



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

We request your participation with the **2018 Report of Organization** and the **2018 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 collects 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.

**Authentication Code:**  
**Due Date:**

1. **Sign in** OR **register** at <https://portal.census.gov>
2. **Add** your authentication code.
3. **Report** by clicking on "REPORT NOW." You can return to your account over multiple sessions to complete these surveys.

**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 31 minutes. We estimate the time to complete the Annual Survey of Manufactures to be 3 hours 30 minutes. Additional information about the authority, confidentiality, and burden of this data collection 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 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 participation, and for helping the U.S. Census Bureau measure America's people, places, and economy.

Sincerely,

Steven D. Dillingham  
Director

**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 top 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 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 31 minutes, including the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the survey. We estimate the time to complete the Annual Survey of Manufactures to be 3 hours 30 minutes, including the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the survey.