



## **Processing Instructions**

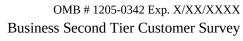
A petition for Trade Adjustment Assistance (TAA) and Alternative Trade Adjustment Assistance (ATAA) has been filed on behalf of a group of workers. Your assistance in expeditiously completing this form is necessary for the U.S. Department of Labor to determine whether these workers may be eligible for federal benefits. By law, this determination must be made within a certain time period following the filing date of the petition (19 U.S.C. 2273(a)). The Secretary of Labor is authorized to obtain this information through subpoena if you fail to comply with this request (19 U.S.C. 2272(d)(3)(B) and 2321) (e)(3)(B)). Accordingly, please complete and return this form no later than [Insert date here].

**Background:** The Trade Act of 1974 (19 USC § 2271 et seq.), as amended, established Trade Adjustment Assistance (TAA) to provide assistance to workers in firms with a decline in sales or a decline in production of articles or supply of services affected by imports of articles or services from foreign countries or shifts in production or services to foreign countries, and to workers in public agencies that have shifted the provision of a service to a foreign country. After receiving a TAA and ATAA petition, TAA investigators analyze the facts to determine whether increased imports or shifts in production or services contributed importantly to the workers' actual or threatened layoffs or work reductions and to determine whether the required minimum proportion of the workforce has either been laid off or is threatened with layoffs. The TAA Program provides petitioners with both rapid and early assistance. Once a petition has been granted and workers are certified as eligible to participate in the TAA program, workers covered by a certification may contact their state workforce agency to apply for additional reemployment assistance including long-term training while receiving income support and other benefits. **These benefits are provided at no expense to employers.** 

**Completing Form:** Type or print legibly. Complete all sections unless directed otherwise. Attach additional sheets if necessary. If there is no quantity or value, enter "zero" or "none". On a separate sheet, please add any relevant information not covered in this form, and attach any supporting documents. If you have any difficulty completing this form or have questions, please contact [Insert investigator name here].

Confidentiality: All information submitted under this request will be used to determine whether the criteria for certification of the workers covered by a petition have been satisfied. The U.S. Department of Labor will protect the confidentiality of the information you provide to the full extent of the law, in accordance with the Trade Act, 19 U.S.C. 2272(de)(3)(Ce), the Trade Secrets Act, 18 U.S.C. 1905, the Freedom of Information Act, 5 U.S.C. 552(b)(4), and 29 CFR Parts 70 and 90, Executive Order 12600, dated June 23, 1987 (352 FR 23781, June 25, 1987), Executive Order 13392, dated December 14, 2005 (70 FR 75373, December 19, 2005); Presidential Memorandum for the Heads of Executive Departments and Agencies Concerning the Freedom of Information Act (74 FR 4683, January 21, 2009); and Attorney General Holder's Memorandum for Heads of Executive Departments and Agencies Concerning the Freedom of Information Act (March 19, 2009), available at http://www.usdoj.gov/ag/foia-memo-march2009.pdf.

**Public Burden Statement:** Persons are not required to respond to this collection of information unless it displays a currently valid Office of Management and Budget (OMB) control number. Responding is mandatory (19 U.S.C. 2272(d)(3)(B) and 2321). Public reporting burden for this collection is estimated to average 2.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Office of Trade Adjustment Assistance, Room N-5428, 200 Constitution Ave., N.W., Washington, DC 20210 (Paperwork Reduction Project 1205-0342).





**Business Second Tier Customer Survey Compliance Date:** 

		Reference Number:	TA-V	V-					
Contact at the U.S. Department of Labor:							E-Mail:	@dol.gov	
	1		Phone	e: (202) 693-	F	ax: (202) 693-3	3986 or (202)	693-3584 or (202	2) 693-3585
Name of	Customer and Lo	ocation:							
date, an	d the comparable	below your total purch period in the previous zero" (0) or "none".							
Article	: [Finished Ar	ticle]							
		Purchases fro	m Firms Located in the U.S.			Purchases from Firms Located Outside the U.S.			
	Period	Quantity*		Do	ollars	Quant	ity*	Dolla	ars
20	(Full Year)								
20	(Full Year)								
Jan thru	20								
Jan thru	20								
*Quantit	ties provided are i	neasured in (for examp	le: unit	s, pounds, ki	lograms, tons	):			
in Quest	,	entified 85 oduct manufactured in percentage of U.S. puro	_		Yes □ in foreign co		vn:		
20	%			thru	20	%	Jan thru	20	%
I	ist countries:								
cor	nponent parts]?								-
,	f "Yes", indicate j	percentage of Non-U.S <b>I.</b>	manui	factured <b>[fini</b>	shed articles	incorporating	non U.Smai	nufactured [subjec	t firm
20	%	20 9	6 Jan	thru	20	%	Jan thru	20	%
L	ist countries:							l	
	-								
Numbers	s shown are actual	or estimates?							





## **Affirmation of Information:**

The information you provide on this form will be used for the purposes of determining worker group eligibility. Knowingly falsifying any information on this form is a Federal offense (18 USC § 1001) and a violation of the Trade Act (19 USC § 2316). By signing below, you agree to the following statement:

"Under penalty of law, I declare that to the best of my knowledge and belief the information I have provided is true, correct, and complete."

NAME OF COMPANY OFFICIAL:		
TITLE:		
SIGNATURE:		
	r	DATE:
BUSINESS ADDRESS:		
E-MAIL ADDRESS:		
TELEPHONE NUMBER:	FAX NUMBER:	