

In an effort to move our economic programs towards a paperless collection strategy, the Business and Professional Classification Survey (SQ-CLASS)(0607-0189) is proposing a “push” strategy effective with the first quarter of 2014 (mailed in February 2014). This strategy entails eliminating paper forms in the initial mailing in attempt to push respondents online to report.

Electronic reporting has greatly improved this survey’s quality of data, eliminated substantial data keying, and reduced respondent’s burden by only displaying those questions that are applicable to that type of business. Over half of the respondents each quarter have been reporting online since this survey started collecting data online over 3 years ago.

Strategies are in place to assist respondents that are unable or unwilling to report online. The letter directs respondents to go online to the Census Bureau’s Business Help Site at [econhelp.census.gov/sqclass](http://econhelp.census.gov/sqclass). Once online, the respondent can log in to report. Additionally, the respondent can log in to print a form to complete. The help site contains contact information for any additional assistance the respondent may need (including requests for paper forms). Often respondents that call in end up giving the Census Bureau their data over the telephone. We will monitor overall response, and if rates fall below a threshold determined from historical trends then a form will be included in the followup mailing.

Additionally, we have placed a shortened version of the OMB statement on the letter to let them know that this is an official request from the U.S. Government. The full (required) OMB statement is displayed on the collection instrument (as it has always been).

If you have any questions about this request, please contact Scott Handmaker, Chief of the Economic Classification Operations Branch, Service Sector Statistics Division, at 301-763-7107.