
. Inapplicable

**R**• **BRLAW_CR**  
Branching law in state where financial institution office is located (credit services). As of December 1987.

1. Statewide branching  
2. Limited branching  
3. Unit banking  
D. Missing  
. Inapplicable

**Section II**

**MP+ D_06**  
Roster number of source.

1-24. Institution/source number  
. Inapplicable

**Roster Variables**

**M**• **RCK01-RCK24**  
Corrected RTI checking account flag.

1. Discussed in first repetition  
2. Discussed in second repetition  
3. Discussed in third repetition  
4. Discussed in fourth repetition  
N. Not discussed, not in roster  
X. Not discussed, in roster  
. Inapplicable
M• RSV01-RSV24  Corrected RTI savings account flag.
                  For codes, see RCK01.

M• RLE01-RLE24  Corrected RTI capital leases flag.
                  For codes, see RCK01.

M• RLI01-RLI24  Corrected RTI lines of credit flag.
                  For codes, see RCK01.

M• RMR01-RMR24  Corrected RTI mortgages flag.
                  For codes, see RCK01.

M• RMV01-RMV24  Corrected RTI motor vehicle loan flag.
                  For codes, see RCK01.

M• REQ01-REQ24  Corrected RTI equipment loan flag.
                  For codes, see RCK01.

M• ROT01-ROT24  Corrected RTI other loans flag.
                  For codes, see RCK01.

M• R6265-R6288  Recode for type of transaction services used.

M• R6289-R6312  Recode for type of other cash services used.

M• R6313-R6336  Recode for type of credit services used.

M• R6337-R6360  Recode for use of brokerage services.

M• R6361-R6384  Recode for type of trust services used.

M• RVALUE01-RVALUE24  Corrected RTI priority code.

M• R6529-R6552  Firm moved services to this institution.
                  1. Yes
                  2. No
                  . Inapplicable
Firm moved services from this institution.
1. Yes
2. No
   . Inapplicable

Firm shopped for services at this institution.
1. Yes
2. No
   . Inapplicable

Firm was solicited for services from this institution.
1. Yes
2. No
   . Inapplicable

Number of financial services obtained from institution.
0 - 13
D. Missing
   . Inapplicable

Years of conducting business with institution.
1 - 99
D. Missing
   . Inapplicable

Method of conducting non-credit business with institution.
1. In person
2. By telephone
3. By mail or wire
D. Missing
   . Inapplicable

Method of conducting business with institution.
1. In person
2. By telephone
3. By mail or wire
D. Missing
   . Inapplicable
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Acknowledgements

Many people contributed to the National Survey of Small Business Finances. Brenda G. Cox helped to develop the questionnaire, designed the sample, and directed the implementation of the survey by Research Triangle Institute (RTI). Charles Ou of the US Small Business Administration also deserves special recognition for his guidance and consultation during all phases of survey development and implementation.

Substantial contributions were made by members of RTI staff. Don Anderson, Judy Lessler, Nancy Monroe, and Michael Weeks assisted in the development of the questionnaire. Janella Pantula selected the survey samples. Christy Kooymen and Lance Tashet developed the computer assisted telephone interview program. Susan Henderson and Lanny Piper supervised data collection. Elinor Ciftan, Viviane Cobb, G. G. Frick, and Lisa Packer processed the data and produced the data base that was delivered to the Federal Reserve Board. We would like to thank Brenda Porter for careful typing of questionnaire revisions and survey documentation. Special thanks go to the staff of the Telephone Survey Unit for their persistent efforts to complete the difficult interviews.

Numerous persons reviewed the questionnaire and provided technical advice. Particularly noteworthy are contributions by members of the Financial Structure Section, Stephen A. Rhoades, Frederick Yohn of the Board of Governors of the Federal Reserve System; Margaret Guerin-Calvert of the Department of Justice; Cynthia A. Glassman of Furash & Company; Ernest Hylton of Koonce, Wooten, and Haywood; Thomas A. Gray and Allan S. Mandel of the Small Business Administration; and Robert A. Eisenbeis of the University of North Carolina. However, we are thankful for the advice of each of the many other persons who reviewed the questionnaire. We would also like to thank Bruce Phillips of the US Small Business Administration and Satypal Khera of Social and Scientific Systems, Inc. for providing sample selection support for the main sample.

Gerhard Fries and Ronnie McWilliams provided computer programming and data management support for data editing at the Federal Reserve Board. Rachel Johnson, Don Peck, Conrad Rickers, Karen Shahbazian, Andrew Steinerman, and Douglas Stieg also assisted with data editing; and Marlene Montgomery typed the codebook for the edited data set.

Finally, we would like to thank the owners of small businesses who responded to the survey. The success of the survey would not have been possible without their generous cooperation.
Introduction

The National Survey of Small Business Finances (NSSBF) is a one-time survey of small business firms conducted in 1988-89 for the Board of Governors of the Federal Reserve System and the US Small Business Administration. The survey provides information on the use of financial services and institutions for a nationally representative sample of firms (the main sample) and a sample of firms with SBA guaranteed-loans (the SBA sample). The survey design was developed jointly at the Federal Reserve Board and the Research Triangle Institute. Sampling, interviewing, and initial data preparation were performed by Research Triangle Institute. Additional data editing and imputations were done at the Federal Reserve Board.

This codebook documents the public-access data base for the survey. This introduction to the codebook briefly describes the survey and provides general information on the data base and the use of the codebook. The remainder of the codebook describes each of the variables on the data base.

Description of the Survey

This section presents a brief description of the NSSBF. Detailed information on the survey methods can be found in:


Other sources of information on the survey are the following documents: The National Survey of Small Business Finances: Main Study Questionnaire (Research Triangle Institute, 1988);


Survey Objectives. A major objective of the survey was to assess the degree to which small businesses rely on local depository institutions for credit, transactions, and deposit services. The assumption that small businesses are limited to local depository institutions is a key element of the geographic and product market definition for antitrust analysis in banking. The survey is designed to collect information to evaluate the appropriateness of this assumption and to guide the formulation of public policy on mergers and deregulation in financial markets.

The NSSBF was intended, however, to serve a much broader purpose of providing basic data needed to address a wide range of issues in small business finance. These issues include the effect of size as well as information and agency considerations on the capital structure of firms. The survey also provides data that allow a comparison of the capital structures of SBA-assisted firms with those of the general population of small businesses. This comparison may help to understand better the role of government assistance in this area in credit markets.

Target Population. The target population for the main sample of the NSSBF is all nonfinancial, nonfarm small business firms in operation as of December 1987. The unit of observation is the enterprise, which is an aggregation of all offices, branches, and subsidiary companies under common ownership and control. Small is defined as fewer than 500 employees. Nonfinancial, nonfarm businesses are defined as all privately owned and for profit firms, excluding industry groups agriculture, forestry, and fishing; finance and insurance underwriting; and real estate investment trusts.

The target population for the SBA sample is all nonfinancial, nonfarm small business firms that received SBA-guaranteed loans in 1986 and were in operation as of December 1987. Thus, except for the receipt of SBA loans, the SBA sample has the same target population as the main sample.

Sampling. The sampling frame for the main sample is the December 1987 Dun's Market Identifier (DMI) file. Reporting domains of interest for which DMI information was available include industry, Census region, urban/rural location, number of employees, and sales. Frequency distributions indicated that rural firms and larger small businesses would have to be oversampled to achieve approximately equal precision by urban/rural location. Number of employees rather than sales was used for stratification by size because it had fewer missing values on the DMI file.

The sample frame was partitioned on the basis of Census region (Northeast, North Central, South, and West), urban/rural location (firms in MSAs are classified urban; all others are classified rural), and firm size (small=1-49 employees or number of employees unknown, medium=50-99 employees, and large=100 or more employees). This partition produced 24 strata.
The allocation of completed interviews to strata was based on consideration of three constraints: (1) the size of the final sample should be 4,000 completed interviews; (2) domain estimates for small firms in urban and rural areas in each Census region should have approximately equal precision; and (3) domain estimates for medium and large firms in urban and rural locations should have approximately equal precision. Each of the eight strata for small firms were allocated 400 completed interviews. The eight strata for medium-sized firms and the eight strata for large firms were allocated similarly. Two hundred completed interviews were allocated to urban areas and 200 to rural areas. The 200 urban interviews and the 200 rural interviews were allocated proportional to population size across Census regions to reduce the effect of unequal weighting.

The SBA sample was drawn from a list frame of firms receiving SBA-guaranteed loans during 1986. The frame was sorted by Census region, SIC code, and number of employees, and a sequential sampling procedure was used to select a sample of firms from the frame. This procedure leads to a self-weighting sample.

The overlap between the main sample and the SBA sample is unknown. Hence, it is not possible to derive weights for combining the samples. The two samples should not be analyzed jointly.

Content. The questionnaire is organized in four main sections. The first section requested general information on the firm's business activities and ownership. Section II collected a detailed inventory of deposit and investment accounts, financing, and other financial service use; information on the firm's business relationships with financial institutions; use of trade credit; and experience with SBA loans and services (SBA sample only). Section III requested data on sales and expenses, and section IV requested a complete balance sheet. A particular feature of the financial service inventory is that the specific supplier of each service can be identified. This feature permits investigation of "clustering" or bundling of financial services, which is important for product market definition in banking.

Interviewing. Prior to the interview, firms were sent worksheets, which listed the financial information to be collected and provided definitions of the variables (see Cox, Elllehausen and Wolken, Final Methodology Report). The worksheets were designed to help respondents prepare for the interview and to facilitate the use of records. Interviews were conducted by telephone using a computer-assisted telephone (CATI) system. On average, the interviews required 50 minutes to complete.

Response. Response rates were computed by section of the questionnaire. A section is considered complete if a specified percentage of
key questions are not missing. For the main sample, 77.8 percent of eligible respondents completed section I (employment, industry, ownership and management characteristics); 70.9 percent completed section II (financial services inventory and business relationships with financial institutions); and 65.6 percent completed sections III and IV (income statement and balance sheet).

Response rates for the SBA sample were higher than those for the main sample. Eighty-six percent of respondents completed section I; 80.6 percent completed section II; and 77.8 percent completed sections III and IV.

Public-Access Data Base

The public-access data base consists all firms that completed the entire interview. The main sample contains 3,404 firms, and the sample of firms with SBA-guaranteed loans contains 390 firms. These two samples are found on separate files on the public-access data tape. This section discusses the editing and missing value imputations done at the Federal Reserve, describes the analysis weights, and provides basic instructions for the use of this codebook.

Data Editing and Imputations. Data editing performed by Research Triangle Institute was limited to verifying the completeness of interviews, correcting interviewer errors, resolving unusual situations that the CATI system was unable to handle, and verifying that specified response ranges and cross-item restrictions are satisfied. Research Triangle Institute did not attempt to resolve inconsistencies between the financial service inventory and the balance sheet, nor did it correct errors in the balance sheet beyond reviewing the responses with respondents when the numbers did not add up.

Editing to ensure internal consistency of the data set and imputing values for missing data were performed at the Federal Reserve. Generally, there were few problems in responses to section I of the questionnaire, which covered employment, principal industry, ownership and management characteristics, and location of the firm. There were also very few missing values in this part of the questionnaire. Values for some missing data could be obtained from the DMI file (e.g., industry, location, and sometimes employment). Most other missing values were imputed by random draw from a conditional frequency distribution or by hot deck. Current employment was estimated from a regression of employment on sales, organization type, and industry (when sales was reported), and the previous year's employment was estimated from a regression of previous employment on current employment, organization type, and industry. Random errors were added to predicted values in both sets of regression imputations.
In section III, sales was neither difficult to report nor particularly sensitive for most respondents. Consequently, there were relatively few missing values. Missing values were imputed by regression. If last year's sales were reported, the regression was sales on last year's sales, age of firm, and organization type. Otherwise, the regression was sales on number of employees, age of firm, and organization type. Separate regressions were estimated for 51 different industry groups, and random terms were added to the predicted values for the imputations.

The reported expense data in section III contain more frequent problems than the sales data did. The expense variables on the public access file have been only partially edited for violations of accounting rules (eg, gross profit is not equal to sales less cost of goods sold) and some improbable events (eg, accounts receivable are greater than sales, cost of goods sold equals inventory). Problems undoubtedly remain. No missing values for the expense variables have been imputed.

Problems were most frequently encountered in the financial service inventory in section II and the balance sheet in section IV. These sections were edited jointly, with each observation being individually reviewed. Responses had to satisfy several constraints. For example, the incidence and dollar amounts of deposit and investment accounts in section II were required to agree with cash holdings in section IV. Also, financial leases and credit in sections II and IV were required to agree, and the appropriate types of assets were necessary if the firm had secured credit. Moreover, the balance sheet identity equating assets and liabilities plus equity had to be satisfied.

Responses were also checked for reasonableness. These checks looked for consistency with other firms of the same size in the same industry in the composition of assets and liabilities, in several common financial ratios, and in the various reported measures of firm size (ie, employment, sales, and assets). Responses were not forced to conform to any particular pattern, but when problems were found, information on industry characteristics was used to help resolve the problems. The sources of information on industry characteristics were Robert Morris Associates, Annual Statement Studies (Robert Morris Associates, 1988) and the NSSBF data set itself.

Sometimes values for missing responses could be obtained by subtraction. In most cases, however, statistical imputations were required. The most common imputation problem involved cases in which the majority of the balance sheet was reported, but values for some of the components of assets, liabilities, or equity were missing. Imputations were generally based on random draws from distributions of financial ratios (eg, sales-to-accounts.
receivable, cost of goods sold-to-inventory, sales-to-fixed assets, sales-to-total assets, cost of goods sold-to-accounts payable) for appropriate industry and firm size groups. Ratios of amounts for different types of credit were used to allocate aggregate debt.

For observations with more serious missing value problems or a large discrepancy between the two sides of the balance sheet, total assets was estimated by regression assets on sales, age of firm, and organization type. Again, separate regressions were estimated for 51 different industry groups, and random terms were added to the predicted values for the imputations. Information from the regression generally helped to resolve the cases with large discrepancies in the balance sheet. For the remaining 200 cases, the missing total assets variable was assigned the imputed value from the regression.

All cases on the public access data set have values for total assets (RIV_A16). In addition, dollar amounts of asset accounts and credit outstanding in section II and balance sheet components in section IV are complete for 3,594 cases (3,225 in the main sample and 369 in the SBA sample). These cases can be identified by the variable BSRESULT, which is less than 47 if section II and IV dollar amounts are complete. For the remaining 200 cases (179 in the main sample and 21 in the SBA sample), total assets and account ownership information is available, but dollar amounts in section II and balance sheet components are missing. BSRESULT equals 47 for cases with missing dollar amounts. (See page 8, below.)

Analysis Weights. The analysis weight indicates the number of firms in the population that each observation represents. There are separate analysis weights for the main and SBA samples, but both weights were constructed similarly. A basic weight reflecting the sample design was first calculated. This basic weight was then adjusted for nonresponse to produce the final analysis weight.

The basis for the weight is the selection probability for an observation in the sample. The basic weight, then, is the inverse of the selection probability. Thus, in the main sample, medium-sized and large firms, which were oversampled, have greater selection probabilities and smaller weights than small firms.

In the SBA sample, each observation has the same probability of selection. The basic weight is the inverse of this probability. Thus, the basic weight is equal for all observations in the SBA sample.

These basic weights for both samples were then adjusted for nonresponse in three stages using a weighting class adjustment procedure. The variables used for the weighting classes were firm size, Census region, urban/rural location, industry, organization type, and in the third stage
types of financial services used. Full details of the development of analysis weights are discussed in Cox, Elliehausen, and Wolken, Final Methodology Report, pp. 28-34.

The public access tape contains adjusted analysis weights. Again, it is important to note that the adjusted weights for the main and SBA samples were developed independently and cannot be combined.

**Codebook Instructions**

The variables in the codebook are organized as shown in the table of contents. This organization generally follows the order of questions in the questionnaire. Additional information on the organization and content of the variables is provided at the beginning of each major section of the codebook.

The following information is provided for each variable: (1) the variable name; (2) a brief verbal description of the variable; (3) the question number that corresponds to the variable on the data base or an explanation of how the variable was computed; (4) the response codes for discrete variables or the range of values for continuous variables; and (5) information on missing values. All variables are numeric unless otherwise stated.
Sampling and Weighting Variables

FIRM  Firm ID number.

1001 - 1520  SBA sample (390 observations)
2001 - 7547  Main sample (3,404 observations)

BSRESULT  Result code for balance sheet edits.  This variable indicates whether the account inventory in section II and the balance sheet have been successfully resolved.

less than 47  Not resolved.  Dollar amounts are given for total assets (RIV_A16) and liabilities and net worth (RIV_B22).  All other dollar amounts are missing.

47  Resolved.  All dollar amounts in sections II and IV are nonmissing.

WTANAL3  Analysis weight for completed interviews.  Analysis weights adjust for the probability of selection in the sample and differences in nonresponse.  Main sample and SBA sample analysis weights apply only to the populations for which they were developed.  They are not consistent with each other and therefore cannot be combined.

14.61626 - 22.32089  (SBA sample)
44.86944 - 2531.826  (main sample)
Section I: Characteristics of Firms

This section contains information on general firm characteristics (organizational form, employment, SIC code, minority status), ownership characteristics of partnerships and corporations, firm location (including characteristics of firm's head office market), and financial reporting reference period.

General Characteristics

R1011  Organization type.  
       Question I_C1.
       1. Proprietorship
       2. Partnership
       3. S-Corporation
       4. Corporation

       No missing values

R1001  Average full-time-equivalent employees in 1987. Value equals number of full-time employees plus 1/2 times number of part-time employees.  
       Questions I_A5 and I_A6.
       0.5 - 487

       No missing values

R1002  Full time equivalent employees in 1986. Value equals number of full-time employees plus 1/2 times number of part-time employees.  
       Questions I_A7 and I_A8.
       0.5 - 450

       Inapplicable, firm founded after 1986

       No missing values
RSIC_2

Two digit SIC code for firm's principal activity.

Questions I_B1, I_B2.

Mining
10. Metal mining
12. Bituminous coal and lignite mining
13. Oil and gas extraction
14. Nonmetallic minerals mining, except fuels

Construction
15. General building contractors
16. Heavy construction contractors
17. Special trade contractors

Manufacturing
20. Food and kindred products
21. Tobacco manufacturers
22. Textile mill products
23. Apparel and other textile products
24. Lumber and wood products
25. Furniture and fixtures
26. Paper and allied products
27. Printing and publishing
28. Chemicals and allied products
30. Rubber and miscellaneous plastics products
31. Leather and leather products
32. Stone, clay, and glass products
33. Primary metal industries
34. Fabricated metal products
35. Machinery, except electrical
36. Electric and electronic equipment
37. Transportation equipment
38. Instruments and related products
39. Miscellaneous manufacturing industries

Transportation, communication, and public utilities
41. Local and interurban passenger transit
42. Trucking and warehousing
44. Water transportation
45. Transportation by air
47. Transportation services
48. Communication
49. Electric, gas, and sanitary services

Wholesale trade
50. Wholesale trade--durable goods
51. Wholesale trade--nondurable goods

Retail trade
52. Building materials and garden supplies
53. General merchandise stores
54. Food stores
55. Auto dealers and service stations
56. Apparel and accessory stores
57. Furniture and home furnishing stores
58. Eating and drinking places
59. Miscellaneous retail
Insurance and real estate
64. Insurance agents, brokers and services
65. Real estate
66. Combined real estate, insurance, etc.
67. Holding and other investment offices

Services
70. Hotels and other lodging places
72. Personal services
73. Business services
75. Auto repair, services and garages
76. Miscellaneous repair shops
78. Motion pictures
79. Amusement and recreation centers
80. Health services
81. Legal services
82. Educational services
83. Social services
89. Miscellaneous services

No missing values

R1003 Sex of owners.
Question I_C2: Proprietorship
Question I_C10: Partnership
Question I_C30: Corporation

1. Male proprietor or less than 50% female ownership
2. Female proprietor or 50% or more female ownership

No missing values

R1004 Minority ownership.
Question I_C3: Proprietorship
Question I_C11: Partnership
Question I_C31: Corporation

1. 50% or greater ownership by nonwhites or Hispanics
2. Less than 50% owned by nonwhites and Hispanics

No missing values

R1005 Race or ethnic status of owners.
Question I_C4: Proprietorship
Question I_C12: Partnership
Question I_C32: Corporation

1. Black
2. Hispanic
3. Asian
4. Pacific Islander
5. Native American
6. More than one group

. Inapplicable, not 50% or more minority ownership

No missing values
How firm acquired by current owners.

Question I_C5: Proprietorship
Question I_C18: Partnership
Question I_C25 and I_C23: Corporation

1. Founded by current owner
2. Purchased, inherited, or received as gift
3. Firm publicly traded

No missing values

Year purchased, acquired, or founded. This variable indicates the year in which the firm's current owners became owners of the firm. For firms founded by their current owners, R1007 is year founded; for publicly traded firms, it is the year that the firm's stock was first publicly traded.

Question I_C6: Proprietorship
Question I_C19: Partnership
Question I_C24, I_C26 and I_C27: Corporation

1870 - 1988

No missing values

Year founded.

Question I_C7: Proprietorship
Question I_C20: Partnership
Question I_C27: Corporation

1800-1988

No missing values

Family ownership.

Question I_C1: Proprietorship
Question I_C13: Partnership
Question I_C33: Corporation

1. Proprietorship or 50% or more of firm owned by single family
2. Less than 50% of firm owned by single family

No missing values

Management of firm.

Question I_C9: Proprietorship
Question I_C22: Partnership
Question I_C29: Corporation

1. Owner
2. Hired employee

No missing values
R1012 Amount of owner's capital to start or purchase the firm.
Question I_C8: Proprietorship
Question I_C21: Partnership
Question I_C28: Corporation

$0 to $7,000,000

D. Missing

Ownership Characteristics of Partnerships

Variables R1020-R1025 provide information on the owners of partnerships. These variables are coded "." (i.e., inapplicable) for other organization types.

R1020 Number of general partners.
Question I_C14.

1 - 80

. Inapplicable
No missing values

R1021 Percent of firm owned by general partners that are individuals.
Question I_C15a.

0% - 100%

. Inapplicable
No missing values

R1022 Percent of firm owned by general partners that are businesses or other organizations.
Question I_C15b.

0% - 50%

. Inapplicable
No missing values

R1023 Any limited partners.
Question I_C16.

1. Yes
2. No

. Inapplicable
No missing values

R1024 Percent of firm owned by limited partners that are individuals.
Question I_C17a.

0% - 95%

. Inapplicable
No missing values
Ownership Characteristics of Corporations

Variables R1030-R1033 provide information on the owners of corporations. These variables are coded "." (i.e., inapplicable) for other organization types.

R1025 Percent of firm owned by limited partners that are businesses or other organizations.
Question I_C17b.
0% - 25%
. Inapplicable
No missing values

R1030 Percent of common stock held by individuals.
Publicly traded corporations, in addition to noncorporate firms, are coded "." (i.e., inapplicable) for this variable.
Question I_C34.
0% - 100%
. Inapplicable
No missing values

R1031 Number of stockholders owning 10% or greater share of common stock.
Question I_C35.
0 - 10
. Inapplicable
No missing values

R1032 Combined ownership share of stockholders owning 10% or greater share of common stock.
Question I_C36.
0% - 100%
. Inapplicable
No missing values

R1033 Total number of stockholders owning common stock.
Question I_C37.
1 - 19,000
. Inapplicable
No missing values
Firm Location

CENREG  Census region of firm's headquarters office
        1. Northeast
        2. North Central
        3. South
        4. West

No missing values

URBAN  Metropolitan status of firm's office headquarters.
        1. Located in Metropolitan Statistical Area (cross section only)
        2. Located in non-MSA county (cross section only)
        3. SBA sample, location not available

No missing values

I_D4  Number of sites firm has.
      Question I_D4.
      1 - 500
      D. Missing

I_D5  Number of sites located in same area as firm's headquarters office. This variable equals one if the firm has only one office.
      Question I_D5.
      1 - 31
      D. Missing

R1206 Commercial bank deposit herfindahl index of MSA or county where firm's headquarters office is located. Derived from FDIC Summary of Deposit data.
       1. Less than 1000
       2. 1000 to 1800
       3. More than 1800

No missing values

R1210 Commercial bank and savings and loan deposit herfindahl index of MSA or county where firm's headquarters office is located. Derived from FDIC Summary of Deposit data.
       1. Less than 1000
       2. 1000 to 1800
       3. More than 1800

No missing values
Reference Period for Financial Information

I_E1  **Filed taxes under current ownership.** Asked if firm was acquired by current owners or founded after 1986. Question I_E1.

1. Yes  
2. No  
. Inapplicable

I_E2  **Date firm purchased/acquired.** Character variable indicating the day, month, and year on which the firm was purchased or acquired if the firm has not filed taxes under the current ownership. Question I_E2.

Date  
. Inapplicable

I_E3  **Date of last accounting/tax records.** Character variable indicating the day, month, and year of the end of the last fiscal/calendar year for which records are available. Asked of all but the 65 firms responding "no" to question I_E1. Question I_E3.

Date  
. Inapplicable

I_E4  **Records cover the entire 12 months prior to date of last accounting/tax records.** Question I_E4.

1. Yes  
2. No  
. Inapplicable

I_E5  **Beginning date for accounting period.** Character variable indicating the day, month, and year of beginning of fiscal year. Asked of all firms responding "no" to question I_E4. Question I_E5.

Date  
. Inapplicable

ENDDATE  **Last date of fiscal year.** Character variable. Question I_E6.

Day–Month–Year  
. Inapplicable
DATE  
End month and day of fiscal year.  Character variable.
Month-Day
No missing values

YEAR  
Description of fiscal year.  Character variable.
Description (e.g., FY 1988)
No missing values

MONTHS  
Number of months in fiscal year.
1 - 18
No missing values
Parts A and B of section II contain an inventory of checking, other deposit, and investment accounts, financial leases, and various types of debt that firms have. For each type of asset or debt, the same set of questions is repeated for up to four institutions. Many questions are repeated across asset or debt categories. Table 1 (immediately following section II, part B) presents a matrix listing each of the variables. Columns in this table depict the specific services, whereas each of the rows shows the type of information collected on a specific service. In most cells, there are four variables for each institution for which the questions are repeated. This matrix is useful for determining where similar types of data were collected on individual services.

At the end of the account inventory is an unallocated debt variable R3119. Data reported in the balance sheet in section IV indicated in some cases that the inventory of outstanding loans in section II was incomplete. The unallocated debt variable is the aggregate dollar amount of all such unreported section II loans.

Part C of section II obtains information in the use of various financial services, other than credit and deposit accounts. These questions deal with other services such as case management, credit card receipts, lock boxes, etc.

Parts D and E of section II identify the sources of financial services mentioned in parts A-C. For sources that are financial institutions, additional information is obtained on the business relationships between the firm and the financial institution. Greater detail is obtained on the business relationships with the first six institutions (D 01-D 06) than on those with the second six institutions E 01-E 06).

The institutions and their characteristics, identified in Parts D and E, are linked to the specific services identified in parts A, B, and C via "roster numbers" (in variables such as R3001_1-R3001_4). The roster contains information on certain institution characteristics for each of the up to 24 institutions identified by respondents, "flags" indicating which services were obtained from specific institutions, and importantly the distance between the firm and the financial institution. The last section of this codebook describes the roster and lists the roster variables.

Finally, additional information on financial institution use is contained in parts F, G, H, I, and J. Previous financial relationships are included in part F. Shopping for financial services, and solicitations by financial institutions are included in parts G and H respectively. Variables for trade credit usage are included in part I, and for the SBA sample only, responses to questions on SBA borrowing experience are included in part J.
Asset accounts

**R3000** Has checking account.

**Question II_A1.**

1. Yes
2. No

No missing values

**R3001_1** Roster number of checking account institution. These variables identify each of the financial institutions at which the firm has a checking account. If more than four financial institutions are used for checking, the value 30 is recorded in R3001_4. The specific financial institutions represented in the fourth account can be identified by finding all roster checking flags having a value of four.

1-24. Institution number
30. More than four institutions (R3001_4 only)
   . Inapplicable

**R3004_1** Dollar balance in checking accounts.

**Question II_A3.**

R3004_2 -$986,296 to $2,610,000
R3004_3 D. Missing
   . Inapplicable

**R3010** Has other deposit or investment account. Includes all deposit accounts without checking and money market mutual fund accounts.

**Question II_A4.**

1. Yes
2. No

No missing values

**R3011_1** Roster number of other deposit or investment account institution. These variables identify each of the financial institutions at which the firm has an other deposit or investment account. If more than financial institutions are used for these accounts, the value 30 is recorded in R3011_4. The specific financial institutions represented in the fourth account can be identified by finding all roster savings flags having a value of four.

1-24. Institution number
30. More than four institutions (R3011_4 only)
   . Inapplicable
Dollar balance in other deposit and investment accounts.

$0 to $5,668,000

D. Missing
. Inapplicable

Credit and financing

The first group of variables in this part of the codebook is the inventory of loans and leases. It is followed by a set of variables that provide more information on the terms of the most recent loan obtained by the firm.

Inventory of Financial Leases and Loans

Has financial leases.

1. Yes
2. No

No missing values

Roster number of financial lease institution.

1-24. Institution number
30. More than four institutions (R3021_4 only)
96. Used more than 24 institutions

. Inapplicable

Number of leases at institution.

1-101

D. Missing
. Inapplicable

Present value of remaining lease payments.

$0 to $2,500,000

D. Missing
. Inapplicable
R3030 Has lines of credit or revolving credit agreements.
Question II_B5.

1. Yes
2. No

No missing values

R3031_1 Roster number of line of credit institution.
R3031_2
R3031_3 1-24. Institution number
R3031_4 30. More than four institutions (R3031_4 only)
   . Inapplicable

R3032_1 Number of lines of credit.
R3032_2 Question II_B7
R3032_3
R3032_4 1 - 6
   D. Missing
   . Inapplicable

R3033_1 Total amount of credit line.
R3033_2 Question II_B8.
R3033_3 $300 to $350,000,000
R3033_4 D. Missing
   . Inapplicable

R3034_1 Total amount owed on credit line.
R3034_2 Question II_B9
R3034_3 $0 to $20,000,000
R3034_4 D. Missing
   . Inapplicable

R3035_1 Credit line requires compensating balances in checking or savings accounts.
R3035_2 Question II_B12.
R3035_3
R3035_4 1. Yes
2. No
   D. Missing
   . Inapplicable

R3036_1 Collateral required for credit at institution.
R3036_2 Question II_B10.
R3036_3
R3036_4 1. Yes
2. No
   D. Missing
   . Inapplicable
Type of collateral: Inventory or accounts receivable.

Question II_B11a.

1. Yes
2. No

D. Missing
   . Inapplicable

Type of collateral: Equipment.

Question II_B11b.

1. Yes
2. No

D. Missing
   . Inapplicable

Type of collateral: Business real estate.

Question II_B11c.

1. Yes
2. No

D. Missing
   . Inapplicable

Type of collateral: Personal real estate.

Question II_B11d.

1. Yes
2. No

D. Missing
   . Inapplicable

Type of collateral: Other personal assets.

Question II_B11e.

1. Yes
2. No

D. Missing
   . Inapplicable

Type of collateral: Other.

Question II_B11f.

1. Yes
2. No

D. Missing
   . Inapplicable
Cosigner or other guarantor required for credit line at institution.

Question II_B13

1. Yes
2. No
D. Missing
   . Inapplicable

Type of cosigner or guarantor: Owners.

Question II_B14a.

1. Yes
2. No
D. Missing
   . Inapplicable

Type of cosigner or guarantor: Other individual or business firms.

Question II_B14b.

1. Yes
2. No
D. Missing
   . Inapplicable

Type of cosigner or guarantor: Small Business Administration.

Question II_B14c.

1. Yes
2. No
D. Missing
   . Inapplicable

Type of cosigner or guarantor: Another government agency.

Question II_B14d.

1. Yes
2. No
D. Missing
   . Inapplicable

Type of cosigner or guarantor: Other.

Question II_B14e.

1. Yes
2. No
D. Missing
   . Inapplicable
R3040 Has mortgages on business real estate.

Question II_B15.

1. Yes
2. No

No missing values

R3041_1 Roster number of mortgage institution.
R3041_2
R3041_3 1-24. Institution number
R3041_4 30. More than four institutions (R3041_4 only)

. Inapplicable

R3042_1 Number of mortgages at institution.
R3042_2 Question II_B17.
R3042_3
R3042_4 1-28

D. Missing
. Inapplicable

R3044_1 Total principal owed on mortgage.
R3044_2 Question II_B18.
R3044_3
R3044_4 $983 to $10,803,684

D. Missing
. Inapplicable

R3045_1 Mortgages require compensating balances in checking or savings accounts.
R3045_2 Question II_B19.
R3045_3
R3045_4 1. Yes
2. No

D. Missing
. Inapplicable

R3047_1 Consigner or other guarantor required to get mortgage.
R3047_2 Question II_B20.
R3047_3
R3047_4 1. Yes
2. No

D. Missing
. Inapplicable
Type of cosigner or guarantor: Owners.

Question II_B21a.

1. Yes
2. No

D. Missing
   . Inapplicable

Type of cosigner, or guarantor: Other individuals or business firms.

Question II_B21b.

1. Yes
2. No

D. Missing
   . Inapplicable

Type of cosigner or guarantor: Small Business Administration.

Question II_B21c.

1. Yes
2. No

D. Missing
   . Inapplicable

Type of cosigner or guarantor: Another government agency.

Question II_B21d.

1. Yes
2. No

D. Missing
   . Inapplicable

Type of cosigner or guarantor: Other.

Question II_B21e.

1. Yes
2. No

D. Missing
   . Inapplicable

Has motor vehicle loans.

Question II_B22.

1. Yes
2. No

No missing values
R3051_1  Roster number of motor vehicle loan institution.
R3051_2
R3051_3  1-24. Institution number
R3051_4  30. More than four institutions (R3051_4 only)
          . Inapplicable

R3052_1  Number of motor vehicle loans at institution.
R3052_2  Question II_B24.
R3052_3
R3052_4  1 - 250
          D. Missing
          . Inapplicable

R3054_1  Total principal owed on motor vehicle loan at institution.
R3054_2  Question II_B25.
R3054_3
R3054_4  $0 to $5,000,000
          D. Missing
          . Inapplicable

R3055_1  Motor vehicle loan requires compensating balances in checking
R3055_2  or savings accounts.
R3055_3  Question II_B26.
R3055_4
          1. Yes
          2. No
          D. Missing
          . Inapplicable

R3057_1  Cosigner or guarantor required to get motor vehicle loans at
R3057_2  institution.
R3057_3  Question II_B27.
R3057_4
          1. Yes
          2. No
          D. Missing
          . Inapplicable

R3057_1A Type of cosigner or guarantor: Owners.
R3057_2A  Question II_B28a.
R3057_3A
R3057_4A  1. Yes
          2. No
          D. Missing
          . Inapplicable
Type of cosigner or guarantor: Other individuals or business firms.

Question II_B28b.
1. Yes
2. No
D. Missing
   . Inapplicable

Type of cosigner or guarantor: Small Business Administration.

Question II_28c.
1. Yes
2. No
D. Missing
   . Inapplicable

Type of cosigner or guarantor: Another government agency.

Question II_B28d.
1. Yes
2. No
D. Missing
   . Inapplicable

Type of cosigner or guarantor: Other.

Question II-B28e.
1. Yes
2. No
D. Missing
   . Inapplicable

Has equipment loans.

Question II_B29.
1. Yes
2. No
No missing values

Roster number of equipment loan institution.

1-24. Institution Number.
30. More than four institutions (R3061-4 only)
96. Used more than 24 institutions
   . Inapplicable
**Section II, Part B**

**R3062_1** Number of Equipment loans at Institution.  
**R3062_2** Question II_B31.  
**R3062_3** 1 - 30  
D. Missing  
.  Inapplicable

**R3064_1** Total principal owed on equipment loan at institution.  
**R3064_2** Question II_B32.  
**R3064_3** $82 to $8,185,000  
D. Missing  
.  Inapplicable

**R3065_1** Compensating balance in checking or savings accounts required for equipment loan.  
**R3065_2** Question II_B33.  
**R3065_3** 1. Yes  
2. No  
D. Missing  
.  Inapplicable

**R3067_1** Cosigner or guarantor required for equipment loan at institution.  
**R3067_2** Question II_B34.  
**R3067_3** 1. Yes  
2. No  
D. Missing  
.  Inapplicable

**R3067_1A** Type of cosigner or guarantor: Owners.  
**R3067_2A** Question II-B35a.  
**R3067_3A** 1. Yes  
2. No  
D. Missing  
.  Inapplicable

**R3067_1B** Type of cosigner or guarantor: Other individuals or business firms.  
**R3067_2B** Question II_B35b.  
**R3067_3B** 1. Yes  
2. No  
D. Missing  
.  Inapplicable
Type of cosigner or guarantor: Small Business Administration.

Question II_B35c.
1. Yes
2. No
D. Missing
   . Inapplicable

Type of cosigner or guarantor: Another government agency.

Question II_B35d.
1. Yes
2. No
D. Missing
   . Inapplicable

Type of cosigner or guarantor: Other.

Question II_B35e.
1. Yes
2. No
D. Missing
   . Inapplicable

Has loans from partners or stockholders.

Question II_B36.
1. Yes
2. No
   . Inapplicable, firm is a proprietorship
   No missing values

Number of loans from owners.

Question II_B37.
1-50
D. Missing
   . Inapplicable

Total principal owed to owners.

Question II_B38.
$39 to $7,492,000
D. Missing
   . Inapplicable
Collateral required for loans from owners.
Question II_B39.

1. Yes
2. No

D. Missing
   . Inapplicable

Type of collateral: Inventory or accounts receivable.
Question II_B40a.

1. Yes
2. No

D. Missing
   . Inapplicable

Type of collateral: Equipment.
Question II_B40b.

1. Yes
2. No

D. Missing
   . Inapplicable

Type of collateral: Business real estate.
Question II_B40c.

1. Yes
2. No

D. Missing
   . Inapplicable

Type of collateral: Personal real estate.
Question II_B40d.

1. Yes
2. No

D. Missing
   . Inapplicable

Type of collateral: Other personal assets.
Question II_B40e.

1. Yes
2. No

D. Missing
   . Inapplicable
R3076_1F  Type of collateral:  Other.
1. Yes
2. No
D. Missing
   Inapplicable

R3077_1  Cosigner or guarantor required to get loan from owners.
1. Yes
2. No
D. Missing
   Inapplicable

R3077_1A  Cosigner or guarantor:  Owners.
1. Yes
2. No
D. Missing
   Inapplicable

R3077_1B  Type of cosigner or guarantor:  Other individuals or business firms.
1. Yes
2. No
D. Missing
   Inapplicable

R3077_1E  Type of cosigner or guarantor:  Other.
1. Yes
2. No
D. Missing
   Inapplicable

R3080  Has any other loans.
1. Yes
2. No
No missing values
First institution for other loans.

1-24. Institution number
96. Used more than 24 institutions

Number of loans from first other loan institution.
Question II_B45.
1 - 15
D. Missing
. Inapplicable

Principal owed on largest loans at first institution.
Question II_B47.

$70 to $14,000,000
D. Missing
. Inapplicable

Loan at first other loan institution requires compensating balances in checking or savings accounts.
Question II_B50.
1. Yes
2. No
D. Missing
. Inapplicable

Collateral required on other loan at first other loan institution.
Question II_B48.
1. Yes
2. No
D. Missing
. Inapplicable

Type of collateral: Inventory or accounts receivable.
Question II_B49a
1. Yes
2. No
D. Missing
. Inapplicable
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<tr>
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Cosigner or other guarantor required for other loan at first other loan institution. Question II_B51.

1. Yes
2. No
D. Missing
   . Inapplicable

Type of cosigner or guarantor: Owners.

1. Yes
2. No
D. Missing
   . Inapplicable

Type of cosigner or guarantor: Other individuals or business firms.

1. Yes
2. No
D. Missing
   . Inapplicable

Type of cosigner or guarantor: Small Business Administration.

1. Yes
2. No
D. Missing
   . Inapplicable

Type of cosigner or guarantor: Another government.

1. Yes
2. No
D. Missing
   . Inapplicable

Type of cosigner or guarantor: Other.
**Term of other loan at first institution.**

**Question II_B46.**

- **0 - 361 Months**
  - D. Missing
    - Inapplicable

**Roster number of second institution for other loans.**

**Question II_B45.**

- **1-24. Institution number**
  - Inapplicable

**Number of other loans from second other loan institution.**

**Question II_B45.**

- **1 - 3**
  - D. Missing
    - Inapplicable

**Principal owed on other loan at second other loan institution.**

**Question II_B47.**

- **$1,298 to $4,000,000**
  - D. Missing
    - Inapplicable

**Loan at second other loan institution requires compensating balances in checking or savings accounts.**

**Question II_B50.**

- **1. Yes**
  - 2. No
    - D. Missing
      - Inapplicable

**Collateral required on other loan at second other loan institution.**

**Question II_B48.**

- **1. Yes**
  - 2. No
    - D. Missing
      - Inapplicable
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<thead>
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<th>Type of collateral</th>
<th>Question II_B49a</th>
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<th>2. No</th>
<th>D. Missing</th>
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<tr>
<td>Inventory or accounts receivable.</td>
<td>R3096_1A</td>
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<tr>
<td>Equipment.</td>
<td>R3096_1B</td>
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<tr>
<td>Business securities or deposits.</td>
<td>R3096_1C</td>
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<td>Business real estate.</td>
<td>R3096_1D</td>
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<td>Personal real estate.</td>
<td>R3096_1E</td>
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<tr>
<td>Other personal assets.</td>
<td>R3096_1F</td>
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</table>
Type of collateral: Other assets.

1. Yes
2. No
D. Missing
   . Inapplicable

Cosigner or other guarantor required for other loan at second other loan institution.

1. Yes
2. No
D. Missing
   . Inapplicable

Type of cosigner or guarantor: Owners.

1. Yes
2. No
D. Missing
   . Inapplicable

Type of cosigner or guarantor: Other individuals or business firms.

1. Yes
2. No
D. Missing
   . Inapplicable

Type of cosigner or guarantor: Small Business Administration.

1. Yes
2. No
D. Missing
   . Inapplicable

Type of cosigner or guarantor: Another government agency.

1. Yes
2. No
D. Missing
   . Inapplicable
Cosigner or guarantor: Other.

Question II_B52e.

1. Yes
2. No

D. Missing
. Inapplicable

Term of other loan at second institution.

Question II_B46.

0 - 360 Months

D. Missing
. Inapplicable

Roster number of third institution for other loans.

1-24. Institution number

. Inapplicable

Number of other loans from third other loan institution.

Question II_B45.

1 - 25

D. Missing
. Inapplicable

Principal owed on other loan at third institution.

Question II_B47.

$323 - $590,000

D. Missing
. Inapplicable

Loan at third other loan institution requires compensating balances in checking or savings accounts.

Question II_B50

1. Yes
2. No

D. Missing
. Inapplicable
Collateral required on other loan at third other loan institution.

Question II_B48.

1. Yes
2. No
D. Missing
  . Inapplicable

Type of collateral: Inventory or accounts receivable.

Question II_B49a.

1. Yes
2. No
D. Missing
  . Inapplicable

Type of collateral: Equipment.

Question II_B49b.

1. Yes
2. No
D. Missing
  . Inapplicable

Type of collateral: Business securities or deposits.

Question II_B49c.

1. Yes
2. No
D. Missing
  . Inapplicable

Type of collateral: Business real estate.

Question II_B49d.

1. Yes
2. No
D. Missing
  . Inapplicable

Type of collateral: Personal real estate.

Question II_B49e.

1. Yes
2. No
D. Missing
  . Inapplicable
Type of collateral: Other personal assets.

Question II_B49f.

1. Yes
2. No

D. Missing
   . Inapplicable

Type of collateral: Other assets.

Question II_B49g.

1. Yes
2. No

D. Missing
   . Inapplicable

Cosigner or other guarantor required to get other loan at third other loan institution.

Question II_B51.

1. Yes
2. No

D. Missing
   . Inapplicable

Type of cosigner or guarantor: Owners.

Question II_B52a.

1. Yes
2. No

D. Missing
   . Inapplicable

Type of cosigners or guarantor: Other individuals or business firms.

Question II_B52b.

1. Yes
2. No

D. Missing
   . Inapplicable

Type of cosigner or guarantor: Small Business Administration.

Question II_B52c.

1. Yes
2. No

D. Missing
   . Inapplicable
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<td>Type of cosigner or guarantor: Another government agency.</td>
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<td>R3107_2D</td>
<td>Question II_B52d.</td>
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<td>R3107_3D</td>
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</tr>
<tr>
<td></td>
<td>. Inapplicable</td>
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<tr>
<td>R3107_1E</td>
<td>Type of cosigner or guarantor: Other.</td>
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<tr>
<td>R3107_2E</td>
<td>Question II_B52e.</td>
</tr>
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<td>R3107_3E</td>
<td>1. Yes</td>
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<td>R3107_4E</td>
<td>2. No</td>
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<tr>
<td>R3108_1</td>
<td>Term of other loan at third institution.</td>
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<tr>
<td>R3108_2</td>
<td>Question II_B46.</td>
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<tr>
<td>R3108_3</td>
<td>0 - 360 Months</td>
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<td>R3108_4</td>
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<tr>
<td>R3111_1</td>
<td>Roster number of fourth institution for other loans.</td>
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<td>1-24. Institution number</td>
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<td>30. Used more than four institutions</td>
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<tr>
<td>R3112_1</td>
<td>Number of other loans from fourth other loan institution.</td>
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<tr>
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<td>Question II_B45.</td>
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<td></td>
<td>1 - 2</td>
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<td>. Inapplicable</td>
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<tr>
<td>R3114_1</td>
<td>Principal owed on other loan at fourth other loan institution.</td>
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<tr>
<td>R3114_2</td>
<td>Question II_B47.</td>
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<tr>
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<td>$8,083 to $112,500</td>
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<td></td>
<td>D. Missing</td>
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<td></td>
<td>. Inapplicable</td>
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</tbody>
</table>
Loan at fourth other loan institution requires compensating balances in checking or savings accounts.

Question II_B50.

1. Yes
2. No
D. Missing
   . Inapplicable

Collateral required on other loan at fourth other loan institution.

Question II_B48.

1. Yes
2. No
D. Missing
   . Inapplicable

Type of collateral: Inventory or accounts receivable.

Question II_B49a.

1. Yes
2. No
D. Missing
   . Inapplicable

Type of collateral: Equipment.

Question II_B49b.

1. Yes
2. No
D. Missing
   . Inapplicable

Type of collateral: Business securities or deposits.

Question II_B49c.

1. Yes
2. No
D. Missing
   . Inapplicable

Type of collateral: Business real estate required as collateral.

Question II_B49d.

1. Yes
2. No
D. Missing
   . Inapplicable
Type of collateral: Personal real estate.

1. Yes
2. No

D. Missing
   . Inapplicable

Type of collateral: Other personal assets.

1. Yes
2. No

D. Missing
   . Inapplicable

Type of collateral: Other assets.

1. Yes
2. No

D. Missing
   . Inapplicable

Cosigner or other guarantor required to get other loan at fourth other loan institution.

1. Yes
2. No

D. Missing
   . Inapplicable

Type of cosigner or guarantor: Owners.

1. Yes
2. No

D. Missing
   . Inapplicable

Type of cosigner or guarantor: Other individuals or business firms.

1. Yes
2. No

D. Missing
   . Inapplicable
**R3117_1C** Type of cosigner or guarantor: Small Business Administration.

**R3117_2C** Question II_B52c.

1. Yes
2. No

D. Missing
   - Inapplicable

**R3117_1D** Type of cosigner or guarantor: Another government agency.

**R3117_2D** Question II_B52d.

1. Yes
2. No

D. Missing
   - Inapplicable

**R3117_1E** Type of cosigner or guarantor: Other.

**R3117_2E** Question II_B52e.

1. Yes
2. No

D. Missing
   - Inapplicable

**R3118_1** Term of other loan at fourth institution.

**R3118_2** Question II_B46.

0 - 180 Months

D. Missing
   - Inapplicable

**R3119** Dollar amount of unallocated debts. Data from the balance sheet in section IV indicated in some cases that the inventory of outstanding loans in section II was incomplete. R3119 is the aggregate dollar amount of all such unreported section II debts.

$0 to $3,898,2000

D. Missing
### Table 1: Variables for Section II, parts A and B

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<tr>
<th>Checking</th>
<th>Savings</th>
<th>Leases</th>
<th>Credit lines</th>
<th>Mortg.</th>
<th>Auto loans</th>
<th>Equip. loans</th>
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<tbody>
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<td>R3000</td>
<td>R3010</td>
<td>R3020</td>
<td>R3030</td>
<td>R3040</td>
<td>R3050</td>
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<td>Inst.</td>
<td>R3001_1</td>
<td>R3011_1</td>
<td>R3021_1</td>
<td>R3031_1</td>
<td>R3041_1</td>
<td>R3051_1</td>
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<td>-R3001_4</td>
<td>R3011_4</td>
<td>R3021_4</td>
<td>-R3031_4</td>
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<td>R3032_1</td>
<td>R3042_1</td>
<td>R3052_1</td>
<td>R3062_1</td>
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<td>accts</td>
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<td>R3032_4</td>
<td>R3042_4</td>
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<td>Amt cr.</td>
<td>R3033_1</td>
<td>R3034_1</td>
<td>R3043_1</td>
<td>R3053_1</td>
<td>R3063_1</td>
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<td>line</td>
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<td>R3034_4</td>
<td>R3043_4</td>
<td>-R3053_4</td>
<td>R3063_4</td>
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<td>Bal./owed</td>
<td>R3035_1</td>
<td>R3036_1</td>
<td>R3044_1</td>
<td>R3054_1</td>
<td>R3064_1</td>
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<td>R3035_4</td>
<td>R3046_4</td>
<td>R3054_4</td>
<td>R3064_4</td>
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<td>R3037_1A</td>
<td>R3047_1A</td>
<td>R3057_1A</td>
<td>R3067_1A</td>
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<td>R3057_4</td>
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<td>Loan term</td>
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<td>R3039_1</td>
<td>R3048_1</td>
<td>R3058_1</td>
<td>R3068_1</td>
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Table 1 (continued)

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<th>Variables for section II, parts A and B</th>
<th>Owner Loan</th>
<th>Other Loan</th>
<th>Other, inst. 1</th>
<th>Other, inst. 2</th>
<th>Other, inst. 3</th>
<th>Other, inst. 4</th>
<th>Unallocated Credit</th>
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<td>R3080</td>
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<td>Inst. nбр</td>
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<td>R3091_1</td>
<td>R3101_1</td>
<td>R3111_1</td>
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<td>Nбр accts</td>
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<td>R3082_1</td>
<td>R3092_1</td>
<td>R3102_1</td>
<td>R3112_1</td>
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<td>Amt cr. line</td>
<td>R3074_1</td>
<td>R3084_1</td>
<td>R3094_1</td>
<td>R3104_1</td>
<td>R3114_1,</td>
<td>R3119</td>
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<td>Bal./owed</td>
<td>R3076_1</td>
<td>R3086_1</td>
<td>R3096_1</td>
<td>R3106_1</td>
<td>R3116_1,</td>
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<td>Comp. bal.</td>
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<td>R3086_1A</td>
<td>R3096_1A</td>
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<td>R3096_1B</td>
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<td>R3086_1D</td>
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<td>R3116_1D</td>
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<td>R3087_1</td>
<td>R3097_1</td>
<td>R3107_1</td>
<td>R3117_1,</td>
<td>R3117_2</td>
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<td>Loan term</td>
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<td>R3098_1</td>
<td>R3108_1</td>
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Terms of Most Recent Loan

**R3120**

**Roster number of institutional source for most recent loan.**

<table>
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<th>Question II_B53.</th>
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<tr>
<td>1-24. Institution number</td>
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<tr>
<td>94. Interviewer error; questions coded inapplicable (117 cases)</td>
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<tr>
<td>95. Credit only from noninstitutional sources; questions coded</td>
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<tr>
<td>. Inapplicable, firm has no loans</td>
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**R3121**

**Type of most recent loan.**

<table>
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<th>Questions II_B54 and II_B55.</th>
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<tbody>
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<td>10. Line of credit</td>
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<tr>
<td>20. Mortgage</td>
</tr>
<tr>
<td>30. Motor vehicle loan</td>
</tr>
<tr>
<td>40. Equipment loan</td>
</tr>
<tr>
<td>51. Other loan nbr 1</td>
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<tr>
<td>52. Other loan nbr 2</td>
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<td>53. Other loan nbr 3</td>
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<tr>
<td>54. Other loan nbr 4</td>
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<tr>
<td>55. Other loan, not discussed</td>
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<td>59. Other loan, DK which</td>
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<td>60. Lease</td>
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**R3122**

**Month most recent loan was obtained.**

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**R3123**

**Year most recent loan was obtained.**

<table>
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**R3124**

**Interest rate fixed or variable.**

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</table>
R3125  Interest rate indexed to the prime rate.
Question II_B58.

1. Yes
2. No

D. Missing
   . Inapplicable

R3126  Number of percentage points over/under the prime rate.
Question II_B59.

0 - 10
D. Missing
   . Inapplicable

R3127  Over/at/under prime.
Question II_B59.

1. Over
2. Under
3. At

D. Missing
   . Inapplicable

R3128  Original annual rate of interest.
Question II_B60.

0 - 24.5
D. Missing
   . Inapplicable

R3129  Amount borrowed/amount of credit line.
Question II_B61.

$0 - $350,000,000
D. Missing
   . Inapplicable

R3130  Original term of loan.
Question II_B62.

0 - 420 Months
D. Missing
   . Inapplicable
**R3131**  
Collateral required to obtain loan.  

Question II_B63.

1. Yes  
2. No  

D. Missing  
. Inapplicable

**R3132**  
Type of collateral: Inventory or accounts receivable.  

Question II_B64a.

1. Yes  
2. No  

D. Missing  
. Inapplicable

**R3133**  
Type of collateral: Equipment.  

Question II_B64b.

1. Yes  
2. No  

D. Missing  
. Inapplicable

**R3134**  
Type of collateral: Business securities or deposits.  

Question II_B64c.

1. Yes  
2. No  

D. Missing  
. Inapplicable

**R3135**  
Type of collateral: Business real estate.  

Question II_B64d.

1. Yes  
2. No  

D. Missing  
. Inapplicable

**R3136**  
Type of collateral: Personal real estate.  

Question II_B64e.

1. Yes  
2. No  

D. Missing  
. Inapplicable
Type of collateral: Other personal assets.

Question II_B64f.

1. Yes
2. No

D. Missing
   . Inapplicable

Type of collateral: Other assets.

Question II_B64g.

1. Yes
2. No

D. Missing
   . Inapplicable

Loan requires compensating balances.

Question II_B65.

1. Yes
2. No

D. Missing
   . Inapplicable

Other Financial Services

Obtains money and coin services.

Question II_C1.

1. Yes
2. No

D. Missing
   . Inapplicable

Roster number of institution/source.

Question II_C2.

1-24. Institution number
30. More than four institutions (R3141_4 only)

   . Inapplicable

Obtains cash management service.

Question II_C3.

1. Yes
2. No

D. Missing
   . Inapplicable
R3143_1 **Roster number of institution/source.**
R3143_2 Question II_C4A.
R3143_3
R3143_4 1-24. Institution number
  30. More than four institutions (R3143-4 only)
     . Inapplicable

R3144 **Obtains credit card receipts processing.**
Question II_C5.
1. Yes
2. No
D. Missing
   . Inapplicable

R3145_1 **Roster number of institution/source.**
R3145_2 Question II_C6.
R3145_3
R3145_4 1-24. Institution number
  30. More than four institutions (R3145-4 only)
     . Inapplicable

R3146 **Obtains night depository service.**
Question II_C7.
1. Yes
2. No
   . Inapplicable

R3147_1 **Roster number of institution/source**
R3147_2 Question II_C8.
R3147_3
R3147_4 1-24. Institution number
  30. More than four institutions (R3147_4 only)
     . Inapplicable

R3148 **Obtains brokerage services.**
Question II_C9.
1. Yes
2. No
D. Missing
   . Inapplicable
R3149_1 Roster number of institution/source.
R3149_2 Question II_C10.
R3149_3
R3149_4 1-24. Institution number
   30. More than four institutions (R3149-4 only)
      . Inapplicable

R3150 Obtains letters of credit or banker's acceptances.
Question II_C11.

1. Yes
2. No
D. Missing
   . Inapplicable

R3151_1 Roster number of institution/source.
R3151_2 Question II_C12.
R3151_3
R3151_4 1-24. Institution number
   30. More than four institutions (R3151-4 only)
      . Inapplicable

R3152 Obtains some financial service other than those mentioned in questions R3140-R3151.
Question II_C13.

1. Yes
2. No
D. Missing
   . Inapplicable

R3153_1 Roster number of institution/source used for services.
R3153_2 Question II_C14.
R3153_3
R3153_4 1-24. Institution number
   30. More than four institutions (R3153-4 only)
      . Inapplicable

R3154_1 Type of other services: Pension funds.
R3154_2 Question II_C15a.
R3154_3
R3154_4 1. Yes
2. No
D. Missing
   . Inapplicable
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<tr>
<th>Type of other services</th>
<th>Question II_C15b</th>
<th>Question II_C15c</th>
<th>Question II_C15d</th>
<th>Question II_C15e</th>
<th>Question II_C15f</th>
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</tr>
</tbody>
</table>
R3161_1 Type of other services: Other than specified above.
R3161_2 Question II_C15h.
R3161_3
R3161_4 1. Yes
2. No
D. Missing
   . Inapplicable

Sources of Financial Services--First Six Institutions

D_01 Roster number of primary financial institution.
   Question II_D1.
   1-24. Institution/source number
   . Inapplicable

D_02 Roster number of source.
D_03
D_04
D_05 1-24. Institution/source number
   . Inapplicable

R3310 Type of source.
R3320 Question II_D2.
R3330
R3340 1. Commercial bank
R3350 2. Savings and loan association
R3360 3. Savings bank
   4. Credit union
   5. Finance company
   6. Insurance company
   7. Brokerage or mutual fund company
   8. Leasing company
   9. Mortgage bank
10. Venture capital firm
11. Other business firm
12. Family or other individuals
13. Small Business Administration
14. Other government agency
15. Other source
16. American Express
D. Missing
   . Inapplicable

R3311 Years of conducting business with institution.
R3321 Question II_D5.
R3331
R3341 1 - 99
R3351
R3361 D. Missing
   . Inapplicable, not a financial institution
Number of institution offices firm uses.

**Question II_D6.**

1 - 100

. Inapplicable

Noncredit services office in same area as firm.

**Question II_D8.**

1. Yes
2. No

D. Missing

. Inapplicable

Number of miles between noncredit services office and firm.

**Question II_D9.**

All values set to missing. Recoded

information for these questions is found

in the roster, variables R6481-R6504

Method of conducting noncredit services with office.

**Question II_D10.**

1. In person
2. By telephone
3. By mail or wire

D. Missing

. Inapplicable

Same office used for financing.

**Question II_D11.**

1. Yes
2. No

D. Missing

. Inapplicable

Noncredit services available from office providing financing.

**Question II_D12.**

1. Lines of credit, leases, and loans only
2. Other sources available

D. Missing

. Inapplicable
R3317_A  Credit services office in same area as firm.
R3327_A  Question II_D14.
R3337_A
R3347_A  1. Yes
R3357_A  2. No
R3367_A  D. Missing
          . Inapplicable

R3317_B  Number of miles between credit office and firm.
R3327_B  Question II_D15.
R3337_B
R3347_B  All Values set to missing. Recoded
R3357_B  information for these questions is found
R3367_B  in the ROSTER, Variables R6505 - R6528.

R3318  Method of conducting credit services with office.
R3328  Question II_D16.
R3338
R3348  1. In person
R3358  2. By telephone
R3368  3. By mail or wire
          D. Missing
          . Inapplicable

RII_D3A1 Reasons for choosing institution used by the firm: Institution 1.
RII_D3A2 respondents were asked reasons for choosing each of up to six of
RII_D3A3 the financial institutions used. Interviewers recorded responses
RII_D3A4 verbatim. These responses were then recorded into categories,
RII_D3A5 with up to three responses allowed for each institution.
RII_D3A6 Questions II_D3.
          For codes see table 2.

RII_D3B1 Reasons for choosing institution used by the firm: Institution 2.
RII_D3B2
RII_D3B3 For codes see table 2.

RII_D3C1 Reasons for choosing institution used by the firm: Institution 3.
RII_D3C2
RII_D3C3 For codes see table 2.
Table 2: Reasons for choosing financial institutions

Credit and leases

10. Availability of credit, only institution to give credit
11. Availability of credit when started business
12. Previous loan
13. Low interest rate
14. Other credit terms
15. Able to make larger loans
16. Able/want to obtain line of credit or revolving credits
17. No/less collateral, no personal guarantees
18. Wants/easier to get credit if other services from same institution (Question II_D4 only)
19. Lending policies - Not Ascertained

SBA loans

20. Availability of SBA loans
21. Helped firm obtain SBA loan

Location, services, and convenience

24. Cash, currency coin, night depository services
25. Payroll, automatic payment, delayed payment services
26. Pension, trust services
30. Location, proximity
31. Local, institution's participation in community
32. Only needs one institution
33. One stop banking, able to obtain multiple services at same institution
34. Able to obtain specific service
35. Hours of institution
36. Reputation of institution
37. Quality of services
38. Services - Not Ascertained
39. Convenience - Not Ascertained
40. Small size of institution
41. Large size of institution
42. Size of institution - Not Ascertained
43. Ease of conducting business with institution
44. Soundness, safety, financial health of institution
45. Dissatisfaction with previous institution
46. No need for extra services, no need to shop around
47. Needed for credit card processing
48. Always meets needs, reliable
49. Shopping for lower prices, credit, services

Prices

50. Interest rate or fee for specific service
51. Low or competitive prices - Not Ascertained
52. Best deal, good deal, package deal
53. High interest rate
54. Pays/high interest on checking
55. No/low checking account fees
56. Price of credit card processing, other specific terms on credit card processing
57. Low fees or service charges
58. Interest rate - Not Ascertained
Seller financing, referrals, and personal relationships

60. Bought/leased vehicle or other equipment there, captive finance company
61. Seller referred institution to firm/sold loan to institution, loan assumption
62. Other recommendation
63. Owner has personal or other business with institution, owner owns stock of institution
64. Owner knows officers or employees of institution
65. Started with institution, long-term relationship with institution, familiarity
66. Firm was using institution when acquired
67. Institution does business with the firm
68. Relatives work at institution, relatives own stock of institution, relatives have business with institution
69. Loyalty, satisfied with institution, content with results

Other

70. Only institution in town
71. Provided financial advice or assistance
72. Willing to work with firm, flexibility
73. Willing to do business or take risk with small business
74. Institution understands firm's business
75. Institution solicited firm's business, salesman
76. Institution's employees/management professional, knowledgeable, etc.
77. Institution's employees - Not Ascertained
78. Friendly/good treatment, like the people
79. Original institution taken over by current institution
80. Diversification, convenient to have more than one bank
81. Limited choice, few institutions in town, other institutions do not provide service
82. Franchiser provides service or chose institution for service
83. Institution required checking, savings, or other accounts for loan
84. Institution requirement - Not Ascertained
85. Personal service, deals with one person, access to institution president, etc.
86. Institution is growing, aggressive, progressive, etc.
87. Minority ownership in institution
88. No particular reason
89. Same as reason as D3 (Question II_D4 only)
90. Other

D. Missing
   . Inapplicable
Reasons for choosing institution used by the firm: Institution 4.
For codes see table 2.

Reasons for choosing institution used by the firm: Institution 5.
For codes see table 2.

Reasons for choosing institution used by the firm: Institution 6.
For codes see table 2.

Reasons for choosing the package of services: Institution 1.
When more than one financial service was obtained from an institution respondents were asked why they obtained multiple services from that institution. Interviewers recorded responses verbatim. These responses were then recoded into categories with up to three responses allowed for each institution. Question II_D4.
For codes see table 2.

Reasons for choosing the package of services: Institution 2.
For codes see table 2.

Reasons for choosing the package of services: Institution 3.
For codes see table 2.

Reasons for choosing the package of services: Institution 4.
For codes see table 2.

Reasons for choosing the package of services: Institution 5.
For codes see table 2.

Reasons for choosing the package of services: Institution 6.
For codes see table 2.
Sources of financial services--Second Six Institutions

E_01  Roster number at source.
E_02
E_03  1-24. Institution/source number
E_04
E_05  .  Inapplicable
E_06

R3370  Type of source.
R3380  Question II_E1.
R3390
R3400  1. Commercial bank
R3410  2. Savings and loan association
R3420  3. Savings bank
  4. Credit union
  5. Finance company
  6. Insurance company
  7. Brokerage or mutual fund company
  8. Leasing company
  9. Mortgage bank
 10. Venture capital firm
 11. Other business firm
 12. Family or other individuals
 13. Small Business Administration
 14. Other government agency
 15. Another source
 16. American Express
    D. Missing
    .  Inapplicable

R3373_A  Office in same area as firm.
R3383_A  Question II_E3.
R3393_A
R3403_A  1. Yes
R3413_A  2. No
R3423_A  D. Missing
          .  Inapplicable

R3373_B  Number of miles between office and firm.
R3383_B  Question II_E4.
R3393_B
R3403_B  All values set to missing. Recoded information for
R3423_B  these questions is found in the roster, variables R6481-R6504
Most important characteristic of financial institutions in conducting its financial business.
Question II_E5.

1. The interest rates and prices for financial services.
2. Staff who know the firm and its type of business.
3. A willingness to extend financing to the firm.
4. A location close to the firm.
5. A wide range of financial services

D. Missing
   . Inapplicable

Least important characteristic of the financial institution in conducting its financial business.
Question II_E6.

1. The interest rates and prices for financial services.
2. Staff who know the firm and its type of business.
3. A willingness to extend financing to the firm.
4. A location close to the firm.
5. A wide range of financial services.
Table 3: Financial institutions and their characteristics

<table>
<thead>
<tr>
<th>Institution</th>
<th>Primary</th>
<th>#2</th>
<th>#3</th>
<th>#4</th>
<th>#5</th>
<th>#6</th>
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<tbody>
<tr>
<td>Roster Number</td>
<td>D_01</td>
<td>D_02</td>
<td>D_03</td>
<td>D_04</td>
<td>D_05</td>
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<td>R3330</td>
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<td>Number Years</td>
<td>R3311</td>
<td>R3321</td>
<td>R3331</td>
<td>R3341</td>
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<tr>
<td>Number Offices</td>
<td>R3312</td>
<td>R3322</td>
<td>R3332</td>
<td>R3342</td>
<td>R3352</td>
<td>R3362</td>
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</tbody>
</table>

**Noncredit Services**

| Same Area            | R3313_A | R3323_A | R3333_A | R3343_A | R3353_A | R3363_A |
| Miles*               | R3313_B | R3323_B | R3333_B | R3343_B | R3353_A | R3363_B |
| Method of Business   | R3314   | R3324   | R3334   | R3344   | R3354   | R3364   |

**Credit Services**

| Same Office for Credit | R3315 | R3325 | R3335 | R3345 | R3355 | R3365 |
| Noncredit Services Available | R3316 | R3326 | R3336 | R3346 | R3356 | R3366 |
| Same Area              | R3317_A | R3327_A | R3337_A | R3347_A | R3357_A | R3367_A |
| Miles**                | R3317_B | R3327_B | R3337_B | R3347_B | R3357_B | R3367_B |
| Method of Business     | R3318   | R3328   | R3338   | R3348   | R3358   | R3368   |

*Miles between the firm and noncredit office are found in the roster variables R6481-R6504.

**Miles between the firm and the credit office are found in the roster variables R6505-R6528.
Table 3: Financial institutions and their characteristics

<table>
<thead>
<tr>
<th>Institution</th>
<th>#7</th>
<th>#8</th>
<th>#9</th>
<th>#10</th>
<th>#11</th>
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<td>E_03</td>
<td>E_04</td>
<td>E_05</td>
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<td>R3400</td>
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Number Years

Number Offices

Noncredit Services*

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<th>R3383_A</th>
<th>R3393_A</th>
<th>R3403_A</th>
<th>R3413_A</th>
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<td>Miles**</td>
<td>R3373_B</td>
<td>R3383_B</td>
<td>R3393_A</td>
<td>R3403_B</td>
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Method of Business

Credit Services

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<th>Same Office for Credit</th>
<th>Noncredit Services Available</th>
<th>Same Area</th>
<th>Miles**</th>
</tr>
</thead>
</table>

*For institutions 7 to 12, location information is for the most frequently used office. No distinction is made between credit and noncredit services.

**Miles between the firm and the institution office are found in roster variables R6481-R6504.
Previous Relationships with Financial Institution

R3600  Firm moved business from one institution to another.  
Question II_F1.

1. Yes
2. No
D. Missing
   . Inapplicable

R3601  Institution number of where firm moved its business.  
Question II_F2.

1-24. Institution/source number
   . Inapplicable

R3602  Type of institution firm moved its business to.  
Question II_F3.

1. Commercial bank
2. Savings and loan association
3. Savings bank
4. Credit union
5. Finance company
6. Insurance company
7. Brokerage or mutual fund company
8. Leasing company
9. Mortgage bank
10. Venture capital firm
11. Other business firm
12. Family or other individuals
13. Small Business Administration
14. Other government agency
15. Another source
16. American Express
D. Missing
   . Inapplicable

R3603  Office of institution in same county/metropolitan area as firm's office.  
Question II_F5.

1. Yes
2. No
D. Missing
   . Inapplicable

R3604  Miles between institution and firm.  
Question II_F6.

All values set to missing. Recoded information for these questions is found in the roster, variables R6481-R6504
R3605  Firm transferred financing services.
Question II_F7.

1. Yes
2. No

D. Missing
   . Inapplicable

R3606  Firm transferred checking account services.
Question II_F7.

1. Yes
2. No

D. Missing
   . Inapplicable

R3607  Firm transferred savings/investment services.
Question II_F7.

1. Yes
2. No

D. Missing
   . Inapplicable

R3608  Firm transferred other services.
Question II_F7.

1. Yes
2. No

D. Missing
   . Inapplicable

RII_F81  Reason for Taking Business from Institution R3601
RII_F82  Up to three codes were recorded for each response
RII_F83  Question II_F8.

For codes, see table 2

R3610  Institution number of institution from which firm took its business.
Question II_F9.

1-24. Institution number
   . Inapplicable
Institution type for institution in R3610.

Question II_F10.

1. Commercial bank
2. Savings and loan association
3. Savings bank
4. Credit union
5. Finance company
6. Insurance company
7. Brokerage or mutual fund company
8. Leasing company
9. Mortgage bank
10. Venture capital firm
11. Other business firm
12. Family or other individuals
13. Small Business Administration
14. Other government agency
15. Another source
16. American Express

D. Missing
   . Inapplicable

Former institution's office in the same county/metropolitan area the of firm.

Question II_F12.

1. Yes
2. No

D. Missing
   . Inapplicable

Number of miles between former institution and firm.

Question II_F13.

All values set to missing. Recoded information for these questions is found in roster, variables R6481-R6504

Firm contacted financial institutions regarding financial services.

Question II_G1.

1. Yes
2. No

D. Missing
   . Inapplicable
R3651  Number of institutions firm contacted.  
Question II_G2.  
1 - 50  
D. Missing  
.  Inapplicable

R3652  Number of commercial banks contacted.  
Question II_G3.  
0 - 25  
D. Missing  
.  Inapplicable

R3653  Number of commercial banks contacted in same metropolitan area/county as firm.  
Question II_G4.  
0 - 10  
D. Missing  
.  Inapplicable

R3654  Number of other institutions contacted in same metropolitan area/county as firm.  
Question II_G5.  
0 - 30  
D. Missing  
.  Inapplicable

R3655  Institution number of most recent financial institution contacted.  
Question II_G6.  
1-24. Institution number  
.  Inapplicable
R3656  Type of institution contacted.
Question II_G7.

1. Commercial bank
2. Savings and loan association
3. Savings bank
4. Credit union
5. Finance company
6. Insurance company
7. Brokerage or mutual fund company
8. Leasing company
9. Mortgage bank
10. Other financial institution
16. American express

D. Missing
   . Inapplicable

R3657  Institution contacted located in same metropolitan area/county as firm.
Question II_G9.

1. Yes
2. No

D. Missing
   . Inapplicable

R3658  Number of miles between institution and firm.
Question II_G10.

All values set to missing. Recoded information for these questions is found in the roster, variables R6481-R6504

R3659  Did firm consider using credit services.
Question II_G11a.

1. Yes
2. No

D. Missing
   . Inapplicable

R3660  Did firm consider using checking account.
Question II_G11b.

1. Yes
2. No

D. Missing
   . Inapplicable
Did firm consider using savings/investment services.
Question II_G11c.

1. Yes
2. No
D. Missing
   . Inapplicable

Did firm consider using other financial services.
Question II_G11d.

1. Yes
2. No
D. Missing
   . Inapplicable

Reasons for considering this financial institution.
RII_G121
RII_G122 Up to three reasons were coded for each response.
RII_G123 Question II_G12.

For codes, see table 2

Firm obtained or applied for one or more services.
Question II_G13.

1. Yes
2. No
D. Missing
   . Inapplicable

Firm applied for or obtained credit services.
Question II_G14a.

1. Yes
2. No
D. Missing
   . Inapplicable

Firm applied for or obtained checking accounts.
Question II_G14b.

1. Yes
2. No
D. Missing
   . Inapplicable
R3666  Firm applied for or obtained savings/investment accounts.
Question II_G14c.

1. Yes
2. No

D. Missing
   . Inapplicable

R3667  Firm applied for or obtained other services.
Question II_G14d.

1. Yes
2. No

D. Missing
   . Inapplicable

R3670  During the last year, firm applied for a line of credit, loan, or lease from one or more financial institutions.
Question II_G15.

1. Yes
2. No

D. Missing
   . Inapplicable

R3671  The firm was either denied its request for credit, or approved for an amount less than the amount applied for.
Question II_G16.

1. Yes
2. No

D. Missing
   . Inapplicable

R3672  Firm eventually obtained all the financing it initially applied for.
Question II_G17.

1. Yes
2. No

D. Missing
   . Inapplicable
Solicitations by Financial Institutions

R3680 Number of times firm solicited by financial institutions about obtaining new lending, checking, savings, or other services during the year. Question II_H1.

1. One time only
2. Two or three times
3. Four or more times
4. Not contacted
D. Missing
. Inapplicable

R3681 How the firm was contacted. Question II_H2.

1. In person
2. By telephone
3. By personal letter
D. Missing
. Inapplicable

R3682 Institution number of firm which solicited firm's business. Question II_H3.

1-24. Institution number
D. Missing
. Inapplicable

R3683 Type of institution soliciting firm's business. Question II_H4.

1. Commercial bank
2. Savings and loan association
3. Savings bank
4. Credit union
5. Finance company
6. Insurance company
7. Brokerage or mutual fund company
8. Leasing company
9. Mortgage bank
10. Other financial institution
16. American Express
D. Missing
. Inapplicable
R3684 Soliciting office in same metropolitan area/county as firm.  
   Question II_H6.  
   1. Yes  
   2. No  
   D. Missing  
   . Inapplicable

R3685 Number of miles between firm and soliciting institution.  
   Question II_H7.  
   All values set to missing. Recoded information for these questions is found in the roster, variables R6841-R6504.

R3686 Soliciting firm offered credit services.  
   Question II_H8a.  
   1. Yes  
   2. No  
   D. Missing  
   . Inapplicable

R3687 Soliciting firm offered checking services.  
   Question II_H8b.  
   1. Yes  
   2. No  
   D. Missing  
   . Inapplicable

R3688 Soliciting firm offered savings/investment services.  
   Question II_H8c.  
   1. Yes  
   2. No  
   D. Missing  
   . Inapplicable

R3689 Soliciting firm offered other services.  
   Question II_H8d.  
   1. Yes  
   2. No  
   D. Missing  
   . Inapplicable
R3690 Services were obtained from soliciting firm.
Question II_H9.

1. Yes
2. No

D. Missing
  . Inapplicable

R3691 Credit services were obtained from soliciting firm.
Question II_H10a.

1. Yes
2. No

D. Missing
  . Inapplicable

R3692 Checking services were obtained from soliciting firm.
Question II_H10b.

1. Yes
2. No

D. Missing
  . Inapplicable

R3693 Savings/investment services were obtained from soliciting firm.
Question II_H10c.

1. Yes
2. No

D. Missing
  . Inapplicable

R3694 Other financial services were obtained from soliciting firm.
Question II_H10d.

1. Yes
2. No

D. Missing
  . Inapplicable

II_H111 Reason for Choosing Soliciting Institution
II_H112 Up to three codes per response.
II_H113 Question II_H11.

See table 2 for list of codes
Use of Trade Credit

R3700  
Firm purchased some goods or services on account.  
Question II_I1.  
1. Yes  
2. No  

R3701  
Number of suppliers firm used to make purchases on account.  
Question II_I2.  
1 - 997  
D. Missing  
. Inapplicable  

R3702  
Percent of all purchases made on account.  
Question II_I3.  
0 - 100  
D. Missing  
. Inapplicable  

R3703  
Percent of purchases made on account for which suppliers offered cash discounts.  
Question II_I4.  
0 - 100  
Percent of trade credit on which discounts are offered  
D. Missing  
. Inapplicable  

R3704  
Percent of cash discounts offered that were taken by the firm.  
Question II_I5.  
0 - 100  
D. Missing  
. Inapplicable  

R3705  
Firm made some payments after date due.  
Question II_I6.  
1. Yes  
2. No  
D. Missing  
. Inapplicable
R3706  Percent of payments made after due date.
Question II_I7.
1 - 100
D. Missing
. Inapplicable

SBA Borrowing Experience (SBA Sample Only)

R3750  This SBA loan was the first loan the firm obtained from a financial institution.
Question II_J1.
1. Yes
2. No
7. Denies having a loan
D. Missing
. Inapplicable

R3751  Time period it took to obtain SBA loan.
Question II_J2.
1 - 30  Number of periods
D. Missing
. Inapplicable

R3752  Length of period referred to in R3751.
Question II_J2.
1. Weeks
2. Months
3. Years
D. Missing
. Inapplicable

R3753  Firm used SCORE (Service Corps of Retired Executives) for management assistance.
Question II_J3.
1. Yes
2. No
D. Missing
. Inapplicable
R3754 Usefulness of SCORE service to firm.
Question II_J4.

1. Very Useful
2. Somewhat useful
3. Not very useful
4. Not at all useful

D. Missing
   Inapplicable

R3755 Firm used services of a Small Business Development Center (SBSD).
Question II_J5.

1. Yes
2. No

D. Missing
   Inapplicable

R3756 Usefulness of SBSD services.
Question II_J6.

1. Very Useful
2. Somewhat useful
3. Not very useful
4. Not at all useful

D. Missing
   Inapplicable

R3757 Firm used other SBA service.
Question II_J7.

1. Yes
2. No

D. Missing
   Inapplicable

R3758 Usefulness of other SBA service.
Question II_J9.

1. Very Useful
2. Somewhat useful
3. Not very useful
4. Not at all useful

D. Missing
   Inapplicable
R3759  Main purpose of SBA loan.

Question II_J10.

1. Start the business
2. Expand the business
3. Stay in business
4. Other

D. Missing
   . Inapplicable

R3760  Action firm would have taken had SBA loan not been obtained.

Question II_J11.

1. Obtained similar financing elsewhere
2. Obtained financing elsewhere with less favorable terms
3. Discontinued expansion plans
4. Not opened
5. Gone out of business
6. Other

D. Missing
   . Inapplicable

R3761  Firm has applied for a loan since receiving the SBA loan.

Question II_J12.

1. Yes
2. No

D. Missing
   . Inapplicable

R3762  Loan mentioned in R3761 was approved.

Question II_J13.

1. Yes
2. No

D. Missing
   . Inapplicable
Section III: Income and expenses

Income statement variables have been partially edited. Current sales (R4002) has been extensively edited. In the process of editing current sales, all returned work-sheets and financial statements were reviewed. Observations were also reviewed if basic accounting rules were violated (e.g., sales minus cost of goods sold not equal to gross profit) or if relationships among reported numbers were improbable (e.g., sales less than cost of goods sold). All missing values for current sales have been imputed.

Expenses have been edited in conjunction with edits for sales. Any erroneous expense data that were detected were either corrected or assigned missing values. However, no separate edits have been performed for expenses. The user should not assume that expense data are correct and should be wary for outliers.

Respondents reported income and expense data for the reference period determined in section I, part E. Variable R4000 indicates the number of months in this reference period. Variables R4002-R4008 are stated on an annual basis (i.e., for a 12 month period).

R4000   Number of months covered by income statement.
Questions I_E1-I_E5.
1 - 18
No missing values

R4002   Sales in 1987.
Question III_1.
$180 - $202,000,000
D. Missing

R4001   Sales in 1986.
Question III_6.
$120 - $186,000,000
D. Missing
R4003  Cost of goods sold.
Question III_2.

$0 - $192,000,000
D. Missing

R4004  Gross profit.
Computed value: R4004 = R4002 - R4003.

$11 - $75,000,000
D. Missing

R4005  Operating expenses.
Question III_4.

$0 - $81,000,000
D. Missing

R4006  Interest expense.  This variable is a component of operating expenses (R4005).
Question III_5.

$0 - $89,436,000
D. Missing

R4007  Total expenses.  This variable also contains a value in some cases in which the cost of goods sold (R4003) or operating expenses (R4005) are missing but total expenses are known.
Computed value: R4007 = R4003 + R4005.

$0 - $207,000,000
D. Missing

R4008  Operating profit.
Computed value: R4008 = R4002 - R4007.

-$12,500,000 to $35,400,000
D. Missing
This section contains information on the firm's balance sheet. For all but a handful of observations (those with the variable REDIT=1) the data have been edited to be consistent with the other information in the questionnaire (especially section II). For the cases where CASESTAT=2, only total assets (RIV_A16) and total liabilities plus net worth (RIV_B22) are available. Other dollar amounts, both in section II and in section IV are not available at this time.

One variable in the balance sheet has not been edited for data consistency. That variable is the amount of short-term debt (RIV_B3). Also note that items included in other assets (RIV_A13) and in other liabilities (RIV_B9) may belong in different specific balance sheet categories.

**Assets**

**RIV_A1** Cash (total cash on hand, checking, savings, money market accounts, certificates of deposit and other time deposits).
Question IV_A1.

-$283,985$ to $5,800,000$

D. Missing

**RIV_A3** Accounts receivable.
Question IV_A3.

$0$ to $16,016,364$

D. Missing

**RIV_A5** Inventories.
Question IV_A5.

$0$ to $14,166,000$

D. Missing

**RIV_A7** Other current assets (including stocks, bonds, prepaid expenses, and other current assets).
Question IV_A7.

$0$ to $37,764,017$

D. Missing
Investments (including loans to stockholders, firm-held mortgages or real estate loans, or other investments).

Question IV_A9.

$0 to $101,416,365

D. Missing

Property, plant equipment, and intangible assets.

Question IV_A11.

$0 to $17,383,964

D. Missing

Other Assets (book value of all other assets not included above).

Question IV_A13.

$0 to $16,209,408

D. Missing

Type of other assets. These questions are recodes of responses to the open-ended questions describing the type of other assets included in RIV_A13 above.

Question IV_A14A-IV_A14C.

10. Cash
11. Marketable securities
12. Deposits, savings
13. Refunds
14. Taxes
15. Reserves
16. Trust funds
17. Bonds
18. Investments - N/A what
19. Investment in partnership, acquisitions, joint ventures
20. Equipment, tools, parts, autos, trucks
21. Property, plant
22. Land
23. Miscellaneous furniture, fixtures, software, merchandise
24. Additions, improvements, refinishings, plans
25. Supplies, inventory
26. Extended service agreements
27. Other agreements
28. Notes receivable (long and short-term)
29. Prepaid expenses
30. Credit card receivables
31. Deferred income, payments, taxes, interest
32. Permits, licenses, etc.
33. Goodwill, patents, intangibles
34. Insurance
35. Pension plan, retirement fund
36. Organizational costs
37. Subsidiaries and franchises
45. Deposits – security, utility, workman's compensation
46. Loans to others – employee advances, partners
47. Research and development
48. Fees
49. Client lists, subscription list
50. Amortization
51. Depreciation
52. Stock and equity
53. Value of land or business
54. Escrow
55. Royalties
56. Retained earnings
57. Loan, lease costs, lease hold improvements
58. Leases – capital, equipment, supplies

97. Miscellaneous

D. Missing
. Inapplicable

RIV_A15A  Dollar amount of other assets. (The dollar amount in RIV_A15A-C is
RIV_A15B associated with the type of other asset denoted in RIV_A14A-C,
RIV_A15C respectively.)
Questions IV_A15A, IV_A15B, and IV_A15C

$0 to $16,209,408
D. Missing
. Inapplicable

RIV_A16  Total assets.
Question IV_A16

$0 to $154,087,353
No missing values

Liabilities and Net Worth

RIV_B2  Total short-term and long-term debts. (RIV_B2 does not include
capital leases. Capital leases are reported separately as an
"other liabilities" (see RIV_B9, RIV_B10, and RIV_B11). Question IV_B2.

$0 to $38,982,000
D. Missing
RIV_B3 **Short-term debt.** Total amount of loans, mortgages, notes, and bonds that were due within one year. This variable has not been edited.

Question IV_B3.

$0 to $8,123,587

D. Missing

RIV_B5 **Accounts payable.**

Question IV_B5.

$0 to $10,499,028

D. Missing

RIV_B7 **Other current liabilities.** Includes accrued expenses, taxes payable, prepayments, deposits, and advances, and any other current liabilities.

Question IV_B7.

-$8,062 to $42,199,829

D. Missing

RIV_B9 **Total other liabilities.** Includes capital leases.

Question IV_B9.

$0 to $88,189,691

D. Missing

. Inapplicable

RIV_B10A **Type of other liabilities.** These questions are recodes of responses to the open-ended questions describing the type of other assets included in RIV_B9 above.

Questions IV_B10A-C.

10. Capital lease

20. Deferred income

21. Deferred income taxes, NA what type

22. Deferred Income Taxes (federal, state, corporate)

23. Taxes

24. Deferred credit

25. Deferred compensation

26. Deferred interest payable

27. Deferred taxes from inventory

30. SBA loan

31. Bank loan

32. Long-term loan

33. Mortgage

34. Personal, family loan

35. Stockholder, partner loan

36. Secured loans (auto, equipment, etc.)

37. Loan, NA what type

38. Notes payable
39. Accounts payable (wages, taxes, rent, etc.)
40. Other current liabilities
41. Debt, NA what type
42. Bonds
43. Credit lines, revolving credit

50. Working capital
51. Prepaid expenses
52. Accrued expenses
53. Deposits

60. Owners' capital
61. Capital stock
62. Stock
63. Retained earnings
64. Reserves
65. Trust fund
70. Negative goodwill
71. Buying-out partner
72. Insurance policies
73. Minority interest
74. Fees
75. Purchases
78. Pension, retirement
79. Profit sharing
80. Bank overdraft

97. Miscellaneous
   D. Missing
      . Inapplicable

RIV_B11A Dollar amount of other liabilities. The dollar amount in
RIV_B11C is associated with the type of other asset denoted in
RIV_B11B RIV_B10A-C, respectively.
Questions IV_B11A-C.
$0 to $88,189,691
D. Missing
   . Inapplicable

RIV_B12 Total Liabilities.
Question IV_B12.
$0 to $134,801,918
D. Missing

RIV_B23 Total Equity.
Questions IV_B13, IV_B14, IV_B16, IV_B17, IV_B19, IV_B21.
-$5,880,000 to $34,685,816
D. Missing
RIV_B16  Par value of preferred stock.
Question IV_B16.

$0 to $13,661,262
D. Missing
   . Inapplicable

RIV_B22  Total liabilities and net worth.
Question IV_B22.

$0 to $154,087,353
No missing values

Miscellaneous Questions

R4101  Current market value of the firm.
Question IV_C1.

-$30,000 to $100,000,000,000
D. Missing

R4102  Confidence in estimate of market value of firm.
Question IV_C2.

1. Very confident
2. Somewhat confident
3. Not very confident
4. Not at all confident
D. Missing
   . Inapplicable

R4103  Percent of accounts receivable sold to a factor.
Question IV_C3.

0 - 100
D. Missing

R4104  Percent of sales or operating revenue derived from exports.
Question IV_C4.

0 - 100
D. Missing
R4105 Percent of firms sales to customers paid for with currency and coins, rather than checks or credit cards. Question IV_C5.
0 - 100
D. Missing

R4106 Percent of firm's purchases and expenses that the firm paid for using currency and coins rather than checks or credit cards. Question IV_C6.
0 - 100
D. Missing

R4107 Average amount of currency and coins on hand at any one time. Question IV_C7.
$0 - $1,500,000
D. Missing
Section V: Reported Use of Records

R5001  **Worksheets were completed.**
Question V_1.
1. Yes
2. No
D. Missing

R5002  **Records were used to answer Section II finance questions.**
Question V_2.
1. Yes
2. No
D. Missing

R5003  **Records were used to answer Section II income-expense questions.**
Question V_4.
1. Yes
2. No
D. Missing

R5004  **Type of records used for income-expense questions: 1987 income tax return.**
Question V_5A.
1. Yes
2. No
D. Missing
   . Inapplicable

R5005  **Type of records used for income-expense questions: financial statement.**
Question V_5B.
1. Yes
2. No
D. Missing
   . Inapplicable

R5006  **Type of records used for income-expense questions: other records.**
Question V_5C.
1. Yes
2. No
D. Missing
   . Inapplicable
Records were used for Section IV balance-sheet questions.

Question V_6.

1. Yes
2. No

D. Missing

Type of records used for balance-sheet questions: 1987 income tax return.

Question V_7A.

1. Yes
2. No

D. Missing

. Inapplicable

Type of records used for balance-sheet questions: financial statements.

Question V_7B.

1. Yes
2. No

D. Missing

. Inapplicable

Type of records used for balance-sheet questions: other records.

Question V_7C.

1. Yes
2. No

D. Missing

. Inapplicable
Roster Variables

The roster identifies the characteristics and financial products and services associated with each financial institution use. It contains up to 24 institutions/sources, which are designated by the number in R6001-R6024. These numbers cross-reference the institution numbers referred to in section II questions. The roster is a matrix. Each row represents a specific institution. The columns represent different characteristics of the institution or services obtained from that institution. For all variables labeled as "flags," a value of one indicates that the firm has one or more services of that type obtained from the institution. A value of two indicates that the firm did not obtain that service from the institution. Table 4 presents the roster in a matrix to facilitate cross-referencing of the individual variables.

R6001-R6024  Institution number.
            1-24. Number of institution/source

R6025-R6048  Institution type or source.
            1. Commercial bank
            2. Savings and loan association
            3. Savings bank
            4. Credit union
            5. Finance company
            6. Insurance company
            7. Brokerage or mutual fund company
            8. Leasing company
            9. Mortgage bank
           10. Venture capital firm
           11. Other business firm
           12. Family member or other individual
           13. Small Business Administration
           14. Other government agency
           15. Other
           16. American Express
           D. Missing
              . Inapplicable

R6901-R6924  Checking account flag.
            1. Yes, service used
            2. No, service not used.

              . Inapplicable
<table>
<thead>
<tr>
<th>Flag Type</th>
<th>Description</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savings account flag.</td>
<td></td>
<td>1. Yes, service used</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. No, service not used</td>
</tr>
<tr>
<td></td>
<td></td>
<td>. Inapplicable</td>
</tr>
<tr>
<td>Capital leases flag.</td>
<td></td>
<td>1. Yes, service used</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. No, service not used</td>
</tr>
<tr>
<td></td>
<td></td>
<td>. Inapplicable</td>
</tr>
<tr>
<td>Lines of credit flag.</td>
<td></td>
<td>1. Yes, service used</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. No, service not used</td>
</tr>
<tr>
<td></td>
<td></td>
<td>. Inapplicable</td>
</tr>
<tr>
<td>Mortgages flag.</td>
<td></td>
<td>1. Yes, service used</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. No, service not used</td>
</tr>
<tr>
<td></td>
<td></td>
<td>. Inapplicable</td>
</tr>
<tr>
<td>Motor vehicle loan flag.</td>
<td></td>
<td>1. Yes, service used</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. No, service not used</td>
</tr>
<tr>
<td></td>
<td></td>
<td>. Inapplicable</td>
</tr>
<tr>
<td>Equipment loan flag.</td>
<td></td>
<td>1. Yes, service used</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. No, service not used</td>
</tr>
<tr>
<td></td>
<td></td>
<td>. Inapplicable</td>
</tr>
<tr>
<td>Other loans flag.</td>
<td></td>
<td>1. Yes, service used</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. No, service not used</td>
</tr>
<tr>
<td></td>
<td></td>
<td>. Inapplicable</td>
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<tr>
<td>Other services flag.</td>
<td>(Section II_C.)</td>
<td>1. Yes, service used</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. No, service not used</td>
</tr>
<tr>
<td></td>
<td></td>
<td>. Inapplicable</td>
</tr>
</tbody>
</table>
**Questionnaire location priority variable.**

1. Institution first discussed in section II, part A, B, or C
2. Institution first discussed in section II, part F, G, H, I, or J
   - Inapplicable.

**Firm does non-credit business with a branch or office in the same county or metropolitan area as main office of firm.**

1. Yes
2. No
   - Inapplicable

**Institution office where firm applied for credit is located in the same county or metropolitan area as the firm. This question was asked for only the first six institutions identified by the respondent only if the firm obtained credit services from that institution. See section II, part D questions for further information.**

1. Yes
2. No
   - Inapplicable

**Distance between the firm and the financial institution.**

0 - 3634 Miles

-5. Financial institution located in foreign country.
-2. Don't know location of institution vis-a-vis firm.
   - Inapplicable

**Distance between firm and the office of the financial institution where the firm applied for credit when that location is different than the location the firm uses for other services.**

0 - 6000 Miles.

-5. Financial institution located in foreign country
-2. Don't know location of institution vis-a-vis firm
   - Inapplicable
Table 4: Roster Variables

<table>
<thead>
<tr>
<th>Variable</th>
<th>Number 1</th>
<th>Number 2</th>
<th>Number 3</th>
<th>Number 4 to 24</th>
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<tbody>
<tr>
<td>Roster Number</td>
<td>R6001</td>
<td>R6002</td>
<td>R6003</td>
<td>R6004 ... R6024</td>
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<td>Institution Type</td>
<td>R6024</td>
<td>R6026</td>
<td>R6027</td>
<td>R6028 ... R6048</td>
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<td>Checking Flag</td>
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<td>R6902</td>
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<td>R6904 ... R6924</td>
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<td>R6927</td>
<td>R6928 ... R6948</td>
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<td>R6952 ... R6972</td>
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<td>R6974</td>
<td>R6975</td>
<td>R6976 ... R6996</td>
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<td>R6698</td>
<td>R6699</td>
<td>R6700 ... R6720</td>
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<td>R6722</td>
<td>R6723</td>
<td>R6724 ... R6744</td>
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<td>R6746</td>
<td>R6747</td>
<td>R6748 ... R6768</td>
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<td>R6770</td>
<td>R6771</td>
<td>R6772 ... R6792</td>
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<td>R6244 ... R6264</td>
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<td>R6803</td>
<td>R6804 ... R6824</td>
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<td>Same Area Flag - Noncredit</td>
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<td>R6435</td>
<td>R6436 ... R6456</td>
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<td>Same Area Flag - Credit Application</td>
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<td>R6459</td>
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<td>R6483</td>
<td>R6484 ... R6504</td>
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<td>Distance Between Firm and Credit Application Office</td>
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<td>R6506</td>
<td>R6507</td>
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