



ABS-L1  
(Draft)

**A Message from the Directors**  
**U.S. Census Bureau and National Center for Science and Engineering Statistics**

We are requesting your cooperation with the **2017 Annual Business Survey** conducted by the U.S. Census Bureau and the National Center for Science and Engineering Statistics (NCSES) within the National Science Foundation (NSF). This national survey collects data on the characteristics of U.S. businesses and owners as well as research and development, innovation and technology. Accurate data will help leaders in the public and private sectors make better decisions to strengthen American competitiveness.

**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 52 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 1-888-824-9954, 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 R. Gawalt  
Director  
National Center for Science and Engineering Statistics  
National Science Foundation

### **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 corner of each reporting screen. Without this approval, we could not conduct this survey.

### **Authority and Confidentiality**

Title 13, United States Code, Sections 8(b), 131, and 182, Title 42, United States Code, Section 1861-76 (National Science Foundation Act of 1950, as amended), and Section 505 within the America COMPETES Reauthorization Act of 2010, authorize this collection. Sections 224 and 225 of Title 13, United States Code require 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 data.

### **Burden Estimate Statement**

We estimate this survey will take an average of 52 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.



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(Draft)



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

Attachment A

## DUE DATE REMINDER

Recently, the U.S. Census Bureau mailed you a letter asking you to complete the **2017 Annual Business Survey**. 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 **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.

**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,

Kevin E. Deardorff  
Chief, Economic Reimbursable Surveys Division  
U.S. Census Bureau

John R. Gawalt  
Director  
National Center for Science and Engineering Statistics  
National Science Foundation



ABS-L2  
(Draft)



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

Attachment A

### PAST DUE NOTICE

Our records indicate that we have not received your **2017 Annual Business Survey**. 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 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 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 1-888-824-9954, 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,

Kevin E. Deardorff  
Chief, Economic Reimbursable Surveys Division  
U.S. Census Bureau

John R. Gawalt  
Director  
National Center for Science and Engineering Statistics  
National Science Foundation



ABS-L3  
(Draft)



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

Attachment A

### PAST DUE NOTICE

Our records indicate that we have not received your **2017 Annual Business Survey**. 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 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 reported**, you can verify your filing status by clicking on “Options” and then “Filing Status.” Look for an entry under the “Date Received” column.

**YOUR RESPONSE IS REQUIRED BY LAW** and will be kept strictly **CONFIDENTIAL**. The U.S. Census Bureau is authorized to collect this information under Title 13, United States Code, Sections 8(b), 131, and 182, Title 42, United States Code, Section 1861-76 (National Science Foundation Act of 1950, as amended) and Section 505 within the America COMPETES Reauthorization Act of 2010. Title 13, United States Code also requires that you respond (Sections 224 and 225), and assures the confidentiality of the information you provide (Section 9). The Census Bureau is not permitted to publicly release your responses in a way that could identify your business, organization, or institution, and can use your responses only to produce statistics.

For assistance with completing this survey, please sign into your Census Bureau account or call our customer help line at 1-888-824-9954, 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,

Kevin E. Deardorff  
Chief, Economic Reimbursable Surveys Division  
U.S. Census Bureau

John R. Gawalt  
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