



ABS-L1
(Draft)

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

We request your cooperation with the **2019 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 the survey.

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 participation, and for helping the U.S. Census Bureau measure America's people, places, and economy.

Sincerely,

Ron S. Jarmin
Performing the Non-Exclusive Functions
and Duties of the Director

Emilda B. Rivers
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 0607-1004 and appears in the top 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, require your response. The U.S. Census Bureau is required by Section 9 of Title 13 to keep your information confidential and 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 to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the survey.



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DUE DATE REMINDER

Recently, the U.S. Census Bureau mailed you a letter asking you to complete the **2019 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 the survey.

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 participation, and for helping the U.S. Census Bureau measure America’s people, places, and economy.

Sincerely,

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

Emilda B. Rivers
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 **2019 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 the survey.

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 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 participation, and for helping the U.S. Census Bureau measure America’s people, places, and economy.

Sincerely,

Kevin E. Deardorff
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