



A Message from the Director, U.S. Census Bureau:

We are writing to ask for your help with the U.S. Census Bureau's **2013 Annual Retail Trade Report**. Summary data from this report gives an up-to-date picture of the U.S. economic activity in the retail trade sector, and provides the Nation's policymakers and business leaders with measures of this important economic sector. The Census Bureau is determined to provide the most accurate and useful data possible, and to achieve that standard **it is critical to obtain information from businesses such as yours.**

In an effort to conduct this survey in a cost effective manner, we have developed an electronic reporting instrument that we are confident you will find easy to use. We have established an account for you where you can enter and save your response data during multiple on-line sessions, if needed. To access your account, please visit econhelp.census.gov/arts. Enter your unique User ID and Password when accessing the "Report Online" option.

Username:

Password:

This report is **MANDATORY** and must be completed by **March 28, 2014**. Title 13, United States Code, Sections 182, 224, and 225 require your participation. Section 9 of Title 13 requires that the Census Bureau keep this report **strictly confidential**. Your information is used only to develop summary statistics that do not reveal the individual activities of your company. Under the same law, information cannot be used for taxation, regulation, or investigation and are exempt from release under the Freedom of Information Act.

If you have any questions or concerns about completing this report, please visit us online at econhelp.census.gov/arts. While there, please use the "Online Services" option to print off a sample form to assist you with compiling your data, request a time extension, or verify your filing status. If you need help, please refer to the enclosed flyer, visit our website at bhs.econ.census.gov/bhs/arts/contactus.html or call us at 1-877-787-9860.

THANK YOU in advance for ensuring that the results of the 2013 Annual Retail Trade Report are comprehensive, timely, and reliable.

Enclosure