

Attachment E

**Department of Commerce
United States Census Bureau
OMB Information Collection Request
2017-2019 Report of Organization
OMB Control Number 0607-0444**

Cover Letter



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 1-800-233-6136, 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.

OMB Number

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0998 and appears in the upper right corner 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 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. 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 0.7 to 5.6 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.