

**Attachment D**

**Department of Commerce  
United States Census Bureau  
OMB Information Collection Request  
Annual Integrated Economic Survey  
OMB Control Number 0607-XXXX**

**Letters**

**AIES Dress Rehearsal  
Advance Contact Letter (Draft)**

We are writing to provide an important update regarding the <Survey Name> in which you have previously been asked to participate. In Fall of 2023, your company will receive an invitation to report in a dress rehearsal for our redesigned **Annual Integrated Economic Survey (AIES)**. This mandatory survey will **replace** your reporting obligation for the survey noted above.

Why are we making this change? In the past, the Census Bureau has conducted numerous annual surveys that were often differentiated by type of business (i.e., retail, service, wholesale). We have re-engineered these surveys by integrating them into one streamlined single survey. Our intention is for this redesigned survey to be easier to complete since all questions are in one place, reducing reporting redundancies, and resulting in better and more timely data. The new survey will replace these seven surveys:

- Annual Retail Trade Survey (ARTS)
- Annual Wholesale Trade Survey (AWTS)
- Annual Services Report/Service Annual Survey (SAS)
- Annual Survey of Manufactures (ASM)
- Annual Capital Expenditures Survey (ACES)
- Report of Organization (COS)
- Manufacturers' Unfilled Orders Survey (M3UFO)

At this time, we are not asking for you to take any action. This is simply an advance notice of a change being implemented. If you have any questions concerning this upcoming change, please email us at [emd.aies.help@census.gov](mailto:emd.aies.help@census.gov) (include the ID listed at the bottom of this letter) and a member of our staff will assist you.

To learn more about the Annual Integrated Economic Survey, or to start preparing for the 2022 survey request, please visit us at <https://www.census.gov/programs-surveys/aies.html>.

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

Sincerely,

Stephanie L. Studds  
Assistant Associate Director for Economic Surveys  
U.S. Census Bureau

ID: XXXXXXXXXXXX

**AIES Dress Rehearsal  
Initial Mail Letter (Draft)**

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

Your firm has been selected to participate in the **2022 Annual Integrated Economic Survey** dress rehearsal, which is a newly redesigned survey combining the previously administered annual surveys listed below. This new survey replaces your mandatory reporting obligations for the following (note that you may not have been asked to report in all of these every year):

- Annual Retail Trade Survey (ARTS)
- Annual Wholesale Trade Survey (AWTS)
- Annual Services Report/Service Annual Survey (SAS)
- Annual Survey of Manufactures (ASM)
- Annual Capital Expenditures Survey (ACES)
- Manufacturers' Unfilled Orders Survey (M3UFO)
- Report of Organization (COS)

Data compiled from this survey contribute to the official statistics used to measure economic performance in the United States, such as the Gross Domestic Product (GDP), and will provide the nation's policymakers and business leaders like you with key yearly measures of economic activity including the only comprehensive national and subnational data on business revenues, expenses, and assets on an annual basis.

Online reporting is *now open*. Please use the following information to access your survey:

**Due Date:** [insert date]

**Username:** [insert username]

**Password:** [insert password]

**Website:** <https://respond.census.gov/aies>

**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 call our customer help line at 1-877-787-9860, 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,

Robert L. Santos  
Director

**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 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 data.

**Burden Estimate Statement**

We estimate the Annual Integrated Economic Survey will take an average of X.X 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.

ID: XXXXXXXXXXXX

**AIES Dress Rehearsal  
Past Due Notice Letter (Draft)**

The Office of Management and Budget  
(OMB) approval number for the 2022 Annual  
Integrated Economic Survey is 0607-XXXX

**PAST DUE NOTICE**

The U.S. Census Bureau recently requested your response to the **2022 Annual Integrated Economic Survey**. Our records indicate that your mandatory response is now past due. Please use the log in information below and submit your response **within 7 days of receipt**.

**Username:** [insert username]

**Password:** [insert password]

**Website:** <https://respond.census.gov/aies>

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.

**What is the Annual Integrated Economic Survey?**

This is the dress rehearsal phase of a newly redesigned survey combining the previously administered annual surveys listed below. This pilot survey will replace mandatory reporting obligations for the following (note that you may not have been asked to report in all of these every year):

- Annual Retail Trade Survey (ARTS)
- Annual Wholesale Trade Survey (AWTS)
- Annual Services Report/Service Annual Survey (SAS)
- Annual Survey of Manufactures (ASM)
- Annual Capital Expenditures Survey (ACES)
- Manufacturers' Unfilled Orders Survey (M3UFO)
- Report of Organization (COS)

Data compiled from this survey contribute to the official statistics used to measure economic performance in the United States, such as the Gross Domestic Product (GDP), and will provide the nation's policymakers and business leaders like you with key yearly measures of economic activity including the only comprehensive national and subnational data on business revenues, expenses, and assets on an annual basis.

For assistance with completing this survey, please call our customer help line at 1-877-787-9860, 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,

Stephanie L. Studds  
Assistant Associate Director for Economic Programs  
U.S. Census Bureau

ID: XXXXXXXXXXXX

**AIES Dress Rehearsal  
Thank You Email (Draft)**

**Subject:** THANK YOU: Annual Integrated Economic Survey

**ANNUAL INTEGRATED ECONOMIC SURVEY**

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

ATTN

COMPANY

The U.S. Census Bureau recently received your response to the **2022 Annual Integrated Economic Survey** dress rehearsal and has accepted and recorded your submission. Thank you for your participation in this important survey!

Data compiled from this survey contribute to the official statistics used to measure economic performance in the United States, such as the Gross Domestic Product (GDP), and will provide the nation's policymakers and business leaders like you with key yearly measures of economic activity including the only comprehensive national and subnational data on business revenues, expenses, and assets on an annual basis.

We greatly appreciate the time and effort spent to satisfy this reporting obligation and, once again, thank you for your participation.

Sincerely,

Stephanie L. Studds  
Assistant Associate Director for Economic Programs  
U.S. Census Bureau

Office of Management and Budget (OMB) Number: 0607-XXXX  
Expires: XX/XX/202X  
ID: XXXXXXXXXXXX

**AIES Dress Rehearsal  
Advance Notice Email (Draft)**

**IMPORTANT NOTICE REGARDING UPCOMING CENSUS SURVEYS**

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

We are writing to provide an important update regarding the <Survey Name> in which you have previously been asked to participate. In Fall of 2023, your company will receive an invitation to report in a dress rehearsal for our redesigned **Annual Integrated Economic Survey (AIES)**. This mandatory survey will **replace** your reporting obligation for the survey noted above.

Why are we making this change? In the past, the Census Bureau has conducted numerous annual surveys that were often differentiated by type of business (i.e., retail, service, wholesale). We have re-engineered these surveys by integrating them into one streamlined single survey. Our intention is for this redesigned survey to be easier to complete since all questions are in one place, reducing reporting redundancies, and resulting in better and more timely data. The new survey will replace these seven surveys:

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At this time, we are not asking for you to take any action. This is simply an advance notice of a change being implemented. If you have any questions concerning this upcoming change, please email us at [emd.aies.help@census.gov](mailto:emd.aies.help@census.gov) (include the ID listed at the bottom of this letter) and a member of our staff will assist you.

To learn more about the Annual Integrated Economic Survey, or to start preparing for the 2022 survey request, please visit us at <https://www.census.gov/programs-surveys/aies.html>.

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

Sincerely,

Stephanie L. Studds  
Assistant Associate Director for Economic Surveys  
U.S. Census Bureau

ID: XXXXXXXXXXXX



**AIES Dress Rehearsal  
Initial Email 1 of 2 (Draft)**

**Subject:** ONLINE REPORTING OPEN: Annual Integrated Economic Survey – Email 1 of 2

**ANNUAL INTEGRATED ECONOMIC SURVEY  
Online Reporting Open**

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ATTN

COMPANY

Your firm has been selected to participate in the **2022 Annual Integrated Economic Survey** dress rehearsal, which is a newly redesigned survey combining the previously administered annual surveys listed below. This survey will replace mandatory reporting obligations for the following (note that you may not have been asked to report in all of these every year):

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Online reporting is *now open*. Please use the following information to access your survey:

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**Due Date:** XXXXXXXXXXXX

**Username:** XXXXXXXXXXXXXXXX

**Password:** WILL ARRIVE IN A SEPARATE EMAIL

**Website:** <https://respond.census.gov/aies>

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**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 at the bottom of this email.

**Please do not reply directly to this automated email.** For assistance with completing this survey, please call our customer help line at 1-877-787-9860, 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,

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

**OMB Number**

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**Authority and Confidentiality**

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**Burden Estimate Statement**

*We estimate the Annual Integrated Economic Survey pilot will take an average of X.X 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.*

ID: XXXXXXXXXXXX

**AIES Dress Rehearsal  
Initial Email 2 of 2 (Draft)**

**Subject:** ONLINE REPORTING OPEN: Annual Integrated Economic Survey – Email 2 of 2

**ANNUAL INTEGRATED ECONOMIC SURVEY  
Online Reporting Open**

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ATTN

COMPANY

You should have recently received an email asking for your participation with the **2022 Annual Integrated Economic Survey** dress rehearsal. Refer to that email for reporting instructions such as website, username, and due date. Please use the following password to complete your login.

---

**Password:** XXXXXXXXXXXX

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

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Office of Management and Budget (OMB) Number: 0607-XXXX  
Expires: XX/XX/202X  
ID: XXXXXXXXXXXX

**AIES Dress Rehearsal  
Due Date Reminder Email 1 of 2 (Draft)**

**Subject:** DUE DATE REMINDER: Annual Integrated Economic Survey – Email 1 of 2

**ANNUAL INTEGRATED ECONOMIC SURVEY  
Due Date Reminder**

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

ATTN

COMPANY

The U.S. Census Bureau recently requested your response to the **2022 Annual Integrated Economic Survey** dress rehearsal. This is a reminder that the due date is fast approaching.

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**Due Date:** XXXXXXXXXXXX

**Username:** XXXXXXXXXXXXXXXX

**Password:** WILL ARRIVE IN A SEPARATE EMAIL

**Website:** <https://respond.census.gov/aies>

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Sincerely,

Stephanie L. Studds  
Assistant Associate Director for Economic Programs  
U.S. Census Bureau

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Due Date Reminder Email 2 of 2 (Draft)**

**Subject:** ONLINE REPORTING OPEN: Annual Integrated Economic Survey – Email 2 of 2

**ANNUAL INTEGRATED ECONOMIC SURVEY  
Online Reporting Open**

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**AIES Dress Rehearsal  
Past Due Notice Email 1 of 2 (Draft)**

**Subject:** PAST DUE: Annual Integrated Economic Survey – Email 1 of 2

**ANNUAL INTEGRATED ECONOMIC SURVEY  
Past Due Notice**

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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,

Stephanie L. Studds  
Assistant Associate Director for Economic Programs  
U.S. Census Bureau

Office of Management and Budget (OMB) Number: 0607-XXXX  
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**AIES Dress Rehearsal  
Past Due Notice Email 2 of 2 (Draft)**

**Subject:** PAST DUE: Annual Integrated Economic Survey – Email 2 of 2

**ANNUAL INTEGRATED ECONOMIC SURVEY  
Past Due Notice**

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