

**SBO-1-L1 -- DRAFT
(2007)**

Please reply to:
U.S. CENSUS BUREAU
1201 EAST TENTH STREET
JEFFERSONVILLE IN 47134-0001

FROM THE ASSISTANT DIRECTOR FOR ECONOMIC PROGRAMS
U.S. CENSUS BUREAU

Your 2007 Survey of Business Owners and Self-Employed Persons (SBO) questionnaire, Form SBO-1, is enclosed.

The 2007 Survey of Business Owners and Self-Employed Persons is part of the Economic Census, which is taken every 5 years. The SBO provides the government and businesses with essential data on the demographic and economic composition of businesses in the United States. The information collected in this survey is combined with data on employment, payroll, and receipts collected in the 2007 Economic Census and data from administrative records to create comprehensive estimates of the characteristics of U.S. businesses and their owners. Information about your business is needed to provide reliable data for your industry and geographic area.

Please complete and return your census form within the next 30 days. Under Title 13, United States Code, **your response to this survey is mandatory.** Title 13 also guarantees that your response is confidential and will be used only for statistical purposes. Applicable provisions of the law are shown on the back of this letter.

Please read all instructions before completing the form. You may use estimates if book figures are not readily available. Return the completed original questionnaire to the Census Bureau in the enclosed postage-paid envelope.

To help you complete the 2007 Survey of Business Owners and Self-Employed Persons:

- **You can report electronically** by using our online interactive application, Census Taker. To use this secure user-friendly application, go to <www.census.gov/econhelp/sbo>, which has instructions for using Census Taker. The site also shows how to use census data and provides links to previous census results.
- We have included with this package a set of answers to the most frequently asked questions regarding this survey.
- If you cannot find an answer on the enclosure or on the Internet, **our customer help line (1-888-824-9954)** is available Monday to Friday, 8 a.m. to 6 p.m., Eastern time. When calling, please refer to the 11-digit Census File Number (CFN) shown in the upper left corner of the address label on the report form.

Thank you in advance for your cooperation.

Sincerely,

C. Harvey Monk, Jr.

Enclosures

NOTE -- Be sure to make a copy of the form for your records.

AUTHORITY TO CONDUCT ECONOMIC CENSUSES – SECTION 131

The Secretary shall take, compile, and publish censuses of manufactures, of mineral industries, and of other businesses, including the distributive trades, service establishments, and transportation (exclusive of means of transportation for which statistics are required by law to be filed with, and are compiled and published by, a designated regulatory body), in the year 1964, then in the year 1968, and every fifth year thereafter, and each such census shall relate to the year immediately preceding the taking thereof.

AUTHORITY TO COLLECT PRELIMINARY AND SUPPLEMENTAL STATISTICS – SECTION 193

In advance of, in conjunction with, or after the taking of each census provided for by this chapter, the Secretary may make surveys and collect such preliminary and supplementary statistics related to the main topic of the census as are necessary to the initiation, taking, or completion thereof.

MANDATORY PROVISIONS OF LAW PERTAINING TO ECONOMIC CENSUSES – SECTION 224

Whoever, being the owner, official, agent, person in charge, or assistant to the person in charge, of any company, business, institution, establishment, religious body, or organization of any nature whatsoever, neglects or refuses, when requested by the Secretary or other authorized officer or employee of the Department of Commerce or bureau or agency thereof, to answer completely and correctly to the best of his knowledge all questions relating to his company, business, institution, establishment, religious body, or other organization, or to records or statistics in his official custody, contained on any census or other schedule, or questionnaire prepared and submitted to him under the authority of this title, shall be fined not more than \$500; and if he willfully gives a false answer to any such questions, he shall be fined not more than \$10,000.

CONFIDENTIALITY OF INFORMATION

Section 9

Neither the Secretary, nor any other officer or employee of the Department of Commerce or bureau or agency thereof, may, except as provided in section 8 of this title --

- (1) use the information furnished under the provisions of this title for any purpose other than the statistical purposes for which it is supplied; or
- (2) make any publication whereby the data furnished by any particular establishment or individual under this title can be identified; or
- (3) permit anyone other than the sworn officers and employees of the Department or bureau or agency thereof to examine the individual reports.

No department, bureau, agency, officer, or employee of the Government, except the Secretary in carrying out the purposes of this title, shall require, for any reason, copies of census reports which have been retained by any such establishment or individual. Copies of census reports which have been so retained shall be immune from legal process, and shall not, without the consent of the individual or establishment concerned, be admitted as evidence or used for any purpose in any action, suit, or other judicial or administrative proceeding.

Section 214

Whoever, being or having been an employee or staff member referred to in subchapter II of chapter I of this title, having taken and subscribed the oath of office, or having sworn to observe the limitations imposed by section 9 of this title, publishes or communicates any information, the disclosure of which is prohibited under the provisions of section 9 of this title, and which comes into his possession by reason of his being employed (or otherwise providing services) under the provisions of this title, shall be fined not more than \$5,000 or imprisoned not more than 5 years, or both.