ODYS-WS-L1
(11-05-2019)

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

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

We request your participation with the **2019 Annual Services Report** and the **2019 Annual Wholesale Trade Survey.** Data compiled from these surveys contribute to 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 these important economic sectors.

1. **Sign in** OR **register** at https://portal.census.gov
2. **Add** your authentication code.
3. **Report** by clicking on each survey's "REPORT NOW" button. You can return to your account over multiple sessions to complete these surveys.

YOUR RESPONSE IS REQUIRED BY LAW and will be kept strictly **CONFIDENTIAL**. We estimate the time to complete the Annual Services Report will take an average of 1 to 3 hours. We estimate the time to complete the Annual Wholesale Trade Survey will take an average of 31 minutes. Additional information about the authority, confidentiality, and burden of this data collection can be found on the back of this letter.

For assistance with completing these surveys, please sign into 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, places, and economy.

Sincerely,

Steven D. Dillingham
Director

OMB Number

These collections have been approved by the Office of Management and Budget (OMB). Without this approval, we could not conduct these surveys. The eight-digit OMB approval number for the Annual Services Report is 0607-0422, and for the Annual Wholesale Trade Survey is 0607-0195. The applicable number will appear in the top right corner of each reporting screen.

Authority and Confidentiality

Title 13, United States Code, Sections 131 and 182, authorizes these collections. Sections 224 and 225 require your response. The U.S. Census Bureau is required by Section 9 of the same law to keep your information confidential and use your responses only to produce statistics. The Census Bureau is not permitted to publicly release your responses in a way that could identify your business, organization, or institution. Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.

Burden Estimate Statement

We estimate the Annual Services Report will take an average of 1 to 3 hours to complete, including the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the survey.

We estimate the Annual Wholesale Trade Survey will take an average of 31 minutes to complete, including the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the survey.