

**QFR-006-L1
(2-2012)**



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

FROM THE DIRECTOR
U.S. CENSUS BUREAU

Your company has been selected for the Quarterly Financial Report (QFR) survey. The U.S. Census Bureau conducts the QFR survey in order to provide vital statistics describing current business conditions of the U.S. economy. 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.

Please complete the enclosed QFR and return it by the date noted on the top of the form. Filing date extensions may be granted upon request, and **reasonable estimates are acceptable** if company records will not be available to complete the report. You may file your report electronically through our secured U.S. Government Internet Website: econhelp.census.gov/qfr (see the reverse side of this letter for more information). We encourage the use of electronic filing. If you prefer, you may submit by facsimile the enclosed paper form to our toll-free number (800) 447-4613 or return it in the enclosed postage-paid envelope.

Federal law (Title 13, United States Code, Section 91) requires your response to the QFR survey, and the same law (Section 9) requires the Census Bureau to keep your report strictly confidential. Your information will be combined with data from other companies and used for statistical purposes only. The law also protects copies of the reports retained in your files from legal process. Large companies are required to participate in the QFR survey on an ongoing basis. Smaller companies are selected at random and are only required to participate for eight consecutive quarters. Afterwards, they cannot be selected again for two to ten years, depending on their size. We are aware of the burden this and other government surveys place on companies such as yours. We hope you recognize the importance of timely financial statistics in our complex modern economy. If you need assistance please enroll in Secure Messaging Center to correspond with our staff at the following Website: econhelp.census.gov/qfr/contactus. You can also call our staff at our toll-free number (800) 272-4250 or (301) 763-3359. Additional information is available about the QFR survey on our Website: census.gov/econ/qfr, as well as QFR forms and instructions in .pdf format.

Thank you in advance for your cooperation.

Sincerely,

Robert M. Groves
Director

Enclosures

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

CONTINUE ON REVERSE SIDE

INTERNET REPORTING

QUARTERLY FINANCIAL REPORT (QFR)

Electronic reporting is available at the QFR Website:

census.gov/econhelp/qfr

Enter your **Username** and **Password** provided on the front of the enclosed paper form and file electronically.

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