SAS-L4
(06-27-2018)

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

NOTICE OF FAILURE TO PROVIDE MANDATORY RESPONSE

Our records indicate that we have not received your **2017 Annual Services Report**. If you have submitted your survey within the past few weeks, **thank you** for your participation. You may verify your filing status by logging into your account at https://portal.census.gov.

If you have not yet reported, we remind you that your response is **REQUIRED BY LAW.** Title 13, United States Code (U.S.C.), Sections 131 and 182, authorizes this collection. Sections 224 and 225 require your response. Section 9 requires that we keep your answers **STRICTLY CONFIDENTIAL.**

Although Title 13 (Section 224) and the Sentencing Reform Act of 1984 (18, U.S.C. 3559 and 3571) allow for possible prosecution of responsible officials and penalties up to $5,000 (and still require response), **the U.S. Census Bureau prefers to work cooperatively with businesses like yours to ensure we gather and distribute reliable statistics about the U.S. economy.** We ask for your help in meeting that goal, recognizing that we are relying on your valuable time and effort to comply with this request.

Online reporting is easy, with a secure account set up necessary to begin the reporting process. For assistance with meeting the mandatory filing requirement, please contact our toll-free customer help line at 1-877-787-9860 (option 1), Monday through Friday, 8:00 a.m. to 5:00 p.m. Eastern time.

Authentication Code:
Due Date:

Your timely response will help save tax dollars by reducing the need for additional mailings and telephone calls. Please report within 10 days, following these steps:

1. **Register** at https://portal.census.gov
2. **Add** your authentication code
3. **Report** by clicking on "REPORT NOW"

After reporting, we invite you to review the useful data and analysis tools available to aid and inform businesses such as yours by visiting the Census Bureau's website at https://www.census.gov/programs-surveys/sas.html.

Thank you in advance for your time and participation. Your response makes a difference.

Respectfully,

Nick Orsini
Acting Associate Director for Economic Programs
U.S. Census Bureau