ARTS-L1R
(11-21-2019)

UNITED STATES DEPARTMENT OF COMMERCE
U.S. Census Bureau
Washington, DC 20233-0001

The Office of Management and Budget (OMB) approval number for the Annual Retail Trade Survey is 0607-0013.

DUE DATE REMINDER

Recently, the U.S. Census Bureau mailed you a letter asking you to complete the **2019 Annual Retail Trade Survey.** If you have submitted your survey in the past few weeks, **thank you**. If you have not yet reported, please do so before the due date noted below.

Authentication Code:
Due Date:
Account Manager:

1. **Sign in** OR **register** at https://portal.census.gov
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 the survey.

For assistance with completing this survey, please sign into your Census Bureau account or call our customer help line at 1-877-787-9860 (option 2), Monday through Friday, 8:00 a.m. to 5:00 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, places, and economy.

Sincerely,

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

U.S. DEPARTMENT OF COMMERCE
U.S. Census Bureau
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