



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

The U.S. Census Bureau has selected your business to participate in the **2015 Report of Organization, NC-99001**, and the **2015 Annual Survey of Manufactures, MA-10000(L)**.

The Report of Organization is used to update the Census Bureau's list of businesses, and it provides key source data for the County Business Patterns program and other statistical series. Companies, business analysts, and trade associations use this information in planning investments, production, and marketing.

The Annual Survey of Manufactures collects key data about the manufacturing sector of the nation's economy. These data are used to develop accurate estimates of domestic output and productivity, and they serve as a valuable resource for making sound decisions on economic trade policies.

**Please report online and keep this letter for future reference, using the following information:**

**Website:** <https://econhelp.census.gov/cosasm>  
**User ID:**  
**Password:**  
**Due Date:**

**Your response is required by law.** Title 13 United States Code, Sections 131 and 182 authorizes this collection. Title 13 U.S.C., Sections 224 and 225 require businesses and other organizations that receive this questionnaire to answer the questions and return the report to the U.S. Census Bureau. Title 13 U.S.C., Section 9 also requires that we keep your answers strictly confidential. The information you provide may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. Further, copies retained in your files are immune from legal process. For the NC-99001, we estimate that the time to complete varies from 30 minutes for the smallest companies to 25 hours for the largest companies with an average of 3 hours 24 minutes. We estimate the MA-10000(L) will take an average of 3.5 hours to complete. On the back of this letter you will find disclosure descriptions regarding Office of Management and Budget number, authority and confidentiality, and burden estimate statement.

For assistance completing the survey, visit us online at <https://econhelp.census.gov/cosasm> or call our customer help line at **1-800-233-6136**, Monday through Friday, 8:00 a.m. to 4:30 p.m. Eastern time.

**Thank you** in advance for your time and cooperation, and for helping the U.S. Census Bureau measure America's people, places, and our economy. Your response makes a difference.

Sincerely,

John H. Thompson  
Director  
US Census Bureau

## **GENERAL INFORMATION FOR THE 2015 ANNUAL SURVEY OF MANUFACTURES AND THE 2015 REPORT OF ORGANIZATION, NC-99001**

### **OMB Number**

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval numbers are: 0607-0449 for the 2015 Annual Survey of Manufactures, MA-10000(L) and 0607-0444 for the 2015 Report of Organization, NC-99001. These numbers appear at the upper right of the report form/login screen. Without this approval we could not conduct these surveys.

### **Authority and Confidentiality**

Title 13 United States Code, Sections 131 and 182 authorizes this collection. Title 13 U.S.C., Sections 224 and 225 require businesses and other organizations that receive this questionnaire to answer the questions and return the report to the U.S. Census Bureau. By Section 9 of the same law, your report is confidential. It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information, and may be used only for statistical purposes. The law also provides that copies of your report retained in your files are immune from legal process.

### **Burden Estimate Statement**

For the NC-99001, we estimate time to complete varies from 30 minutes for the smallest companies to 25 hours for the largest companies with an average of 3 hours 24 minutes to complete, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. For the MA-10000(L), we estimate 3.5 hours to complete, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: ECON Survey Comments 0607-0444 and 0607-0449, U.S. Census Bureau, 4600 Silver Hill Road, Room EMD-6K064, Washington, DC 20233. You may e-mail comments to [ECON.Survey.Comments@census.gov](mailto:ECON.Survey.Comments@census.gov). Be sure to use ECON Survey Comments 0607-0444 and 0607-0449 as the subject.