

State Agency Name  
State Department Name  
State Address 1 and 2  
City, ST ZIP  
Phone: 123-456-7890



**UNITED STATES DEPARTMENT OF LABOR**  
Bureau of Labor Statistics  
Postal Square Building, Suite 4840  
2 Massachusetts Ave., N.E.  
Washington, DC 20212-0001

## MANDATORY

Contact Name  
Trade Name  
Legal Name  
Mailing 1  
Mailing 2  
City ST ZIP

September 2015

Dear Employer,

The U.S. Bureau of Labor Statistics (BLS) and your State agency request that you provide your company's employment and wages each quarter using the **BLS 3020 - Multiple Worksite Report (MWR)**.

To reduce costs and save tax dollars, this report has been moved online. Please use the Web ID and password below to log into our secure website: <https://idcf.bls.gov/>

**WEB ID: 99123456789**

**PASSWORD: Ab123456**

This report is **mandatory in accordance with the UTANA LAW 123** and is authorized by **29 U.S. Code, Section 2** and is approved by O.M.B. No. 1220-0134.

**Multiple Worksite Report** data enable BLS to monitor and analyze conditions of business activities by geographic area and industry. Information collected in this report by BLS and State agencies cooperating in its statistical programs will be used for statistical and Unemployment Insurance program purposes, and other purposes in accordance with law. Additional information can be found online: <http://www.bls.gov/cew/cewmwr00.htm>.

The due date for your response is **October 31, 2015**. Thank you for your cooperation.

Sincerely,

A handwritten signature in cursive script that reads "Emily Thomas".

Emily Thomas  
U.S. Bureau of Labor Statistics

