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(Draft)



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

### **A Message from the U.S. Census Bureau:**

We request your cooperation with the **2018 Annual Services Report**. Data compiled in the Census Bureau's Annual Services Report are part of the official statistics used to measure economic performance in the United States and provide the nation's policymakers and business leaders like you with measures of this important economic sector.

**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 1 to 3 hours 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 and send us a secure message or call our customer help line at 1-877-787-9860 (option 1), Monday through Friday, 8:00 a.m. to 5:00 p.m. Eastern time, excluding holidays.

**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,

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

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### **OMB Number**

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0422 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 131 and 182, authorizes this collection. Sections 224 and 225 require your response. The U.S. Census Bureau is required by Section 9 of the same law 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 your data.

### **Burden Estimate Statement**

We estimate this survey will take an average of 1 to 3 hours to complete, including the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the survey.