



December 2009

Dear Employer:

All employers covered by Unemployment Insurance laws are assigned an industry code once they begin business operations. Your State agency and the Bureau of Labor Statistics (BLS) do not have sufficient business activity information to assign an industry code to your firm. In addition, there may be other information that needs to be provided or reviewed. Please complete the enclosed Industry Classification Form and return it within **14 days** using the envelope provided.

The industry code for your firm will be assigned based on the main business activity information you provide in Item 4 of the enclosed form. Please describe your main business activities, goods, products or services, as though you were telling a prospective employee what you do.

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 and the uses of these data can be found at: [www.bls.gov/qcew/ivf/](http://www.bls.gov/qcew/ivf/).

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 Classification Form (BLS 3023-NCA)
2. Business Reply Mail Envelope