



UNITED STATES DEPARTMENT OF COMMERCE  
U.S. Census Bureau  
Office of the Director  
Washington, DC 20233-0001

**BTOS-L1**  
(Draft)

We request your participation with the **Business Trends and Outlook Survey (BTOS)**. The BTOS is a new survey that will help the Census Bureau produce important data on current economic conditions, as well the impact on our nation's economy when natural disasters or other emergencies occur.

The survey should only take approximately 8 minutes to complete. You will be asked to report up to five times per year. The survey can be accessed online using the information below.

**Website:**  
**Login ID:**  
**Due Date:**

**YOUR RESPONSE WILL BE KEPT STRICTLY CONFIDENTIAL.** 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, visit us online at <https://www.census.gov/programs-surveys/btos.html> or email us at [btos@census.gov](mailto:btos@census.gov).

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

Sincerely,

Nick Orsini  
Associate Director for Economic Programs  
U.S. Census Bureau

**XXX-L1**  
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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-XXXX 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 the U.S. Census Bureau to conduct this collection and to request your voluntary assistance. The 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 the Business Trends and Outlook Survey will take approximately 8 minutes to complete. Factors such as company size, complexity and activity will affect your actual time to complete the survey. This estimate includes the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the survey.