



October 2009

Dear Employer:

Every few years, your State agency and the U.S. Bureau of Labor Statistics (BLS) request that you verify general business information about your firm. If all the 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 information, please make them directly on the form and return it by mail using the enclosed postage-paid envelope.

This survey is **mandatory** in accordance with the State law referenced at the top of the enclosed form and 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/qcew/ivf/.

Please provide your response within **14 days**. Even if the information is correct, we still need to hear from you. If you have any questions, please contact the State office listed in the bottom left corner of the enclosed form.

Thank you for your cooperation.

Sincerely,

Michael A. Searson, Survey Manager
U.S. Bureau of Labor Statistics

Enclosures

1. Industry Verification Form (BLS 3023-NVS)
2. Business Reply Mail Envelope
3. Touchtone Response System Flyer