

FROM THE DIRECTOR
U.S. CENSUS BUREAU

We have enclosed a report form and instructions for the Business and Professional Classification Survey. This survey collects information from businesses recently assigned Federal Employer Identification Numbers. We will use your information to be sure our programs fairly represent new businesses and accurately report changes in the performance of retail, wholesale, and service businesses.

Please review the instructions, complete the form, and return it by the due date in the upper left corner. The report form asks you for a few facts about your business:

- Verify your Employer Identification Number.
- Describe your kind of business.
- Identify your type of organization.
- Provide sales or receipts for two months.

We recognize that providing this information is a burden, and we have worked hard to minimize it. **For example, if book figures are not available, you may provide carefully prepared estimates.**

Your response is required by law. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the U.S. Census Bureau. By the same law, **your report is confidential.** It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. Further, copies retained in respondents' files are **immune from legal process.**

If you have any questions:

- Call us toll-free at **1-800-253-1882** weekdays between 8:30 a.m. and 5:00 p.m. Eastern time.
- Ask to speak to someone about the Business and Professional Classification Report, Form SQ-CLASS.

Sincerely,

Charles L. Kincannon

Enclosures