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

PAST DUE

A Message from the Director, U.S. Census Bureau:

Several months ago, we requested that you participate in a mandatory national survey by completing the 2013 Annual Services Report. We have made repeated attempts to obtain your firm's data by mail and still have not received your response. Your participation is vital to the success of this survey.

Your response is required by law (Title 13, United States Code, Sections 182, 224, and 225). **Your Census report is completely confidential** under Title 13. It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. Published summary statistics will not identify individual firms. Under the same law, information that you report cannot be used for taxation, regulation, or investigation and are exempt from release under the Freedom of Information Act. Further, copies of your response retained in your files are immune from legal process.

Your continued failure to respond opens your firm to public prosecution and civil penalties. **To remove your firm from delinquent status, we ask that you take the time to complete the enclosed report within the next five business days.** We encourage you to report online on our secure web site. The Web address, your Username, and Password are on the form beneath the address label. If book figures are not available, your best estimates are acceptable. Your prompt response will alleviate the need for future mail and/or telephone follow-up.

If you have any questions or concerns about completing this report, please visit us online at **econhelp.census.gov/sas**. While there, please use the "Online Services" option to request a time extension or verify your filing status. For additional contact information, please visit our website at **bhs.econ.census.gov/bhs/sas/contactus.html**.

Thank you for your cooperation with this important program.

Enclosures

United States Census Bureau
Economic Statistics