



A Message from the Acting Director, U.S. Census Bureau:

We request your participation with the **2020 Annual Capital Expenditures Survey**. Data compiled from this survey provide the only national-level estimates of annual capital investment in new and used buildings, structures, machinery, and equipment (including computer software) by U.S. non-farm businesses with employees and without employees.

Authentication Code:

Due Date:

Account Manager:

1. **Register OR sign in** 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**. Information about the authority, confidentiality, and burden of this data collection can be found on the back of this letter. Answers to the most frequently asked questions about this survey are included on the enclosed insert.

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 participation, and for helping the U.S. Census Bureau measure America's people and economy.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Jarmin", with a long horizontal flourish extending to the right.

Ron S. Jarmin
Acting Director

OMB Number

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0782 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 131 and 182, authorizes this collection. Sections 224 and 225 require your response. The U.S. Census Bureau is required by Section 9 of the same law 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 your data.

Burden Estimate Statement

We estimate the Annual Capital Expenditures Survey will take an average of 1 hour 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.