



**Attachment B3**

**PAST DUE NOTICE**

Our records indicate that we have not received your **2018 Business Research and Development Survey**.

Use the enclosed form as a worksheet prior to reporting online, or return the completed form in the enclosed envelope. Online reporting is encouraged due to cost savings and reduced processing times.

Steps to report online:

1. **Sign in OR register** at <https://portal.census.gov>.
2. **Add** your authentication code, which is printed on the front page of the form.
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 "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), and Title 42 United States Code (Sections 1861-76, National Science Foundation Act of 1950, as amended). Title 13 United States Code 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 1-800-772-7851, Monday through Friday, 8:00 a.m. to 5:00 p.m. Eastern time.

**Thank you** in advance for your cooperation.

Sincerely,

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

Enclosure