

U.S. Department of Labor

DRAFT  
Bureau of Labor Statistics  
Postal Square Building Suite 4840  
2 Massachusetts Ave., NE  
Washington, DC 20212-0001



October 2007

Dear Employer:

We recently sent you the enclosed form, but we have not yet received a response.

Every few years, your State agency and the U.S. Bureau of Labor Statistics (BLS) requested that you verify general business information about your firm. If all the preprinted information on the enclosed Industry Verification Form is correct, please call the toll-free number shown in Item 6, answer a few questions, and keep the form for your records. The system is available 24 hours a day, seven days a week. A call usually takes only 1-2 minutes, eliminates additional paperwork, and saves your tax dollars.

Most businesses will be able to confirm the information on the form with one quick toll-free call. However, if you have changes to the preprinted information, please make them directly on the form and return it by mail using the enclosed postage paid envelope.

This survey is authorized by 29 U.S. Code, Section 2. The information collected by your State agency and BLS will be used for statistical and Unemployment Insurance program purposes and other purposes in accordance with law. Additional information regarding this survey can be found at: [www.bls.gov/cew](http://www.bls.gov/cew).

Please provide your response within **14 days**. If you have any questions, please contact the appropriate State office listed on the bottom left side of the enclosed form.

If you have already responded to this survey, please disregard this notice and accept our thanks for your cooperation and participation.

Sincerely,

Philip L. Rones, Deputy Commissioner  
U.S. Bureau of Labor Statistics

Enclosure