



The Office of Management and Budget approval number for these collections:
Annual Services Report: 0607-0422
Annual Wholesale Trade Survey: 0607-0195
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, 2019 Annual Wholesale Trade Survey, and the 2019 Annual Retail Trade Survey**. If you have submitted all of these surveys in the past few weeks, **thank you**.

Due Dates: **February 25, 2020 - Annual Services Report**
 March 24, 2020 - Annual Wholesale Trade Survey
 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 your account manager,

Thank you in advance for your time and participation, and for helping the U.S. Census Bureau measure America's people and economy.

Sincerely,

A handwritten signature in black ink that reads "Kimberly P. Moore".

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