



UNITED STATES DEPARTMENT OF COMMERCE

U.S. Census Bureau

Office of the Director
Washington, DC 20233

ABS-L1

Draft (12-13-2023)

Your business has been selected to participate in the nationwide **2024 Annual Business Survey**. This survey is conducted by the U.S. Census Bureau and the National Center for Science and Engineering Statistics, within the National Science Foundation. The survey collects annual data on the characteristics of U.S. businesses and owners as well as research and development, innovation, and technology.

Your response is required by law (Title 13, U.S. Code, Sections 224 and 225). Your response will be kept confidential. The survey data provide vital information used to help businesses across the nation succeed and grow. See the back of this letter for more information about the survey.

Respond by
Enter this code:

- Register OR sign in at portal.census.gov
- Add your one-time authentication code, then click "REPORT NOW."
- You can return to your account over multiple sessions to complete the survey.

For help completing the survey, sign into your Census Bureau account or visit census.gov/abs/help. You can also call 1-888-824-9954, Mon. through Fri., 8 a.m. to 8 p.m. Eastern time.

Thank you for participating and helping business communities across the nation.

Sincerely,

Robert L. Santos, Director
U.S. Census Bureau

Emilda B. Rivers, Director
National Center for Science and Engineering Statistics
National Science Foundation



What is the Annual Business Survey (ABS)?

The Annual Business Survey (ABS) began in 2018. The ABS is the primary source of data on research and development of for-profit, nonfarm businesses with one to nine employees operating in the 50 U.S. states and the District of Columbia. The ABS also collects data on innovation, technology, intellectual property, and business owner characteristics of businesses of all sizes. The ABS is designed to incorporate new content each survey year based on topics of relevance.

How do I know this is a legitimate government survey?

This survey has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-1004 and appears in the top right corner of each reporting screen. Without this approval, we could not conduct this survey. We are conducting this survey under the authority of Title 13, U.S. Code, Sections 8(b), 131, and 182; Title 42, U.S. Code, Section 1861-76 (National Science Foundation Act of 1950, as amended); and Section 505 within the America COMPETES Reauthorization Act of 2010.

How long will it take to complete the survey?

We estimate the Annual Business Survey will take an average of 58 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.

Will my response be confidential?

Yes. The U.S. Census Bureau is required by law to keep your response confidential (Title 13, U.S. Code, Section 9). 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.

Am I required to fill out the survey?

Yes. Your business is required by law (Title 13, U.S. Code, Sections 224 and 225) to respond to this survey. As a randomly selected representative of businesses in your community, you are the voice of your neighbors and peers. To create an accurate picture of commerce activity in your area, it is critical that you respond.

How will the Census Bureau use the information I provide?

By law, the Census Bureau can only use your business data to produce statistics. Your information will be used in combination with information from other businesses to produce statistics for your community.



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ABS-L1(N)
Draft (12-13-2023)

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The Research Activities at Nonprofit Organizations module of the Annual Business Survey was introduced in 2021. The module measures research and experimental development (R&D) performance and funding at U.S. tax-exempt nonprofit organizations. Included are all nonfarm businesses filing Internal Revenue Service (IRS) tax forms as nonprofit organizations with an annual payroll of \$500,000 or more.

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How long will it take to complete the survey?

We estimate the Research Activities at Nonprofit Organizations module of the 2024 Annual Business Survey will take 4.75 hours to complete if you are eligible to answer all questions. Otherwise, we estimate this survey will take 20 minutes to complete. Factors such as nonprofit organization 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.

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Washington, DC 20233

ABS-L1R
Draft (12-18-2023)

The Office of Management and Budget (OMB) approval number for the Annual Business Survey is 0607-1004.

REMINDER: PLEASE COMPLETE THE 2024 ANNUAL BUSINESS SURVEY

Recently, the U.S. Census Bureau mailed you a letter asking you to complete the **2024 Annual Business Survey**. If you have submitted your survey in the past few weeks, thank you. If you have not yet reported, please do so before **August 27, 2024**.

Your response is required by law (Title 13, U. S. Code, Sections 224 and 225). We are required by law to keep your response confidential (Title 13, U.S. Code, Section 9).

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Thank you for participating and helping business communities across the nation.

Sincerely,

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

Emilda B. Rivers, Director
National Center for Science and Engineering Statistics
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U.S. Census Bureau

National Processing Center
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Jeffersonville IN 47132

OFFICIAL BUSINESS
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ABS-L1R Draft (12-18-2023)

**YOUR RESPONSE IS
REQUIRED BY LAW**

**Please Reply By
August 27, 2024**



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Washington, DC 20233

ABS-L1R(N)
Draft (12-18-2023)

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REMINDER: PLEASE COMPLETE THE 2024 ANNUAL BUSINESS SURVEY

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Jeffersonville IN 47132

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ABS-L1R(N) Draft (12-18-2023)

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**Please Reply By
August 27, 2024**



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

ABS-L2
Draft (12-17-2023)

PAST DUE NOTICE

Our records indicate that we have not received your **2024 Annual Business Survey**. Characteristics of your business are essential to measuring important economic activity in the United States. Please complete the survey online using the following information:

Respond by
Enter this code:

- Register OR sign in at portal.census.gov
- Add your one-time authentication code, OR locate this survey under "My Surveys," then click "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.

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For assistance with completing this survey, sign into your Census Bureau account or visit census.gov/abshelp. You can also call 1-888-824-9954, Mon. through Fri., 8:00 a.m. to 8:00 p.m. Eastern time.

Thank you in advance for participating and helping business communities across the nation.

Sincerely,

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

Emilda B. Rivers, Director
National Center for Science and Engineering Statistics
National Science Foundation

The Office of Management and
Budget (OMB) approval number for the
Annual Business Survey is 0607-1004.





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U.S. Census Bureau
Washington, DC 20233

ABS-L2(N)
Draft (12-18-2023)

PAST DUE NOTICE

Our records indicate that we have not received your **Research Activities at Nonprofit Organizations** module of the **2024 Annual Business Survey**. 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. Please complete the survey online using the following information:

Respond by
Enter this code:

- Register OR sign in at portal.census.gov
- Add your one-time authentication code, OR locate this survey under "My Surveys," then click "REPORT NOW."
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UNITED STATES DEPARTMENT OF COMMERCE
U.S. Census Bureau
Washington, DC 20233

ABS-L4L
Draft (12-17-2023)

NOTICE: MANDATORY RESPONSE PAST DUE

Our records indicate that we have not received your **2024 Annual Business Survey** response. If you have submitted your survey within the past few weeks, thank you.

Your response is required by law. 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 for not complying. **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.

Respond **within 10 days** at **portal.census.gov**
Enter this code:

- Register OR sign in at <https://portal.census.gov>
- Add your authentication code OR locate this survey under “My Surveys”
- Click “REPORT NOW” to report

For help completing the survey, visit census.gov/abs/help or call 1-888-824-9954, Monday through Friday, 8:00 a.m. to 8:00 p.m. Eastern time. After reporting, visit census.gov/abs to review useful data and analysis tools to aid and inform businesses such as yours.

We value your time and effort to complete this mandatory survey. Thank you for participating and helping business communities across the nation.

Sincerely,

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



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How do I know this is a legitimate government survey?

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