



**FROM THE QUARTERLY FINANCIAL REPORT PROGRAM
COMPANY STATISTICS DIVISION
U.S. CENSUS BUREAU**

Our records show that you have not complied with your legal obligation to file your Quarterly Financial Report (QFR). **The report is now OVERDUE.**

The QFR survey is the most comprehensive current financial survey conducted by the government. The survey results are used to prepare national measures of corporate profits, including estimates of the Gross Domestic Income, and to formulate fiscal and monetary policy. Your company's participation is critical to this effort.

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires those selected for the QFR survey to answer the questions and return the report to the U.S. Census Bureau. By the same law, responses are strictly confidential. Only sworn Census Bureau employees may see the reports, and the information contained in them will only be used for statistical purposes. Furthermore, copies retained in respondents' files are immune from legal process.

Please complete and **return your report within SEVEN DAYS.** We encourage the use of electronic reporting through our secured U.S. Government Internet Website www.census.gov/econhelp/qfr (see the reverse side of this letter for additional information). If you choose to use the enclosed paper form, please submit by facsimile to (800) 447-4613. Additional information about the QFR survey, as well as report forms in .pdf format, is available on our Website www.census.gov/csd/qfr.

We recognize the burden involved in completing the report; however, your participation is necessary to ensure the accuracy of the published results. To minimize the burden, **you may use REASONABLE ESTIMATES** for line items where actual data are not available. If you have questions about completing the report, please call our toll-free number (800) 272-4250 or (301) 763-3359.

If you have submitted your current report within the last few days, please consider this letter a thank you. Your participation in the QFR survey is appreciated.

Sincerely,

Jeffrey L. Mayer
Chief, Company Statistics Division
U.S. Census Bureau

Enclosures

IMPORTANT: In all communication with us, please refer to the 10-digit QFR Username located on the front of the form.

CONTINUE ON REVERSE SIDE

CENSUS TAKER

ELECTRONIC GOVERNMENT INFORMATION SYSTEM

QUARTERLY FINANCIAL REPORT

Census Taker is an interactive application designed to provide the U.S. Census Bureau with a highly secured means of collecting survey and census information via the Internet. It is an easy “browser based” software system to use.

Directions on getting started, use of **Census Taker**, and an Interactive Form and File Transfer demonstration, are available once you enter the site.

To file electronically with **Census Taker** go to:

www.census.gov/econhelp/qfr

Once you are in **Census Taker**, enter your unique Username and Password provided on the front of the enclosed paper form. If you change your Password, please keep a record for your future reference.

We appreciate your participation in the QFR survey and encourage the use of the Electronic Government Information System, **Census Taker**.

QFR Website:	www.census.gov/csd/qfr
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QFR fax:	(800) 447-4613