



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

Attachment 3
SQ-CLASS-L2
(Draft)

The Office of Management and Budget (OMB) approval number for the Business and Professional Classification Survey is 0607-0189.

PAST DUE NOTICE

Our records indicate that we have not yet received your **Business and Professional Classification Survey**. If you have submitted your survey in the past few days, **thank you**. On average, it should take approximately 13 minutes to comply with this mandatory survey. Please refer to the back of this letter for a preview of select questions required to fulfill mandatory survey requirements. The survey can be completed online following these steps:

1. **Register OR sign in** at <https://portal.census.gov>
2. **Add** your authentication code found below 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 report.

Authentication Code: XXXX-XXXX-XXXX

Don't have an Internet connection? No problem, call our customer help line noted below and our staff will assist you with satisfying your reporting obligation.

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, 182, 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 uses 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 1-800-253-1882, Monday through Friday, 8:00 a.m. to 8:00 p.m. Eastern time.

Thank you in advance for your time and cooperation, 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

[Type here]

Sample questions from the Business and Professional Classification Survey:

- Which of the following best describes this firm's primary business? (select from 19 different options)
- What is the firm's primary business activity?
- What are this firm's principal lines of merchandise sold, services provided, or products manufactured, and on average, what percent of total monthly revenues are from each of these lines?
- Does this firm have revenue from e-commerce?
- Is this firm owned or controlled by another company?
- Does this firm own or control any other company that operates under a different EIN?