



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

We request your participation with the **2020 Annual Services Report**. Data compiled from this survey contribute to 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.

Authentication Code:

Due Date:

Account Manager:

1. **Sign in OR register** 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 1-877-787-9860 (option 1), 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,

Ron S. Jarmin
Acting Director

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 the Annual Services Report will take an average of 1 to 3 hours 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

SAS-L1R
(Draft)

The Office of Management and Budget (OMB) approval number for the Annual Services Report is 0607-0422.

DUE DATE REMINDER

Recently, the U.S. Census Bureau mailed you a letter asking you to complete the **2020 Annual Services 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:

Account Manager:

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 1-877-787-9860 (option 1), 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,

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

SAS-L2
(Draft)

The Office of Management and Budget (OMB) approval number for the Annual Services Report is 0607-0422.

PAST DUE NOTICE

Our records indicate that we have not received your **2020 Annual Services Report**. This survey is mandatory, and requires your immediate attention.

Authentication Code:

Due Date:

Account Manager:

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.

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 1-877-787-9860 (option 1), 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,

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

SAS-L4
(Draft)

The Office of Management
and Budget (OMB) approval
number for the Annual
Services Report is 0607-0422.

NOTICE OF FAILURE TO PROVIDE MANDATORY RESPONSE

Our records indicate that we have not received your **2020 Annual Services Report**. If you have submitted your survey within the past few weeks, **thank you** for your participation. You may verify your filing status by logging into your account at <https://portal.census.gov>.

If you have not yet reported, we remind you that your response is **REQUIRED BY LAW**. Title 13, United States Code (U.S.C.), Sections 131 and 182, authorizes this collection. Sections 224 and 225 require your response. Section 9 requires that we keep your answers **STRICTLY CONFIDENTIAL**.

Although Title 13 (Section 224) and the Sentencing Reform Act of 1984 (18, U.S.C. 3559 and 3571) allow for possible prosecution of responsible officials and penalties up to \$5,000 (and still require response), **the U.S. Census Bureau prefers to work cooperatively with businesses like yours to ensure we gather and distribute reliable statistics about the U.S. economy**. We ask for your help in meeting that goal, recognizing that we are relying on your valuable time and effort to comply with this request.

Online reporting is easy, with a secure account set up necessary to begin the reporting process. For assistance with meeting the mandatory filing requirement, please contact our toll-free customer help line at 1-877-787-9860 (option 1), Monday through Friday, 8:00 a.m. to 8:00 p.m. Eastern time.

Authentication Code:

Due Date:

Account Manager:

Your timely response will help save tax dollars by reducing the need for additional mailings and telephone calls. Please report within 10 days, following these steps:

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"

After reporting, we invite you to review the useful data and analysis tools available to aid and inform businesses such as yours by visiting the Census Bureau's website at <https://www.census.gov/programs-surveys/sas.html>.

Thank you in advance for your time and participation.

Respectfully,

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