ODYS-RW-L1R
(01-22-2020)

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

The Office of Management and Budget approval number for these collections:
Annual Wholesale Trade Survey: 0607-0195
Annual Retail Trade Survey: 0607-0013

REMINDER OF REPORTING OBLIGATION

Recently, the U.S. Census Bureau mailed you a letter asking you to complete the **2019 Annual Wholesale Trade Survey and the 2019 Annual Retail Trade Survey.** If you have submitted both of these surveys in the past few weeks, **thank you.** If you have not yet reported for both surveys, please do so before the due dates noted below.

Due Dates: **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 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