



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

The U.S. Census Bureau has selected your business to participate in the **2016 Annual Capital Expenditures Survey (ACES)**. Data compiled from ACES provide the only national-level estimates of annual capital investment in new and used buildings, structures, machinery, and equipment (including computer software) by U.S. non-farm businesses with employees and without employees.

**Please report online using the information below and keep this letter for future reference:**

**Your response is required by law.** Title 13, United States Code, Sections 131 and 182 authorizes this collection. Sections 224 and 225 require your participation. Section 9 of Title 13 requires that the Census Bureau keep this report **strictly confidential**. Your information is only used to develop summary statistics that do not reveal the individual activities of your business. Under the same law, information cannot be used for taxation, regulation, or investigation and is exempt from release under the Freedom of Information Act. We estimate this survey will take between 2 to 16 hours to complete with an average of 2.57 hours. You may use reasonable estimates if book figures are not readily available. 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.

For assistance completing the survey, visit us online at <https://econhelp.census.gov/aces> or call our customer help line at 1-800-528-3049, Monday through Friday, 8:00 a.m. to 4:45 p.m. Eastern Time.

**Thank you** in advance for your time and cooperation, 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  
US Census Bureau

## **OMB Number**

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB number is 0607-0782 and appears in the upper right corner of the electronic instrument screen. Without this approval we could not conduct this survey.

## **Legal Authority and Confidentiality of Data**

Your response is required by law. Title 13 United States Code, Sections 131 and 182 authorizes this collection. Sections 224 and 225 require businesses and other organizations that receive this questionnaire to answer the questions and return the report to the U.S. Census Bureau. By Section 9 of the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL**. It 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 respondents' files are immune from legal process.

## **Burden Estimate Statement**

We estimate this survey will take an average of 2.57 hours 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:

EWD Survey Comments 0607-0782  
U.S. Census Bureau  
4600 Silver Hill Road  
Room EWD-8K154  
Washington, DC 20233

You may e-mail comments to [EWD.Surveys@census.gov](mailto:EWD.Surveys@census.gov). Be sure to use EWD Survey Comments 0607-0782 as the subject.