

## ARS Web-Only Letter

Utana Department of Labor  
Labor Market Information  
456 Front Street, Room 1234  
Somecity, UA 12345-6789  
Phone: 888-123-4567

JOHN SMITH - PAYROLL  
ABC CORPORATION  
123 INC  
123 MAIN STREET #4  
SOMECITY, UA 12345-6789



U.S. BUREAU OF LABOR STATISTICS  
October 2014

Dear Employer,

Every three years, your State agency and the U.S. Bureau of Labor Statistics request that you verify general business information about your firm to help us maintain accurate records. Your cooperation is essential so that we are able to produce data that are complete, accurate, and timely.

To reduce costs and save tax dollars, this survey can be completed online in about five minutes. Please use the Web ID and Password provided below to log into our secure website:

**<https://idcfars.bls.gov/>**

Web ID: **320012345000**

PASSWORD: **Ab123456**

This survey is authorized by 29 U.S. Code, Section 2. Please provide your voluntary response within **14 days**.

The Industry Verification Form, BLS-3023 is approved with O.M.B No. 1220-0032, in cooperation with the U.S. Department of Labor. The information collected 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)

If you do not log into the website and respond, a paper form will be mailed to you.

Thank you in advance for your cooperation.

Sincerely,

A handwritten signature in black ink that reads "Emily L. Thomas".

Emily L. Thomas  
US Bureau of Labor Statistics