

Attachment A
NC-99023-L21 (draft)
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OVERDUE NOTICE

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

Your Economic Census Classification Report is **overdue**. This is your second notice.

We are enclosing another report form. **Please complete and return the report form within 10 days.**

Since this form requests no operating data, it should take only a few minutes to complete. Census data are essential to business and government decision making and require reliable data. We need information about your company to accurately assign the proper industry classification.

Title 13, United States Code, **requires your response** to the Economic Census and guarantees that your response is confidential and will be used only for statistical purposes. You may be subject to penalties for not returning this form. Applicable provisions of the law are shown on the back of this letter.

If you wish to report online using our secure Web site, the Web site address, along with your username and password are located on the front page of the form.

We are ready to help you complete this questionnaire. You can use our Web site at www.census.gov/econhelp, to get answers to your questions about this questionnaire and the Economic Census. The site also shows how to use census data and provides links to previous census results. If you cannot find an answer on the Web site, **our customer help line** (1-800-253-1882) is available Monday to Friday, 8 a.m. to 6 p.m. Eastern time.

Thank you in advance for your cooperation.

Sincerely,

William G. Bostic, Jr.

Enclosures

Please reply to: U.S. Census Bureau, 1201 East Tenth Street, Jeffersonville, IN 47132-0001.

- **PUBLIC REPORTING BURDEN STATEMENT**

NOTICE – We estimate that it will take an average of 10 minutes to complete this form. This includes time to read instructions, assemble and review information, and record answers on the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Paperwork Project 0607-0924, U.S. Census Bureau, 4600 Silver Hill Road, AMSD -3K138, Washington, DC 20233. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0924" as the subject. Respondents are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget. This 8-digit number appears in the top right corner on the front of the questionnaire.

- **AUTHORITY TO CONDUCT ECONOMIC CENSUSES – SECTION 131**

131. Collection and publication; five-year periods

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.

- **MANDATORY PROVISIONS OF LAW – SECTION 224 as amended by Section 3571 of Title 18 United States Code**

224. Failure to answer questions affecting companies, businesses, religious bodies, and other organizations; false answers.

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 \$5,000; and if he willfully gives a false answer to any such question, he shall be fined not more than \$10,000.