



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

We are requesting your cooperation with the **2016 Report of Organization** and the **2016 Annual Survey of Manufactures**. The Report of Organization is used to update the Census Bureau's list of businesses, and provides key source data for the County Business Patterns program and other statistical series. Companies, business analysts, and trade associations use this information in planning investments, production, and marketing. The Annual Survey of Manufactures is used to collect key data about the manufacturing sector of the nation's economy. These data are used to develop accurate estimates of domestic output and productivity, and they serve as a valuable resource for making sound decisions on economic trade policies.

**Website:**

**Authentication Code:**

**Due Date:**

1. **Sign in OR register** at the website above.
2. **Add** your authentication code.
3. **Report** by clicking on "REPORT NOW." You can return to your account over multiple sessions to complete.

**YOUR RESPONSE IS REQUIRED BY LAW** and will be kept strictly **CONFIDENTIAL**. We estimate the time to complete the Report of Organization varies from 30 minutes for the smallest companies to 25 hours for the largest companies, with an average of 3 hours 24 minutes. We estimate the time to complete the Annual Survey of Manufactures to be 1.4 hours for the MA-10000(S) or 3.5 hours for the MA-10000(L). Additional information about the authority, confidentiality, and burden of these data collections can be found on the back of this letter.

For assistance with completing these surveys, please sign into your Census Bureau account or call our toll-free customer help line at 1-844-303-7713, Monday through Friday, 8:00 a.m. to 6:00 p.m. Eastern time.

**Thank you** in advance for your time and cooperation, and for helping the U.S. Census Bureau measure America's people, places, and economy. Your response makes a difference.

Sincerely,

John H. Thompson  
Director  
U.S. Census Bureau

## **OMB Number**

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number for the Report of Organization is 0607-0444, and for the Annual Survey of Manufactures is 0607-0449. These numbers appear in the upper right corner of each reporting screen. Without these approvals, we could not conduct these surveys.

## **Authority and Confidentiality**

Title 13 United States Code, Sections 131 and 182, authorizes these collections. 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 can 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 time to complete the Report of Organization varies from 30 minutes for the smallest companies to 25 hours for the largest companies, with an average of 3 hours 24 minutes, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. We estimate the time to complete the Annual Survey of Manufactures to be 1.4 hours for the MA-10000(S) or 3.5 hours for the MA-10000(L), including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding these burden estimates or any other aspect of this collection of information, including suggestions for reducing this burden, to:

EWD Survey Comments 0607-0444 and 0607-0449  
U.S. Census Bureau  
4600 Silver Hill Road  
Room EWD-8K154  
Washington, DC 20233

You may email comments to [ewd.surveys@census.gov](mailto:ewd.surveys@census.gov). Be sure to use "EWD Survey Comments 0607-0444 and 0607-0449" as the subject.