ODYS-RS-L6
(08-12-2020)

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

PAST DUE NOTICE

Our records indicate that we have not received a complete response to all of the following mandatory surveys - **2019 Annual Services Report and 2019 Annual Retail Trade Survey**. Please complete the surveys online **by September 8, 2020** using the following information:

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

Special notice: Because of the recent Coronavirus pandemic, we realize you may not have immediate access to the records you need to provide exact responses to the questions in this survey. If this is the case, we accept your best estimates.

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 use your responses only to produce statistics.

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

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