



February 2010

Dear Employer:

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

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 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 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/](http://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.

If you have already responded to this survey, please disregard this notice and accept our thanks 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