

Attachment C

**Department of Commerce
United States Census Bureau
OMB Information Collection Request
2017 Economic Census
OMB Control Number 0607-XXXX**

Letters

CLASS-L1	Economic Census Classification Initial Mail
CLASS-L1R	Economic Census Classification Due Date Reminder
CLASS-L2	Economic Census Classification First Follow-up
CLASS-L3	Economic Census Classification Second Follow-up
EC-L1	Economic Census Initial Mail
EC-L1R	Economic Census Due Date Reminder
EC-L2	Economic Census First Follow-up
EC-L2P	Economic Census First Follow-up; Partial Response Received
EC-L3	Economic Census Second and Third Follow-ups
EC-L3P	Economic Census Second and Third Follow-ups; Partial Response Received

CLASS-L1
(2-7-2017)



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:

We are requesting your cooperation with the **2017 Economic Census Classification Report**. This survey is used to ensure accurate classification of businesses and organizations for the 2017 Economic Census. Accurate industry classification is the foundation for reliable economic data, which is essential to business and government decision making. Since this survey requests no operating data, it should take only a few minutes to complete.

Website:

Authentication Code:

Due Date:

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 IS REQUIRED BY LAW and will be kept strictly **CONFIDENTIAL**. We estimate this survey will take an average of 10 minutes to complete. Additional information about 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-XXX-XXX-XXXX, Monday through Friday, 8:00 a.m. to 6:00 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
U.S. Census Bureau

CLASS-L1
(2-7-2017)

OMB Number

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

Authority and Confidentiality

Title 13 United States Code, Section 131, authorizes this collection. Section 224 requires your response. The U.S. Census Bureau is required by Section 9 of the same law to keep your information confidential and can use your response 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. 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 10 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:

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

You may email comments to ewd.surveys@census.gov. Be sure to use "EWD Survey Comments 0607-XXXX" as the subject.

CLASS-L1R
(2-7-2017)



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

DUE DATE REMINDER

Recently, the U.S. Census Bureau mailed you a letter asking you to go online to complete the **2017 Economic Census Classification Report**. If you have submitted your survey in the past few weeks, **thank you**. If you have not yet reported, please do so before the due date noted below.

Website:

Authentication Code:

Due Date:

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.

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,

Kimberly P. Moore
Chief, Economy-Wide Statistics Division
U.S. Census Bureau

CLASS-L2
(2-7-2017)



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

PAST DUE NOTICE

Our records indicate that we have not received your **2017 Economic Census Classification Report**, which is estimated to only take 10 minutes to complete. This survey is mandatory, and requires your immediate attention.

Website:

Authentication Code:

Due Date:

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.

If you recently reported, you can verify your filing status by clicking on "Options" and then "Filing Status." Look for an entry under the "Date Received" column.

For assistance with completing this survey, please sign into your Census Bureau account or call our customer help line at 1-XXX-XXX-XXXX, Monday through Friday, 8:00 a.m. to 6:00 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,

Kimberly P. Moore
Chief, Economy-Wide Statistics Division
U.S. Census Bureau

CLASS-L3
(2-7-2017)



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

PAST DUE NOTICE

Our records indicate that we have not received your **2017 Economic Census Classification Report**, which is estimated to only take 10 minutes to complete. Please complete the survey online using the following information:

Website:

Authentication Code:

Due Date:

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.

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YOUR RESPONSE IS REQUIRED BY LAW and will be kept strictly **CONFIDENTIAL**. Title 13 United States Code, Section 131, authorizes this collection. Section 224 requires your response. The U.S. Census Bureau is required by Section 9 of the same law to keep your information confidential and can use your response 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. Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.

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Sincerely,

Kimberly P. Moore
Chief, Economy-Wide Statistics Division
U.S. Census Bureau

EC-L1
(02-07-2017)



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:

We are requesting your cooperation with the **2017 Economic Census**. The Economic Census is conducted every five years, and is the primary source of facts about the structure and functioning of the Nation's economy. **Your participation is essential** to ensure an accurate and reliable measurement. Businesses large and small, such as yours, use data from the Economic Census to evaluate markets, prepare business plans, make business decisions, develop economic models and forecasts, and conduct economic research.

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 IS REQUIRED BY LAW and will be kept strictly **CONFIDENTIAL**. We estimate this survey will take an average of 0.7 to 5.6 hours to complete. Additional information about authority, confidentiality, and burden of this data collection can be found on the back of this letter.

For assistance with completing this survey, please log into your Census Bureau account or call our customer help line at 1-XXX-XXX-XXXX, Monday through Friday, 8:00 a.m. to 6:00 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,

A handwritten signature in black ink, appearing to read "John H. Thompson".

John H. Thompson
Director
U.S. Census Bureau

EC-L1
(02-07-2017)

OMB Number

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

You may email comments to ewd.surveys@census.gov. Be sure to use "EWD Survey Comments 0607-XXXX" as the subject.

EC-L1R
(02-07-2017)



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

DUE DATE REMINDER

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Authentication Code:

Due Date:

Contact:

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2. **Add** your authentication code.
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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,

Kimberly P. Moore
Chief, Economy-Wide Statistics Division
U.S. Census Bureau

EC-L2
(02-07-2017)



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

PAST DUE NOTICE

Our records indicate that we have not received your **2017 Economic Census**. This survey is mandatory, and requires your immediate attention.

Website:

Authentication Code:

Due Date:

Contact:

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

If you recently submitted reported, you can verify your filing status by clicking on "Options" and then "Filing Status." Look for an entry under the "Date Received" column.

For assistance with completing this survey, please sign into your Census Bureau account or call our customer help line at 1-XXX-XXX-XXXX, Monday through Friday, 8:00 a.m. to 6:00 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,

Kimberly P. Moore
Chief, Economy-Wide Statistics Division
U.S. Census Bureau

EC-L2P
(11-17-2016)



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

PAST DUE NOTICE

Our records indicate that we have received some, but not all, of your **2017 Economic Census** reports. This survey is mandatory, and requires your immediate attention. Please read the information below on how to verify the status of each survey, and then complete the outstanding surveys by the date noted.

Website:

Due Date:

Contact:

1. Log in to your existing Census Bureau account.
2. Find "2017 Economic Census" under "My Surveys."
3. Click "Options" and then choose "Filing Status."
4. Review the status of each survey. Surveys that we have received will have an entry under the "Date Received" column. It may take up to 48 hours after the survey was submitted electronically for this field to update.
5. For surveys that do not have an entry under the "Date Received" column, go to the "Report Now" button and select the outstanding survey in the list provided.

For assistance with completing this survey, please log into your Census Bureau account or call our customer help line at 1-XXX-XXX-XXXX, Monday through Friday, 8:00 a.m. to 6:00 p.m. Eastern time.

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Sincerely,

Kimberly P. Moore
Chief, Economy-Wide Statistics Division
U.S. Census Bureau

EC-L3
(02-07-2017)



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

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Website:

Authentication Code:

Due Date:

Contact:

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Sincerely,

Kimberly P. Moore
Chief, Economy-Wide Statistics Division
U.S. Census Bureau

EC-L2P
(11-17-2016)



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Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001

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Kimberly P. Moore
Chief, Economy-Wide Statistics Division
U.S. Census Bureau

