

Subject: ONLINE REPORTING OPEN: Annual Business Survey

ANNUAL BUSINESS SURVEY

Online Reporting Open

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

ATTN

COMPANY

We request your cooperation with the **2024 Annual Business Survey** conducted by the U.S. Census Bureau and the National Center for Science and Engineering Statistics (NCSES), within the National Science Foundation (NSF). This national survey collects annual data on the characteristics of U.S. businesses and owners as well as research and development, innovation, and technology. Results of the data collected on this survey will be used to create comprehensive estimates of the demographic and economic characteristics of U.S. businesses and their owners. Information from your business is critical to providing reliable data for your type of business and geographic location. Accurate data will help leaders in the public and private sectors make better decisions to strengthen your business community.

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

Due Date: XXXXX XX, 20XX

1. Register or sign in at <https://portal.census.gov>
2. Add your authentication code: **XXXX-XXXX-XXXX**

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

3. Report by clicking on “REPORT NOW”
-

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 sign into your Census Bureau account or visit <https://census.gov/abshelp>. For further assistance, call our customer help line at 1-888-824-9954, 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

This collection 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.

Authority and Confidentiality

Title 13, United States Code, Sections 8(b), 131, and 182; Title 42, United States Code, Section 1861-76 (National Science Foundation Act of 1950, as amended); and Section 505 within the America COMPETES Reauthorization Act of 2010, authorize this collection. Sections 224 and 225 of Title 13 require 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 data.

Burden Estimate Statement

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.

ID: XXXXXXXXXX

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We request your cooperation with the **Research Activities at Nonprofit Organizations** module of the **2024 Annual Business Survey** conducted by the U.S. Census Bureau and the National Center for Science and Engineering Statistics (NCSES), within the National Science Foundation (NSF). 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. We need your participation to provide a complete picture of the scope and breadth of research activities within the nonprofit community.

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Burden Estimate Statement

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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Subject: PAST DUE NOTICE: Annual Business Survey

ANNUAL BUSINESS SURVEY

Past Due Notice

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The U.S. Census Bureau recently requested your response to the **2024 Annual Business Survey**. Our records indicate your response is now past due. Please log in with the following information and submit your responses **within 10 days**.

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Office of Management and Budget (OMB) Number:
0607-1004 Expires: XX/XX/XXXX

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Office of Management and Budget (OMB) Number:
0607-1004 Expires: XX/XX/XXXX

ID: XXXXXXXXXXXX

Subject: Expiring Time Extension: Annual Business Survey

ANNUAL BUSINESS SURVEY

Expiring Time Extension

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COMPANY

This is a reminder that your time extension for the U.S. Census Bureau's **2024 Annual Business Survey** will be expiring soon. Please follow these instructions to access, complete, and submit your responses before your time extension expires.

1. Access your Census Bureau account at <https://portal.census.gov> and locate your survey under "My Surveys."
 2. Click on "REPORT NOW" to begin or resume reporting.
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Chief, Economic Reimbursable Surveys Division
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Expiring Time Extension

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Hello,

Our records indicate you have received an extension to complete the **2024 Annual Business Survey**.

If you requested this extension because you do NOT have access to your 2023 990 filing to complete the **Research Activities at Nonprofit Organizations module**, please know that you may use your 2022 990 filing to complete question C.2. All other questions should use FY 2023 records.

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

Sincerely,
ABS Nonprofit Staff

Office of Management and Budget (OMB) Number:
0607-1004 Expires: XX/XX/XXXX

ID: XXXXXXXXXXXX