



February 1, 2021

Attn: Payroll Manager
Con_Firm
Con_Address
Con_City, Con_State Con_Zipcode

Dear Payroll Manager:

We thank you for your on-going participation in the Current Employment Statistics Survey (CES) program. We appreciate your efforts to provide your firm's employment information in a timely and accurate manner. Your data, when combined with other responses, form a prime indicator of the health of the economy at the national, state, and area levels. Firms such as yours are critically important to producing high quality data.

You now will be reporting your data using our Touchtone Data Entry (TDE) system. Respondents have found reporting by TDE to be faster and more convenient. Please call toll-free 1- 800-877-7715 to report your data. When calling to report your data, use the number pad on your touchtone telephone. You may report your data any time, day or night.

We will send you an "ADVANCE NOTICE" message via Fax or postcard at the beginning of the reporting period.

If we have not received your data by the suggested reporting date, we will provide you with a reminder message as our publication deadline approaches, usually the last week of the month.

You may report as soon as your data are available. We ask that you continue to provide this information monthly, for the pay period that includes the 12th of the month. The Bureau of Labor Statistics (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.

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

Sincerely yours,

Pat Jones

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Data Collection Center Manager