

**UNITED STATES DEPARTMENT OF COMMERCE
U.S. Census Bureau Official Correspondence**

ANNUAL BUSINESS SURVEY

Due Date Reminder

Check our email address – it's official if it ends in @census.gov

The U.S. Census Bureau recently requested your response to the **2021 Annual Business Survey**. Characteristics of your business are essential to measuring important economic activity in the United States. If you have submitted your survey in the past few days, **thank you**. If you have not yet submitted your survey, please use the following information to access your survey:

Due Date:

1. Access your Census Bureau account at <https://portal.census.gov> and locate your survey under My Surveys.
 2. Click on REPORT NOW to begin or resume reporting.
 3. Submit your responses once you reach the end of the reporting instrument.
-

Please do not reply directly to this automated email. For assistance with completing your survey, please sign into your Census Bureau account and send us a secure [message](#). You may also call our customer help line at 1-888-824-9954, Monday through Friday, 8:00 a.m. to 8:00 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 and economy.

Sincerely,

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

Office of Management and Budget (OMB) Number: 0607-1004
Expires: 5/31/2023

ID: 99900000007

This email is sent by a computer. Please do not reply.

**UNITED STATES DEPARTMENT OF COMMERCE
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ANNUAL BUSINESS SURVEY

Expiring Time Extension

Check our email address – it's official if it ends in @census.gov

This is a reminder that your time extension for the U.S. Census Bureau's **2021 Annual Business Survey** will be expiring soon. Please follow these instructions to access, complete, and submit your responses before your time extension expires:

1. Access your Census Bureau account at <https://portal.census.gov> and locate your survey under My Surveys.
 2. Click on REPORT NOW to begin or resume reporting.
 3. Submit your responses once you reach the end of the reporting instrument.
-

Because of the recent Coronavirus pandemic, we realize you may not have immediate access to the records you need to provide exact responses to the questions in this survey. If this is the case, we accept your best estimate. All respondents are **strongly encouraged to respond online**.

Your response is *especially important* right now. It helps accurately measure the American economy so that policymakers, government officials, and businesses like yours can understand the impacts of the Coronavirus pandemic.

Please do not reply directly to this automated email. For the fastest service, questions related to your survey should be sent via the "Send Message" option from your survey card. Having issues logging in? Call us at 1-888-824-9954, Monday through Friday, 8:00 a.m. to 8:00 p.m. Eastern time. You may be asked to leave a voice mail message in lieu of speaking with a person. We will return your call as soon as possible.

Thank you in advance for your time and participation, and for helping the U.S. Census Bureau measure America's people and economy.

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**UNITED STATES DEPARTMENT OF COMMERCE
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ANNUAL BUSINESS SURVEY

Past Due Notice

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The U.S. Census Bureau recently requested your response to the **2021 Annual Business Survey**. Characteristics of your business are essential to measuring important economic activity in the United States. Our records indicate your response is now past due. Please log in with the following information and submit your responses **within 10 days**.

1. Register or sign in at <https://portal.census.gov>
2. Add your authentication code:

Case sensitive; if you copy and paste, ensure no blank spaces are captured.

3. Report by clicking on REPORT NOW
-

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.

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Subject: DUE DATE REMINDER: Annual Business Survey

ANNUAL BUSINESS SURVEY

Due Date Reminder

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ATTN

COMPANY

We request your cooperation with the **Research Activities at Nonprofit Organizations** module of the **2021 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 survey collects data on the important research contributions that nonprofit organizations make to U.S. society and the economy. Results of the data collected on the survey will be used to produce critical national estimates of spending on research and development. We need your participation to provide a complete picture of the scope and breadth of research activities within the nonprofit community.

Due Date: XXXXX XX, 201X

1. Access your Census Bureau account at <https://portal.census.gov> and locate Annual Business Survey under “My Surveys.”
2. Click on “REPORT NOW” to begin or resume reporting.
3. Submit your responses once you reach the end of the reporting instrument.

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