

**Subject:** ONLINE REPORTING OPEN: Monthly Retail Trade Survey – email 1 of 2

## MONTHLY RETAIL TRADE SURVEY

### Online Reporting Open

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

ATTN

Company

Online reporting for the latest **Monthly Retail Trade Survey** is now open. In addition to opening collection for the <current months> <current year> reference period, we are asking those who have not yet reported <previous month> <current year for previous month> data to please report using the following information:

---

**Reporting Period:** MMMMM YYYY

**Username:** XXXXXXXX

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

**Due Date:** MMMMM DD, YYYY

**Website:** <https://econhelp.census.gov/mrts>

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**Please do not reply directly to this automated email.** For assistance with completing your survey, please call our customer help line at 1-800-772-7852, Monday through Friday, 8:30 a.m. to 4:30 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

Office of Management and Budget (OMB) Number: 0607-0717  
Expires: 03/31/2026

**Subject line:** ONLINE REPORTING OPEN: Monthly Retail Trade Survey – email 2 of 2

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**OMB Number**

*This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0717 and appears in the top right corner of the paper survey form or each online reporting screen. Without this approval, we could not conduct this survey.*

**Authority and Confidentiality**

*Title 13, United States Code, Sections 131 and 182, authorizes the U.S. Census Bureau to conduct this collection and to request your voluntary assistance. The Census Bureau is required by Section 9 of the same law to keep your information confidential and use your responses only to product 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 Monthly Retail Trade Survey will take an average of 7 minutes to complete, including 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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