PAST DUE NOTICE

Our records indicate that we have not received a complete response to all of the following mandatory surveys - 2019 Annual Services Report, 2019 Annual Wholesale Trade Survey, and 2019 Annual Retail Trade Survey. Please complete the surveys online by September 8, 2020 using the following information:

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

Special notice: Because of the recent Coronavirus pandemic, we realize you may not have immediate access to the records you need to provide exact responses to the questions in this survey. If this is the case, we accept your best estimates.

YOUR RESPONSE IS REQUIRED BY LAW and will be kept strictly CONFIDENTIAL. The U.S. Census Bureau is authorized to collect this information under Title 13, United States Code (Sections 131 and 182). The same law requires that you respond (Sections 224 and 225), and assures the confidentiality of the information you provide (Section 9). The Census Bureau is not permitted to publicly release your responses in a way that could identify your business, organization, or institution, and use your responses only to produce statistics.

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,

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

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