

Attachment 2

**SQ-CLASS(00)L
(5-2010)**



UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001

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

The U.S. Census Bureau requests your cooperation with the Business and Professional Classification Survey. This survey collects information from businesses recently assigned Federal Employer Identification Numbers. We will use this information to ensure our programs account for new businesses and accurately profile retail, wholesale, and service business activity.

Please review the instructions, complete the form, and return it by the due date in the upper left corner. If you wish to report online using our secure Web site, your username and password, as well as the Web site address are located on the form below the address label.

We realize that providing this information may be a burden for your company, and we have worked hard to minimize it. To ease undue reporting burden, we will accept estimates when book figures are not available.

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. You also may access our Website at **<http://www.census.gov/econhelp/sqclass>** for information about electronic reporting and answers to frequently asked questions.

THANK YOU for your time and cooperation in this important program. Our programs cannot be successful without the assistance of firms like yours.

Sincerely,

William G. Bostic, Jr.

Enclosures