

**MRTS-L1**  
(3-24-17)



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

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

Your firm has been selected to participate in the **Monthly Retail Trade Survey**. Data from this survey provide business leaders and policy makers with an up-to-date picture of the nation's economic condition and are a key element in estimating the quarterly Gross Domestic Product (GDP).

**Website:**  
**Authentication Code:**  
**Due Date:**  
**Contact:**

1. **Sign in** OR **register** at the website above.
2. **Add** your authentication code.
3. **Report** by clicking on "REPORT NOW." You can return to your account over multiple sessions to complete.

**YOUR RESPONSE WILL BE KEPT STRICTLY CONFIDENTIAL.** We estimate this survey will take an average of 7 minutes to complete. Additional information about the authority, confidentiality, and burden of this data collection can be found on the back of this letter.

For assistance with completing this survey, please sign into your Census Bureau account or call our customer help line at 1-800-772-7852, Monday through Friday, 8:30 a.m. to 4:30 p.m. Eastern time.

**Thank you** in advance for your voluntary participation, and for helping the U.S. Census Bureau measure America's people, places, and economy. Your response makes a difference.

Sincerely,

John H. Thompson  
Director  
U.S. Census Bureau

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### **OMB Number**

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0717 and appears at the upper right of the survey form/each reporting screen. Without this approval, we could not conduct this survey.

### **Authority and Confidentiality**

Title 13 United States Code, Sections 131 and 182, authorizes the Census Bureau to conduct this collection and to request your voluntary assistance. The U.S. Census Bureau is required by Section 9 of the same law to keep your information confidential and can use your responses only to produce statistics. The Census Bureau is not permitted to publicly release your responses in a way that could identify your business, organization, or institution. Disclosure of this information is permitted under the Privacy Act of 1974 (5 U.S.C. Section 552a) to be shared among Census Bureau staff for work-related purposes. Disclosure of this information is also subject to all of the published routine uses as identified in the Privacy Act System of Record Notice titled "COMMERCE/CENSUS-4, Economic Survey Collection." Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.

### **Burden Estimate Statement**

We estimate this survey will take an average of 7 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:

EID Survey Comments 0607-0717  
U.S. Census Bureau  
4600 Silver Hill Road  
Room EID-8K170  
Washington, DC 20233

You may email comments to [eid.retail.indicator.branch@census.gov](mailto:eid.retail.indicator.branch@census.gov). Be sure to use "EID Survey Comments 0607-0717" as the subject.