

U.S. Department of Labor

Bureau of Labor Statistics
Postal Square Building Suite 4840
2 Massachusetts Ave., NE
Washington, DC 20212-0001



October 2012

Dear Employer:

Every three years, your State agency and the U.S. Bureau of Labor Statistics (BLS) request that you verify general business information about your firm to help us maintain accurate records. 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. We now offer paperless options that should allow you to verify or to update the information on this form in about five minutes.

Save tax dollars with a paperless response!!



No changes to report?
Respond toll free:
1-888-256-0864



Changes to report?
Visit our website:
<https://idcfars.bls.gov/>

These reporting options are available to 24 hours a day, seven days a week. A toll free call or visit to our website eliminates additional paperwork and saves tax dollars.

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,

John F. Peters, Survey Coordinator
U.S. Bureau of Labor Statistics

Enclosures

1. Industry Verification Form (BLS 3023-NVS)
2. Business Reply Mail Envelope