

Attachment C

**Department of Commerce
United States Census Bureau
OMB Information Collection Request
2022 Economic Census
OMB Control Number 0607-0998**

Letters

- C-1 Letters - Stateside
- C-2 Letters – Island Areas

Attachment C-1

**Department of Commerce United
States Census Bureau OMB
Information Collection Request
2022 Economic Census OMB
Control Number 0607-0998**

Letters

CLASS-L1	Economic Census Classification Initial Mail
CLASS-L1R	Economic Census Classification Due Date Reminder
CLASS-L2	Economic Census Classification First Follow-up
CLASS-L3	Economic Census Classification Second Follow-up
EC-L1	Economic Census Initial Mail
EC-L1R	Economic Census Due Date Reminder
EC-L2	Economic Census First Follow-up
EC-L2P	Economic Census First Follow-up; Partial Response Received
EC-L3	Economic Census Second and Third Follow-ups
EC-L3P	Economic Census Second and Third Follow-ups; Partial Response Received



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

CLASS-L1
(Draft)

A Message from the Director, U.S. Census Bureau:

We request your participation with the **2022 Economic Census Industry Classification Report**. This survey is used to ensure accurate classification of businesses and organizations for the 2022 Economic Census. Accurate industry classification is the foundation for reliable economic data, which is essential to business and government decision making. Since this survey requests no operating data, it should only take a few minutes to complete.

Authentication Code:

Due Date:

1. **Register OR sign in** at <https://portal.census.gov>
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**. 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 1-800-233-6136, Monday through Friday, 8:30 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 and economy.

Sincerely,

Robert L. Santos
Director

CLASS-L1
(Draft)

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 193, 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 the Economic Census Industry Classification Report will take an average of 7 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.



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

CLASS-L1R
(Draft)

The Office of Management and
Budget (OMB) approval
number for the Economic
Census is 0607-0998.

DUE DATE REMINDER

Recently, the U.S. Census Bureau mailed you a letter asking you to complete the **2022 Economic Census Industry Classification Report**. 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.

Authentication Code:

Due Date:

1. **Sign in** OR **register** at <https://portal.census.gov>
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 1-800-233-6136, Monday through Friday, 8:30 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 and economy.

Sincerely,

Kimberly P. Moore
Chief, Economy-Wide Statistics Division
U.S. Census Bureau



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

CLASS-L2
(Draft)

The Office of Management and
Budget (OMB) approval
number for the Economic
Census is 0607-0998.

PAST DUE NOTICE

Our records indicate that we have not received your **2022 Economic Census Industry Classification Report**. This survey is mandatory, and requires your immediate attention.

Authentication Code:

Due Date:

1. **Register** OR **sign in** at <https://portal.census.gov>
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.

For assistance with completing this survey, please sign into your Census Bureau account or call our customer help line at 1-800-233-6136, Monday through Friday, 8:30 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 and economy.

Sincerely,

Kimberly P. Moore
Chief, Economy-Wide Statistics Division
U.S. Census Bureau



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

CLASS-L3
(Draft)

The Office of Management and
Budget (OMB) approval
number for the Economic
Census is 0607-0998.

PAST DUE NOTICE

Our records indicate that we have not received your **2022 Economic Census Industry Classification Report**, which is estimated to only take 7 minutes to complete. Please complete the survey online using the following information:

Authentication Code:

Due Date:

1. **Register OR sign in** at <https://portal.census.gov>
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 131 and 193). The same law 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 1-800-233-6136, Monday through Friday, 8:30 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 and economy.

Sincerely,

Kimberly P. Moore
Chief, Economy-Wide Statistics Division
U.S. Census Bureau



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

ECMU-L1
(Draft)

A Message from the Director, U.S. Census Bureau:

We request your participation with the **2022 Economic Census**. The Economic Census is the major source of data for calculating the U.S. Gross Domestic Product, and it forms the foundation for most measures of the Nation's economy. We require this level of comprehensive data from you only once every five years. Information from businesses like yours provides reliable data for your business, your community, and your industry that is used by governments and businesses to evaluate markets, prepare business plans, make business decisions, develop economic models and forecasts, and conduct economic research.

Authentication Code:

Due Date:

Contact:

1. **Register OR sign in** at <https://portal.census.gov>
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**. 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 1-800-233-6136, Monday through Friday, 8:30 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 and economy.

Sincerely,

Robert L. Santos
Director

ECMU-L1
(Draft)

OMB Number

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0998 for the 2017 Economic Census, 0607-0937 for the Economic Census of Island Areas, and 0607-0444 for the Report of Organization. These numbers appear in the top right corner of each reporting screen. Without these approvals, we could not conduct these surveys.

Authority and Confidentiality

Title 13, United States Code, authorizes this collection (Section 131 authorizes the 2022 Economic Census, Sections 131 and 191 authorize the Economic Census of Island Areas, and Sections 131 and 193 authorize the Report of Organization). Section 224 requires 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 your data.

Burden Estimate Statement

We estimate each 2022 Economic Census survey will take on average between 42 minutes and 5 hours 36 minutes to complete, depending on your principal industry classification and business activity. 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.

We estimate each Economic Census of Island Areas survey will take an average of 60 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.

We estimate each Report of Organization survey will take an average of 24 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.



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

ECMU-L1R
(Draft)

The Office of Management and Budget (OMB) approval number for the Economic Census is 0607-0998 and 0607-0444 for the Report of Organization.

DUE DATE REMINDER

Recently, the U.S. Census Bureau mailed you a letter asking you to complete the **2022 Economic Census**. 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.

Authentication Code:

Due Date:

Contact:

1. **Sign in** OR **register** at <https://portal.census.gov>
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 1-800-233-6136, Monday through Friday, 8:30 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 and economy.

Sincerely,

Kimberly P. Moore
Chief, Economy-Wide Statistics Division
U.S. Census Bureau



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

ECMU-L2
(Draft)

The Office of Management and Budget (OMB) approval number for the Economic Census is 0607-0998 and 0607-0444 for the Report of Organization.

PAST DUE NOTICE

Our records indicate that we have not received your **2022 Economic Census**. This survey is mandatory, and requires your immediate attention.

Authentication Code:

Due Date:

Contact:

1. **Register** OR **sign in** at <https://portal.census.gov>
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.

For assistance with completing this survey, please sign into your Census Bureau account or call our customer help line at 1-800-233-6136, Monday through Friday, 8:30 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 and economy.

Sincerely,

Kimberly P. Moore
Chief, Economy-Wide Statistics Division
U.S. Census Bureau



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

ECMU-L2P
(Draft)

The Office of Management and Budget (OMB) approval number for the Economic Census is 0607-0998 and 0607-0444 for the Report of Organization.

PAST DUE NOTICE

Our records indicate that we have received some, but not all, of your **2022 Economic Census** reports. This survey is mandatory, and requires your immediate attention.

Authentication Code:

Due Date:

Contact:

1. **Sign in** to your existing account at <https://portal.census.gov>
2. **Locate** the 2022 Economic Census under “My Surveys.”
3. **Click** “Options” and then “Filing Status.”
4. **Review** the status of each report. Reports that do not have a date entry under the “Date Received” column are past due.
5. **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.

For assistance with completing this survey, please sign into your Census Bureau account or call our customer help line at 1-800-233-6136, Monday through Friday, 8:30 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 and economy.

Sincerely,

Kimberly P. Moore
Chief, Economy-Wide Statistics Division
U.S. Census Bureau



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

ECMU-L3
(Draft)

The Office of Management and Budget (OMB) approval number for the Economic Census is 0607-0998 and 0607-0444 for the Report of Organization.

PAST DUE NOTICE

Our records indicate that we have not received your **2022 Economic Census**. Please complete the survey online using the following information:

Authentication Code:

Due Date:

Contact:

1. **Register OR sign in** at <https://portal.census.gov>
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 131, 191, and 193). The same law requires that you respond (Sections 224), 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 1-800-233-6136, Monday through Friday, 8:30 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 and economy.

Sincerely,

Kimberly P. Moore
Chief, Economy-Wide Statistics Division
U.S. Census Bureau



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

ECMU-L3P
(Draft)

The Office of Management and Budget (OMB) approval number for the Economic Census is 0607-0998 and 0607-0444 for the Report of Organization.

PAST DUE NOTICE

Our records indicate that we have received some, but not all, of your **2022 Economic Census**. Please complete the survey online using the following information:

Authentication Code:

Due Date:

Contact:

1. **Sign in** to your existing account at the website above.
2. **Locate** the 2017 Economic Census under "My Surveys."
3. **Click** "Options" and then "Filing Status."
4. **Review** the status of each report. Reports that do not have a date entry under the "Date Received" column are past due.
5. **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 131, 191, and 193). The same law requires that you respond (Sections 224), 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 1-800-233-6136, Monday through Friday, 8:30 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 and economy.

Sincerely,

Kimberly P. Moore
Chief, Economy-Wide Statistics Division
U.S. Census Bureau

Attachment C-2

**Department of Commerce
United States Census Bureau
OMB Information Collection Request
2022 Economic Census - Island Areas
OMB Control Number 0607-0998**

Initial Contact and Follow-up Letters

- IA-L1 Economic Census of Island Areas Initial Mail**
- IA-L1R Economic Census of Island Areas Due Date Reminder**
- IA-L2 Economic Census of Island Areas First Follow-up**
- IA-L3 Economic Census of Island Areas Second and Third Follow-up**



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

IA-L1
(Draft)

A Message from the Director, U.S. Census Bureau:

We request your participation with the **2022 Economic Census** of Puerto Rico. The Economic Census is conducted every five years, and is the primary source of facts about the structure and functioning of the Nation's economy, as well as your island's economy. **Your participation is essential** to ensure an accurate and reliable measurement. Businesses like yours use Economic Census data to evaluate markets, prepare business plans, make business decisions, develop economic models and forecasts, and conduct economic research.

Authentication Code:

Due Date:

1. **Register** OR **sign in** at <https://portal.census.gov>
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.

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For assistance with completing this survey, please sign into your Census Bureau account or call our customer help line at 1-888-872-8390, Monday through Friday, 8:30 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 and economy.

Sincerely,

Robert L. Santos
Director

IA-L1
(Draft)

OMB Number

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Authority and Confidentiality

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Burden Estimate Statement

We estimate this survey will take on average 60 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.



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

IA-L1R
(Draft)

The Office of Management and
Budget (OMB) approval number
for the Economic Census is
0607-0998.

DUE DATE REMINDER

Recently, the U.S. Census Bureau mailed you a letter asking you to complete the **2022 Economic Census** of Puerto Rico. 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.

Authentication Code:

Due Date:

1. **Sign in** OR **register** at <https://portal.census.gov>
2. **Add** your authentication code OR **locate** this report under “My Surveys.”
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Thank you in advance for your time and participation, and for helping the U.S. Census Bureau measure America’s people and economy.

Sincerely,

Kimberly P. Moore
Chief, Economy-Wide Statistics Division
U.S. Census Bureau



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

IA-L2
(Draft)

The Office of
Management and Budget
(OMB) approval number
for the Economic Census
is 0607-0998.

PAST DUE NOTICE

Our records indicate that we have not received your **2022 Economic Census** of Puerto Rico. This survey is mandatory, and requires your immediate attention.

Authentication Code:

Due Date:

1. **Register** OR **sign in** at <https://portal.census.gov>
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Sincerely,

Kimberly P. Moore
Chief, Economy-Wide Statistics Division
U.S. Census Bureau



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

IA-L3
(Draft)

The Office of Management and Budget (OMB) approval number for the Economic Census is 0607-0998.

PAST DUE NOTICE

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Authentication Code:

Due Date:

1. **Register** OR **sign in** at <https://portal.census.gov>
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Sincerely,

Kimberly P. Moore
Chief, Economy-Wide Statistics Division
U.S. Census Bureau