



**A Message from the  
Directors of the U.S. Census Bureau and the National Center for Science and Engineering Statistics**

We request your cooperation with the **2020 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.

**Authentication Code:**

**Due Date:**

Steps to report online:

1. **Sign in OR register** at <https://portal.census.gov>
2. **Add** your authentication code.
3. **Report** by clicking on "REPORT NOW." You can return to your account over multiple sessions to complete the survey.

**YOUR RESPONSE IS REQUIRED BY LAW** and will be kept strictly **CONFIDENTIAL**. We estimate this survey will take an average of 52 minutes to complete. Additional 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 sign into your Census Bureau account or call our customer help line at 1-888-824-9954, Monday through Friday, 8:00 a.m. to 6:00 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,

Handwritten signature of Steven D. Dillingham in black ink.

Steven D. Dillingham  
Director  
U.S. Census Bureau

Handwritten signature of Emilda B. Rivers in black ink.

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

**ABS-L1**  
(04-16-2020)

### **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 52 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.