

Annual Capital Expenditures Survey (ACES)  
OMB Clearance Number 0607-0782  
Approval Date 2/26/2014 covering FY14- FY16

#### Nonsubstantive Change for FY15 - Form ACE-2

The Census Bureau is streamlining operations to conserve taxpayer time and money by moving from paper-based data collection operations to online-based data collection. As part of that effort, the Census Bureau plans to collect all 2014 ACES data from employer companies (Form ACE-1(S), ACE-1(M), and ACE-1(L)) and nonemployer companies (Form ACE-2) primarily through electronic reporting using our online reporting system called Centurion.

For the 2013 ACES, the Census Bureau used this data collection strategy for employer companies only. At closeout of the 2013 ACES, the final electronic check-in rate for employer companies was 91 percent. Data collection for employer businesses was more efficient and streamlined, and mailing and processing costs were reduced.

For the 2013 and prior ACES data collection; the Census Bureau used mail out/mail back survey forms to collect data from nonemployer companies. Companies were able to respond via mail, fax or online. At closeout of the 2013 ACES, the electronic check-in rate for nonemployer companies was 36 percent and the overall check-in rate was 55 percent. Nonemployer companies contribute approximately 3 percent to the overall estimate of capital expenditures.

For the 2014 ACES, employer companies and nonemployer companies will receive a notification letter in the initial mailout containing the URL, User ID, password, and due date, directing the respondent to the Census Bureau's Business Help Site at [econhelp.census.gov/aces](http://econhelp.census.gov/aces). A flyer will also be included with the letter for the nonemployer companies containing the most frequently asked questions about the ACES. The system is designed to be secure and flexible for users. It allows respondents to complete and file in one session or to save and return over multiple sessions. Once logged in, respondents may begin reporting, or they may print a worksheet (a copy of the ACE-1 or ACE-2 form) that will allow them to gather their data prior to reporting electronically. Additionally, the respondent can log in to request a time extension or check their filing status. The help site contains contact information for any additional assistance the respondent may need.

For the 2013 ACES, the delinquent employer companies and nonemployer companies received a reminder letter in the first follow-up mailing. The delinquent nonemployer companies received a standard mailing package including a paper form in the second and third follow-up mailings and a split mail strategy was used for all delinquent employer companies. A reminder letter was mailed to those companies that had reported electronically in the previous year and those who logged into Centurion but did not enter data (indicating that the company had the capability to report electronically). All other delinquent employer companies received a standard mailing package including a paper form. For the 2014 ACES, a reminder letter without a form will be mailed to all delinquent employer companies and nonemployer companies in each of the three follow-up mailings.

Respondents will be encouraged to report online throughout the survey cycle. However, we will accept requests for a paper form and conduct weekly remails of paper forms for those respondents

(both employer and nonemployer companies) who are either unable to report online, refuse to report online or insist that a paper form be mailed to them.

Enclosures:

Attachment A: ACE-IM - Notification Letter

Attachment B: ACE-L1 - First Follow-up Letter

Attachment C: ACE-L2 - Second Follow-up Letter

Attachment D: ACE-L3 - Third Follow-up Letter

Attachment E: ACE-2 Flyer