

## Justification for Additional Communication with Survey Respondents for BEA Surveys

The Bureau of Economic Analysis plans to communicate the information below, as needed, with respondents to the business surveys it conducts during calendar year 2020 under the authority of the International Investment and Trade in Services Act (P.L. 94-472, 90 Stat. 2059, 22 U.S.C. 3101-3108, as amended), and by Section 5408 of the Omnibus Trade and Competitiveness Act of 1988 (P.L. 100-418, 15 U.S.C. 4908(b)).

### **Email to Respondents of Quarterly Surveys:**

The Bureau of Economic Analysis (BEA) values your participation in [insert survey], used to produce accurate and objective statistics on the U.S. economy. Survey responses covering the first quarter of 2020 are particularly needed to ensure accurate measurement of the U.S. economy during the COVID-19 outbreak.

Because the present situation has temporarily reduced our capacity to send and receive paper mail, we are contacting you via email regarding your first quarter filing (survey notification below). We understand that the virus already may have had profound effects on your organization and your ability to comply with the survey. To assist you, we suggest:

- Please use our secure **eFile system** at [www.bea.gov/efile](http://www.bea.gov/efile) or **fax** your completed forms to [number]. At present we have limited ability to receive physical copies of completed survey forms, extension requests, or other documents that are mailed or couriered to us.
- If you need to request an **extension**, please contact us via the methods below.
- **Estimates** are acceptable. We realize that the data requested in our surveys might be unavailable at this time or access to required records may be limited.
- BEA survey staff continue to be available to assist you. You can reach us at [contact info].

Thank you.

### **Email to Respondents of Annual/Benchmark Surveys:**

The Bureau of Economic Analysis (BEA) values your participation in [insert survey], used to produce accurate and objective statistics on the U.S. economy. Because the present situation has temporarily reduced our capacity to send and receive paper mail, we are contacting you via email regarding your 2019 filing (official survey notification below).

We understand that the COVID-19 outbreak already may have had profound effects on your organization and your ability to comply with the survey. To assist you, we suggest:

- Please use our secure **eFile system** at [www.bea.gov/efile](http://www.bea.gov/efile) or **fax** your completed forms to [number]. At present we have limited ability to receive physical copies of completed survey forms, extension requests, or other documents that are mailed or couriered to us.
- **Extension** requests should be submitted in eFile.

- **Estimates** are acceptable. We realize that the data requested in our surveys might be unavailable at this time or access to required records may be limited.
- BEA survey staff continue to be available to assist you. For guidance materials, including frequently asked questions (FAQs) and contact information for dedicated survey staff, please visit [web address].

Thank you.

### **Website Blurb for Survey Respondent/Surveys Section:**

BEA's surveys are used to produce accurate and objective statistics on the U.S. economy. Survey responses covering 2020 are particularly needed to ensure accurate measurement of the U.S. economy during the COVID-19 outbreak.

Because the present situation has temporarily reduced our capacity to send and receive paper mail, we may contact survey respondents via email. We understand that the virus already may have had profound effects on the ability of survey respondents to comply with the surveys. To assist you, we suggest:

- Use our secure **eFile system** at [www.bea.gov/efile](http://www.bea.gov/efile) or **fax** to submit completed forms. At present we have limited ability to receive physical copies of completed survey forms, extension requests, or other documents that are mailed or couriered to us.
- **Extensions** are available if needed.
- Provide **estimates** if necessary. We realize that the data requested in our surveys might be unavailable at this time or access to required records may be limited.

BEA survey staff continue to be available to assist survey respondents.

### **Response to inquiries about the status of benchmark (and other) surveys:**

During the COVID-19 outbreak, the Bureau of Economic Analysis (BEA) wants you to know that we value your continued participation in survey programs, which are necessary to produce accurate and objective statistics on the U.S. economy. Survey responses are particularly needed to ensure accurate measurement of the U.S. economy during the outbreak.

Because the present situation has temporarily reduced our capacity to send and receive paper mail, we may contact survey respondents via email regarding their approaching survey submissions. We understand that the virus already may have had profound effects on the ability of survey respondents to comply with the surveys. To assist survey respondents, we suggest:

- Use our secure **eFile system** at [www.bea.gov/efile](http://www.bea.gov/efile) or **fax** to submit completed forms. At present we have limited ability to receive physical copies of completed survey forms, extension requests, or other documents that are mailed or couriered to us.
- Contact us if an **extension** is needed.
- Provide **estimates** if necessary. We realize that the data requested in our surveys might be unavailable at this time or access to required records may be limited.

BEA survey staff continue to be available to assist survey respondents.