



Attachment 1

This is an official request from the United States Government.
The Office of Management and Budget (OMB) approval number for this collection is 0607-0189, which expires 9/30/2016.

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

We are requesting your cooperation with the Business and Professional Classification Survey (SQ-CLASS). This one-time survey collects information from businesses that were recently assigned Federal Employer Identification Numbers. This information is used to ensure that our country's economic statistics account for new businesses and accurately classify business activity.

This survey is **required by law** and is due by

Please complete the survey online using our secure website:

<https://econhelp.census.gov/sqclass>

Click the **Survey Log in** button to reach the log in page. Your User ID and Password are:

User ID:

Password:

The Census Bureau conducts this survey under the authority of Title 13 U.S.C., Sections 131, 182, and 193. Title 13 U.S.C., Sections 224 and 225 **require your response**. Title 13 U.S.C., Section 9 requires that we keep your answers strictly confidential. The information you provide may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. Further, copies retained in your files are immune from legal process.

We estimate this survey to take 13 minutes to complete. On the back of this letter you will find disclosure descriptions regarding Office of Management and Budget number; authority and confidentiality; and burden estimate statement.

Thank you in advance for your time and cooperation with the Business and Professional Classification Survey (SQ-CLASS). If you need assistance visit our website at **<https://econhelp.census.gov/sqclass>** or call us toll free at 1-800-253-1882, Monday through Friday, 8:30 a.m. to 5:00 p.m., Eastern time.

Sincerely,

John H. Thompson
Director

OMB Number

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0189 and appears at the upper right of the login screen. Without this approval we could not conduct this survey.

Authority and Confidentiality

The Census Bureau conducts this survey under the authority of Title 13 U.S.C., Sections 131, 182, and 193. Title 13 U.S.C., Sections 224 and 225 require your response. Title 13 U.S.C., Section 9 requires that we keep your answers strictly confidential. The information you provide may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. Further, copies retained in your files are immune from legal process.

Burden Estimate Statement

We estimate this survey to take an average of 13 minutes to complete, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: ECON Survey Comments 0607-0189, U.S. Census Bureau, 4600 Silver Hill Road, Room EMD-8K122, Washington, DC 20233. You may e-mail comments to ECON.Survey.Comments@census.gov. Be sure to use ECON Survey Comments 0607-0189 as the subject.