

## BAS-YesChangeResponse-email Template

<<Date>>

<<BASID>> , <<EntityName>>

The U.S. Census Bureau is sending this message because we have received a response to our Boundary and Annexation Survey (BAS) that your governmental unit has boundary changes to report and you are listed in our database as the current BAS contact. Please forward the information contained in this message, if necessary, to the staff that will complete the boundary change work for your government.

### [What's new for 2016 BAS?](#)

To submit a digital response for the BAS, a respondent will require the following resources:

- **BAS Respondent Guides**

For instructions please review the appropriate guide.

[http://www.census.gov/geo/partnerships/bas/bas\\_rgm.html](http://www.census.gov/geo/partnerships/bas/bas_rgm.html)

- **BAS Shapefiles**

For updating governmental unit boundaries.

[http://www.census.gov/geo/partnerships/bas/bas\\_download.html](http://www.census.gov/geo/partnerships/bas/bas_download.html)

- **For GUPS Users**

For respondents that intend to use the Geographic Update Partnership Software (GUPS)

[http://www.census.gov/geo/partnerships/bas/bas\\_gups.html](http://www.census.gov/geo/partnerships/bas/bas_gups.html)

- **For Digital File Submission**

(Note: all BAS submissions must be made via our Secure Web Incoming Module (SWIM) <https://respond.census.gov/swim>)

**You will need a SWIM Registration Token. This token will be sent in a separate email.**

The BAS Respondent Guides, shapefiles, and forms are available for download from the Census Web site at <http://www.census.gov/geo/partnerships/bas.html>.

If your governmental unit has boundary changes to report, please submit them to the Census Bureau by **March 1**. All annexations received by **March 1** will be included in this year's legal boundary delivery for the Population Estimates Program (PEP) and the American Community Survey (ACS). All annexation and boundary corrections received by **May 31** will be reflected in next year's BAS materials. The Census Bureau will attempt to include any submitted street and landmark updates as our time and resources permit. Please note that your response to the Census Bureau BAS does not supersede any state or county reporting requirements.

If, after reviewing your boundaries, you have no changes to report, please respond online:

[http://www.census.gov/geo/partnerships/bas/bas\\_ar\\_form.html](http://www.census.gov/geo/partnerships/bas/bas_ar_form.html).

The Census Bureau values and appreciates your response to this important voluntary survey. If you have questions or need assistance with the BAS, visit our BAS website at <http://www.census.gov/geo/partnerships/bas.html> or contact us via e-mail [geo.bas@census.gov](mailto:geo.bas@census.gov) or by telephone at 1-800-972-5651. For tribal governments please e-mail [geo.aiana@census.gov](mailto:geo.aiana@census.gov) or contact us by telephone at 1-800-796-3748. We look forward to working with you.

Thank you.

Attachments