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**UNITED STATES DEPARTMENT OF COMMERCE**
**Economics and Statistics Administration**
**U.S. Census Bureau**
Washington, DC 20233-0001

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

The U.S. Census Bureau has selected your business to participate in the **2015 Annual Retail Trade Report.** Data compiled in the Census Bureau's Annual Retail Trade Report are part of the official statistics used to measure economic performance in the United States, and provide the nation's policymakers and business leaders like you with measures of this important economic sector.

Please report online using the information below and keep this letter for future reference:

**Your response is required by law.** Title 13, United States Code, Sections 131 and 182 authorizes this collection. Sections 224 and 225 require your participation. Section 9 of Title 13 requires that the Census Bureau keeps this report **strictly confidential.** Your information is only used to develop summary statistics that do not reveal the individual activities of your business. Under the same law, information cannot be used for taxation, regulation, or investigation and is exempt from release under the Freedom of Information Act. Public reporting burden for this collection of information is estimated to average 34 minutes per response. You may use reasonable estimates if book figures are not readily available. On the back of this letter, you will find disclosure descriptions regarding Office of Management and Budget number, authority and confidentiality and burden estimate statement.

For additional information, visit us online at **https://econhelp.census.gov/arts.** While there, you can use the "Self-Service Log in" to check your filing status or request a time extension. If you need further assistance, please call us at 1-877-787-9860 (option 2), Monday through Friday, 8:00 a.m. to 5:00 p.m. Eastern time.

**Thank you** in advance for your time and cooperation, and for helping the U.S. Census Bureau measure America's people, places, and our economy. Your response makes a difference.

Sincerely,



John H. Thompson
Director

Enclosures