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

The Office of Management and Budget approval number for these collections:
Annual Services Report: 0607-0422
Annual Retail Trade Survey: 0607-0013

REMINDER OF REPORTING OBLIGATION

Recently, the U.S. Census Bureau mailed you a letter asking you to complete the **2020 Annual Services Report** and the **2020 Annual Retail Trade Survey.** If you have submitted both of these surveys in the past few weeks, **thank you.** If you have not yet reported for both surveys, please do so before the due dates noted below.

Due Dates:

Please check the status of each survey by following these steps:

1. **Sign in** OR **register** at https://portal.census.gov
2. **Add** your authentication code OR **locate** your surveys under "My Surveys"
3. **View** the reporting status for each survey
4. **Report** by clicking on "REPORT NOW" for any survey **not** showing a "Complete" status

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 8:00 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 and economy.

Sincerely,

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