ASCO-L1
(12-17-2020)

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

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

We request your participation with the **2020 Report of Organization** and the **2020 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:
Account Manager:

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**. 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 8:00 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,

Steven D. Dillingham
Director

OMB Number

These collections have 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 Report of Organization will vary from 30 minutes for the smallest companies to 25 hours for the largest companies, with an average of 3 hours 31 minutes to complete. Factors such as company size, complexity and activity will affect your actual time to complete the survey. This estimate includes the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the survey.

We estimate the Annual Survey of Manufactures will take an average of 3 hours 30 minutes to complete. Factors such as company size, complexity and activity will affect your actual time to complete the survey. This estimate includes the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the survey.