



The Office of Management and Budget  
approval number for these collections:  
Annual Services Report: 0607-0422  
Annual Retail Trade Survey: 0607-0013

### REMINDER OF MANDATORY REPORTING OBLIGATION

Recently, the U.S. Census Bureau mailed you a letter asking you to complete the following **mandatory** surveys - **2019 Annual Services Report** and **2019 Annual Retail Trade Survey**. If you have submitted both of these surveys in the past few weeks, **thank you**.

**Due Dates:**    **February 25, 2020 - Annual Services Report**  
                      **April 28, 2020 - Annual Retail Trade Survey**

Please check the status of each survey by following these steps:

1. **Sign in** OR **register** at <https://portal.census.gov>
2. **Add** your authentication code OR **locate** your surveys under “My Surveys”

#### **Authentication Code:**

3. **View** the reporting status for each survey
4. **Report** by clicking on “REPORT NOW” for any survey **not** showing a “Complete” status

For assistance with completing these surveys, please sign in to your Census Bureau account or call our customer help line at 1-877-787-9860, 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 and economy.

Sincerely,

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