



PAST DUE NOTICE

Our records indicate that we have not received your **2017 Annual Capital Expenditures Survey**. Please complete the survey online using the following information:

Website:

Authentication Code:

Due Date:

1. **Sign in OR register** at the website above.
2. **Add** your authentication code **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.

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.

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 and 182). 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 can use 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 1-800-528-3049, Monday through Friday, 8:00 a.m. to 4:45 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, places, and economy. Your response makes a difference.

Sincerely,

A handwritten signature in black ink that reads "Kimberly P. Moore".

Kimberly P. Moore
Chief, Economy-Wide Statistics Division
U.S. Census Bureau

Frequently Asked Questions (FAQs)

Who is eligible to be selected for this survey?

All non-farm businesses operating within the U.S. can be selected to participate in this survey, including but not limited to:

- Self-employed persons (e.g., doctors, lawyers, investors, accountants)
- Small employer companies
- Independent contractors (e.g., truckers, private duty nurses, construction contractors)
- Independent salespersons (e.g., cosmetic representatives)
- Independent commission workers (e.g., real estate and life insurance salespersons)

What information does the Census Bureau need?

We need you to report all 2017 business spending for new and/or used structures and new and/or used equipment. If purchases were both business and personal use, estimate and report the share of the purchases for business use.

What does the Census Bureau mean by "structures"?

Examples of structures include new and/or used offices, buildings, and residential real estate purchased or built for business use. Count major additions and improvements to such business structures as new structures.

What does the Census Bureau mean by "equipment"?

Examples of equipment include new and/or used computer software, furniture, fixtures, computers, desks, chairs, automobiles, machinery and specialized equipment for business use.

What if I have no capital expenditures to report for 2017?

In order for us to provide current and useful statistics for small, cyclical, and changing businesses, we need your information, regardless of whether you made capital expenditures in calendar year 2017. Report "0" for each item in which you had no capital expenditures.