



OVERDUE NOTICE

FROM THE CHIEF
SERVICE SECTOR STATISTICS DIVISION
U.S. CENSUS BUREAU

Our records indicate that your company has not complied with mandatory filing requirements for the Annual Retail Trade Report. This report was mailed to you earlier this year with the due date shown on the form. This is your fourth and final notice. **Please complete and return your report form within the next three business days.** In case you have misplaced your original form, enclosed is an additional copy of the form we have not received. When book figures are not available, you may use reasonable estimates.

Your response to this report is required by law (Title 13, Sections 131, 193, 224, and 225, United States Code). This letter will serve as notice that failure to report makes you subject to penalties under this law. By the same law, **your report is strictly confidential** and will be seen only by persons sworn to uphold the confidentiality of Census Bureau information. This law also provides that copies retained in your files are immune from legal process and from requests made under the Freedom of Information Act. The data are used solely for statistical purposes.

If we do not receive your completed Annual Retail Trade Report, we may be forced to refer your case to the General Counsel of the U.S. Department of Commerce for further action.

Be sure to make a copy of your reports for your records. You may submit your form(s) online; fax your form(s) to us at 1-800-447-4613; or mail your form(s) back in the enclosed envelope(s). If you need additional reporting help, call us toll-free at 1-800-772-7851 weekdays between 8:30 a.m. and 5:00 p.m., Eastern Time.

You may also visit our Web site for answers to **Frequently Asked Questions** at **<http://bhs.econ.census.gov/BHS/ARTS/FaqARTS.html>**.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink that reads "Mark E. Wallace". The signature is written in a cursive, flowing style.

Mark E. Wallace
Chief, Service Sector Statistics Division

Enclosures