



**ABS-L1
(Draft)**



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

**A Message from the
 Directors of the U.S. Census Bureau and the National Center for Science and Engineering Statistics**

We request your cooperation with the **2020 Annual Business Survey** conducted by the U.S. Census Bureau and the National Center for Science and Engineering Statistics (NCSES), within the National Science Foundation (NSF). This national survey collects annual data on the characteristics of U.S. businesses and owners as well as research and development, innovation and technology. Results of the data collected on this survey will be used to create comprehensive estimates of the demographic and economic characteristics of U.S. businesses and their owners. Information from your business is critical to providing reliable data for your type of business and geographic location. Accurate data will help leaders in the public and private sectors make better decisions to strengthen your business community.

Authentication Code:

Due Date:

Steps to report online:

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**. We estimate this survey will take an average of 52 minutes to complete. 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 this survey, please sign into your Census Bureau account or call our customer help line at 1-888-824-9954, Monday through Friday, 8:00 a.m. to 6:00 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,

Steven D. Dillingham
 Director
 U.S. Census Bureau

Emilda B. Rivers
 Director
 National Center for Science and Engineering Statistics
 National Science Foundation



ABS-L1
(Draft)**OMB Number**

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-1004 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 8(b), 131, and 182; Title 42, United States Code, Section 1861-76 (National Science Foundation Act of 1950, as amended); and Section 505 within the America COMPETES Reauthorization Act of 2010, authorize this collection. Sections 224 and 225 of Title 13 require your response. The U.S. Census Bureau is required by Section 9 of Title 13 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 data.

Burden Estimate Statement

We estimate the Annual Business Survey will take an average of 52 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.



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

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The Office of Management and Budget (OMB)
 approval number for the Annual Business Survey
 is 0607-1004.

DUE DATE REMINDER

Recently, the U.S. Census Bureau mailed you a letter asking you to complete the **2020 Annual Business 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:

Steps to report online:

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.

For assistance with completing this survey, please sign into your Census Bureau account or call our customer help line at 1-888-824-9954, Monday through Friday, 8:00 a.m. to 6:00 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,

Kevin E. Deardorff
 Chief, Economic Reimbursable Surveys Division
 U.S. Census Bureau

Emilda B. Rivers
 Director
 National Center for Science and Engineering Statistics
 National Science Foundation



ABS-L2
(Draft)



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

The Office of Management and Budget (OMB) approval number for the Annual Business Survey is 0607-1004.

PAST DUE NOTICE

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

Authentication Code:
Due Date:

Steps to report online:

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 1-888-824-9954, Monday through Friday, 8:00 a.m. to 6:00 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,

Kevin E. Deardorff
Chief, Economic Reimbursable Surveys Division
U.S. Census Bureau

Emilda B. Rivers
Director
National Center for Science and Engineering Statistics
National Science Foundation



ABS-L3
(Draft)



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

The Office of Management and Budget (OMB) approval number for the Annual Business Survey is 0607-1004.

PAST DUE NOTICE

Our records indicate that we have not received your **2020 Annual Business Survey**. Characteristics of your business are essential to measuring important economic activity in the United States. Please complete the survey online using the following information:

Authentication Code:

Due Date:

Steps to report online:

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.

YOUR RESPONSE IS REQUIRED BY LAW and will be kept strictly **CONFIDENTIAL**. The U.S. Census Bureau is authorized to collect this information under Title 13, United States Code, Sections 8(b), 131, and 182; Title 42, United States Code, Section 1861-76 (National Science Foundation Act of 1950, as amended); and Section 505 within the America COMPETES Reauthorization Act of 2010. Title 13, United States Code, also requires that you respond (Sections 224 and 225), and assures the confidentiality of the information you provide (Section 9). The Census Bureau is not permitted to publicly release your responses in a way that could identify your business, organization, or institution, and use your responses only to produce statistics.

For assistance with completing this survey, please sign into your Census Bureau account or call our customer help line at 1-888-824-9954, Monday through Friday, 8:00 a.m. to 6:00 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,

Kevin E. Deardorff
Chief, Economic Reimbursable Surveys Division
U.S. Census Bureau

Emilda B. Rivers
Director
National Center for Science and Engineering Statistics
National Science Foundation



ABS-L3F
(Draft)



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

PAST DUE NOTICE

Our records indicate that we have not received your **2020 Annual Business Survey**. Characteristics of your business are essential to measuring important economic activity in the United States.

Use the enclosed form as a worksheet prior to reporting online, or return the completed form in the enclosed envelope. Online reporting is easy, reduces costs, and decreases processing times.

Authentication Code:

Due Date:

Steps to report online:

1. **Sign in OR register** at <https://portal.census.gov>
2. **Add** your authentication code, which is printed on the front page of the form and listed above.
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.

YOUR RESPONSE IS REQUIRED BY LAW and will be kept strictly **CONFIDENTIAL**. The U.S. Census Bureau is authorized to collect this information under Title 13, United States Code, Sections 8(b), 131, and 182; Title 42, United States Code, Section 1861-76 (National Science Foundation Act of 1950, as amended); and Section 505 within the America COMPETES Reauthorization Act of 2010. Title 13, United States Code, also requires that you respond (Sections 224 and 225), and assures the confidentiality of the information you provide (Section 9). The Census Bureau is not permitted to publicly release your responses in a way that could identify your business, organization, or institution, and use your responses only to produce statistics.

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Sincerely,

Kevin E. Deardorff
Chief, Economic Reimbursable Surveys Division
U.S. Census Bureau

Emilda B. Rivers
Director
National Center for Science and Engineering Statistics
National Science Foundation

Enclosures