



February 1, 2021

Attn: Payroll Manager
Con_Firm
Con_Address
Con_City, Con_State Con_Zipcode

Dear Payroll Manager:

We at the Bureau of Labor Statistics (BLS) need your help in determining the nation's job count as part of the Current Employment Statistics (CES) program. Your firm has been selected as part of a scientific sample to participate in the CES — the nation's monthly indicator of employment trends. Your participation in this program is highly valued.

On the first Friday of every month major newspapers across the country publish the nation's job count. BLS is responsible for compiling these statistics from information gathered from thousands of firms, like yours. This statistic, along with other leading economic indicators produced by BLS, provides businesses with information critical in planning for growth and success.

The employment and payroll information we ask you to provide is typically available from most employers' payroll records.

- **The number of employees on your payroll**
- **The number of women on your payroll**
- **The number of faculty members**

We ask that you provide this information monthly. The BLS will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act (Title 5 of Public Law 107-347), the information you provide to the BLS will not be disclosed in identifiable form without your informed consent. We need the information for the single pay period that includes the 12th of the month. A BLS data specialist will telephone you shortly to arrange a convenient time for collecting this information.

BLS offers several publications of economic data. One of these, the Business Information Guide, gives details on many important BLS programs and describes our Internet home page, www.bls.gov. It also lists several resources to help you obtain and use our research to benefit your company. This publication is available to you upon request free of charge.

Thank you in advance for your cooperation. Your assistance in maintaining the quality of our nation's economic data is greatly appreciated.

Sincerely yours,

dcccntct
Data Collection Center Manager