

March 1, 2018

Company Name  
In Care Of  
ATTN: Contact Name  
Street Address 1  
Street Address 2  
City, State, Zip Code, Country

BE-120 ID#

### 2017 Benchmark Survey of Transactions in Selected Services and Intellectual Property with Foreign Persons – BE-120

This is an announcement that the Bureau of Economic Analysis (BEA) will soon be conducting the 2017 Benchmark Survey of Transactions in Selected Services and Intellectual Property with Foreign Persons (BE-120). The survey obtains data from U.S. persons who have transactions with foreign persons in the services and intellectual property types covered by the survey. The information collected will be used to help support U.S. international economic policy and to analyze the impact of that policy and the policies of foreign countries on international trade in services.

**Basic Requirement** – A BE-120 survey is required of each U.S. person that had sales to foreign persons or purchases from foreign persons, regardless of the amount of their transactions, in the services and intellectual property types covered by the survey, during its 2017 fiscal year. Reporting on the BE-120 is mandatory under the International Investment and Trade in Services Survey Act (22 U.S.C. 3101-3108), **regardless** of whether or not you are contacted by BEA. The information will be kept CONFIDENTIAL and can only be used for statistical purposes.

No action is required at this time. Information and resources, including a new method for requesting an applicable exemption from filing, are currently available; see the insert included with this letter for additional details.

**Due Date** – BEA will mail letters in April 2018; responses will be due by June 29, 2018. Respondents using eFile to submit their survey will automatically have an extension, until July 30, 2018, to complete their survey. PDF versions of the survey form and instructions will be available at [www.bea.gov/2017be120](http://www.bea.gov/2017be120). The eFile option to submit the form will be available in April, at [www.bea.gov/eFile](http://www.bea.gov/eFile).

**\*\*\*\*\* PLEASE NOTE \*\*\*\*\***

To request a paper copy of the form you **MUST** e-mail BEA, with the above BE-120 ID number in subject line, at [BE120PaperForms@bea.gov](mailto:BE120PaperForms@bea.gov). If you take no action, you will only receive a reminder letter in April.

I am aware of the burden that surveys such as this impose, and I recognize and appreciate your efforts to respond. If you have questions, please contact us at (301) 278-9303 or send us a secure message through the eFile system. Thank you for your cooperation.

Sincerely,



Kristy L. Howell  
Chief, Balance of Payments Division