



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

Thank you for your continued participation in the **Quarterly Services Survey**. The U.S. Census Bureau's mission is to serve as the leading source of quality data about the nation's people and economy. This survey produces one of the Census Bureau's many important economic measurements. Data from this survey provide business leaders and policy makers with an up-to-date picture of the nation's economic condition and are a key element in estimating the quarterly Gross Domestic Product (GDP).

We invite you to browse through the wealth of data available through the Census Bureau's website. Start by viewing this survey's results at: <https://census.gov/services/index.html>.

Please follow these steps to complete the survey:

**Authentication Code:**

**Due Date:**

**Account Manager:**

1. **Register** OR **sign in** 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.

In order to streamline operations and better conserve taxpayer resources, the U.S. Census Bureau has moved from paper-based data collection to online-based data collection. Therefore, we no longer include Quarterly Services Survey forms with our mailings and ask that you please report online. Printable templates and instructions are available at <https://www.census.gov/services/qss/respondent-information.html>.

**YOUR RESPONSE 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 1-800-772-7851, Monday through Friday, 8:30 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,

A handwritten signature in black ink, appearing to read "R. Jarmin".

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 0607-0907 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 the U.S. Census Bureau to conduct this collection and to request your voluntary assistance. The 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 Quarterly Services Survey will take between 10 and 15 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.