



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

We request your participation with the **2020 Annual Retail Trade Survey**. Data compiled from this survey 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 this important economic sector.

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

YOUR RESPONSE IS REQUIRED BY LAW and will be kept strictly **CONFIDENTIAL**. Information about the authority, confidentiality, and burden of this data collection can be found on the back of this letter.

For assistance with completing this survey, please sign into your Census Bureau account or call our customer help line at 1-877-787-9860 (option 2), 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,

A handwritten signature in black ink, appearing to read "R. Jarmin". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Ron S. Jarmin
Acting Director

OMB Number

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0013 and appears in the top right corner of each reporting screen. Without this approval, we could not conduct this survey.

Authority and Confidentiality

Title 13, United States Code, Sections 131 and 182, authorizes this collection. 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 Retail Trade Survey will take an average of 39 minutes to complete. Factors such as company size, complexity, and activity will affect your actual time to complete the survey. This estimate includes the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the survey.



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

We request your participation with the **2020 Annual Wholesale Trade Survey** and the **2020 Annual Retail 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>
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Sincerely,

Ron S. Jarmin
Acting 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 Wholesale Trade Survey is 0607-0195, and for the Annual Retail Trade Survey is 0607-0013. The applicable number will appear in the top right corner of each reporting screen.

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Burden Estimate Statement

We estimate the Annual Wholesale Trade Survey will take an average of 31 minutes to complete. Factors such as company size, complexity, and activity will affect your actual time to complete the survey. This estimate includes 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 Retail Trade Survey will take an average of 39 minutes to complete. Factors such as company size, complexity, and activity will affect your actual time to complete the survey. This estimate includes the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the survey.



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

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Burden Estimate Statement

We estimate the Annual Services Report will take an average of 1 to 3 hours to complete. Factors such as company size, complexity, and activity will affect your actual time to complete the survey. This estimate includes 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 Retail Trade Survey will take an average of 39 minutes to complete. Factors such as company size, complexity, and activity will affect your actual time to complete the survey. This estimate includes the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the survey.



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

We request your participation with the **2020 Annual Services Report**, **2020 Annual Wholesale Trade Survey**, and the **2020 Annual Retail 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.

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We estimate the Annual Wholesale Trade Survey will take an average of 31 minutes to complete. Factors such as company size, complexity, and activity will affect your actual time to complete the survey. This estimate includes 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 Retail Trade Survey will take an average of 39 minutes to complete. Factors such as company size, complexity, and activity will affect your actual time to complete the survey. This estimate includes the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the survey.



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

ARTS-L2
(Draft)

The Office of Management and Budget (OMB) approval number for the Annual Retail Trade Survey is 0607-0013.

PAST DUE NOTICE

Our records indicate that we have not received your **2020 Annual Retail Trade Survey**. This survey is mandatory, and requires your immediate attention.

Authentication Code:

Due Date:

Account Manager:

1. **Sign in** OR **register** at <https://portal.census.gov>
2. **Add** your authentication code OR **locate** this report under “My Surveys.”
3. **Report** by clicking on “REPORT NOW.” You can return to your account over multiple sessions to complete the survey.

If you recently reported, you can verify your filing status by clicking on “Options” and then “Filing Status.” Look for an entry under the “Date Received” column.

For assistance with completing this survey, please sign into your Census Bureau account or call our customer help line 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 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



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

ARTS-L1R
(Draft)

The Office of
Management and Budget
(OMB) approval number
for the Annual Retail
Trade Survey is 0607-
0013.

DUE DATE REMINDER

Recently, the U.S. Census Bureau mailed you a letter asking you to complete the **2020 Annual Retail Trade Survey**. If you have submitted your survey in the past few weeks, **thank you**. If you have not yet reported, please do so before the due date noted below.

Authentication Code:

Due Date:

Account Manager:

1. **Sign in** OR **register** at <https://portal.census.gov>
2. **Add** your authentication code OR **locate** this report under "My Surveys."
3. **Report** by clicking on "REPORT NOW." You can return to your account over multiple sessions to complete the survey.

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



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

ODYS-RW-L1R
(Draft)

The Office of Management and Budget
approval number for these collections:
Annual Wholesale Trade Survey: 0607-0195
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 Wholesale Trade Survey 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: March 23, 2021 - Annual Wholesale Trade Survey
April 20, 2021 - Annual Retail Trade Survey

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 in to 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.

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



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U.S. Census Bureau
Washington, DC 20233-0001

ODYS-RS-L1R
(Draft)

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

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Due Dates: February 23, 2021 - Annual Services Report
April 20, 2021 - Annual Retail Trade Survey

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

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



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

ODYS-RWS-L1R
(Draft)

The Office of Management and Budget
approval number for these collections:
Annual Services Report: 0607-0422
Annual Wholesale Trade Survey: 0607-0195
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, 2020 Annual Wholesale Trade Survey, and the 2020 Annual Retail Trade Survey**. If you have submitted all of these surveys in the past few weeks, **thank you**. If you have not yet reported for all surveys, please do so before the due dates noted below.

Due Dates: February 23, 2021 - Annual Services Report
March 23, 2021 - Annual Wholesale Trade Survey
April 20, 2021 - Annual Retail Trade Survey

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 in to your Census Bureau account or call your account manager, **Account Manager Name, at 301-763-xxxx**.

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



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

ODYS-RW-L2
(Draft)

The Office of Management and Budget
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Annual Wholesale Trade Survey: 0607-0195
Annual Retail Trade Survey: 0607-0013

REMINDER OF MANDATORY REPORTING OBLIGATION

Recently, the U.S. Census Bureau mailed you a letter asking you to complete the following **mandatory** surveys - **2020 Annual Wholesale Trade Survey and 2020 Annual Retail Trade Survey**. If you have submitted both of these surveys in the past few weeks, **thank you**.

Due Dates: March 23, 2021 - Annual Wholesale Trade Survey
April 20, 2021 - Annual Retail Trade Survey

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

1. **Sign in OR register** at <https://portal.census.gov>
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Chief, Economy-Wide Statistics Division
U.S. Census Bureau



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

ODYS-RS-L2
(Draft)

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

REMINDER OF MANDATORY REPORTING OBLIGATION

Recently, the U.S. Census Bureau mailed you a letter asking you to complete the following **mandatory** surveys - **2020 Annual Services Report and 2020 Annual Retail Trade Survey**. If you have submitted both of these surveys in the past few weeks, **thank you**.

Due Dates: February 23, 2021 - Annual Services Report
April 20, 2021 - Annual Retail Trade Survey

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"
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ODYS-RWS-L2
(Draft)

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Annual Wholesale Trade Survey: 0607-0195
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REMINDER OF MANDATORY REPORTING OBLIGATION

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U.S. Census Bureau



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

ARTS-L4
(Draft)

The Office of Management and Budget (OMB) approval number for the Annual Retail Trade Survey is 0607-0013.

NOTICE OF FAILURE TO PROVIDE MANDATORY RESPONSE

Our records indicate that we have not received your **2020 Annual Retail Trade Survey**. 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 2), Monday through Friday, 8:00 a.m. to 5:00 p.m. Eastern time.

Authentication Code:

Due Date:

Account Manager:

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. **Sign in OR register** at <https://portal.census.gov>
1. **Add** your authentication code OR **locate** this report under "My Surveys"
2. **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/arts>.

Thank you in advance for your time and participation.

Respectfully,

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



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

ODYS-RW-L3
(Draft)

The Office of Management and Budget
approval number for these collections:
Annual Wholesale Trade Survey: 0607-0195
Annual Retail Trade Survey: 0607-0013

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ODYS-RS-L3
(Draft)

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U.S. Census Bureau
Washington, DC 20233-0001

ODYS-RWS-L3
(Draft)

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Annual Wholesale Trade Survey: 0607-0195
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