

E-mail: BAS 1L <<overprinting>> and Text

Subject: YYYY Boundary and Annexation Survey (BAS) <BAS_ID>

<DATE>

"BAS ID:" <<BAS_ID>> <<ENTITY_NAME>><<ENTITY_LSAD_PUB_NAME>>
<<BAS_NAME>>
<<BAS_POSITION>>
<<BAS_DEPT_NAME>>
<<BAS_MAILING_ADDRESS>>
<<BAS_CITY_STATE_ZIP>>

The U.S. Census Bureau (Census Bureau) is now conducting the 2018 Boundary and Annexation Survey (BAS). Do not miss your opportunity to participate in the 2018 BAS to ensure that the Census Bureau has current and accurate boundary, legal name, and governmental status information for your government.

We strongly encourage your participation in the 2018 BAS for the following reasons:

- Boundary updates complete the Census Bureau's geographic framework for data collection, tabulation, and dissemination, and are vital to the success of the 2020 Census, the American Community Survey (ACS), Population Estimates Program (PEP), and many other censuses and surveys.
- The federal government allocates more than \$675 billion in federal funds annually for health, welfare, infrastructure, education, and other federal programs and services.
- Responding to the 2018 BAS ensures that your local government receives the funds for which it is entitled and has the best data available for its decision-making processes.

Action Step:

- Respond to the 2018 BAS – On the BAS website, you will find step-by-step instructions on how to start the boundary updating process and respond to the 2018 BAS.

[Click here to go to the BAS website](#)

NOTE: Please respond to the BAS with a "NO" response if you have no boundary changes, annexations, or contact updates to report for your government. By responding "NO", we are able to confirm that your government has received and reviewed the BAS. If you do not respond, we will contact your government to confirm your boundary change status.

KEY DATES

January 1, 2018 Boundary updates must be legally in effect on or before this date to be reported in the 2018 BAS.

March 1, 2018 Boundary updates submitted by this date will be reflected in the ACS and PEP data estimates and in next year's BAS materials.

May 31, 2018 Boundary updates submitted by this date will be reflected in next year's BAS materials.

CONTACT INFORMATION

Email: geo.bas@census.gov

Phone: 1-800-972-5651

Website: <https://www.census.gov/programs-surveys/bas.html>

Thank you for your participation in the BAS.

E-mail- BAS 2L - American Indian Areas <<overprinting>> and Text

Subject: YYYY Tribal Boundary and Annexation Survey (BAS) <BAS_ID>

<DATE>

"BAS ID:" <BAS_ID> <ENTITY_NAME>
<ENTITY_LEGAL_AIA_NAME>

<BAS_NAME>
<BAS_POSITION>
<BAS_DEPT_NAME>
<BAS_MAILING_ADDRESS>
<BAS_CITY_STATE_ZIP>

The U.S. Census Bureau (Census Bureau) is now conducting the 2018 Boundary and Annexation Survey (BAS). Do not miss your opportunity to participate in the 2018 BAS and ensure that the Census Bureau has current and accurate boundary, legal name, and governmental functioning status information for your government.

We strongly encourage your participation in the 2018 BAS for the following reasons:

- Boundary updates complete the Census Bureau's geographic framework for data collection, tabulation, and dissemination, and are vital to the success of the 2020 Census, the American Community Survey (ACS), and many other censuses and surveys.
- The federal government allocates more than \$675 billion in federal funds annually for health, welfare, infrastructure, education, and other federal programs and services.
- Responding to the 2018 BAS ensures that your local government receives the funds for which it is entitled and has the best data available for its decision-making processes.

The National American Indian Housing Council (NAIHC) will also notify its members about the 2018 BAS.

Action Step:

- Respond to the 2018 BAS – On the BAS website, you will find step-by-step instructions on how to respond to the 2018 BAS and how to start the boundary updating process for the 2018 BAS.

[Click here to go to the BAS website](#)

NOTE: Please respond to the BAS with a "NO" response if you have no boundary changes, annexations, or contact updates to report for your tribal government. By responding "NO", we are able to confirm that your tribal government has received and reviewed the BAS. If you do not respond, we will contact your tribal government to confirm your boundary change status.

KEY DATES

January 1, 2018 Boundary updates must be legally in effect on or before this date to be reported in the 2018 BAS.

March 1, 2018 Boundary updates submitted by this date will be reflected in the ACS data estimates and in next year's BAS materials.

May 31, 2018 Boundary updates submitted by this date will be reflected in next year's BAS materials.

CONTACT INFORMATION

Email: geo.bas@census.gov

Phone: 1-800-972-5651

Website: <https://www.census.gov/programs-surveys/bas.html>

Thank you for your participation in the BAS.

Email: BAS 3L <<overprinting>> and Text– County and State Consolidations

Subject: YYYY Boundary and Annexation Survey – CBAS <BAS_ID>

<DATE>

“BAS ID:” <BAS_ID> <ENTITY_NAME> <ENTITY_LSAD_PUB_NAME>
<HEO_NAME>
<HEO_POSITION>
<HEO_DEPT_NAME>
<HEO_MAILING_ADDRESS> <HEO_CITY_STATE_ZIP>

The U.S. Census Bureau (Census Bureau) is now conducting the 2018 Boundary and Annexation Survey (BAS). The Census Bureau and your state or county BAS representative are collaborating to consolidate responses to the BAS. The representative has agreed to report all boundary updates, legal name changes, and governmental status updates to the Census Bureau. Please confirm your entity’s BAS and Highest Elected Official (HEO) contact information is correct using the website link below, and work with your state or county BAS contact to ensure all boundary changes for your government are reported by your representative.

We strongly encourage your participation in the 2018 BAS for the following reasons:

- Boundary updates complete the Census Bureau’s geographic framework for data collection, tabulation, and dissemination, and are vital to the success of the 2020 Census, the American Community Survey (ACS), Population Estimates Program (PEP), and many other censuses and surveys.
- The federal government allocates more than \$675 billion in federal funds annually for health, welfare, infrastructure, education, and other federal programs and services.
- Responding to the 2018 BAS ensures your local government receives the funds for which it is entitled and has the best data available for its decision-making processes.

Action Step:

- (1) Click on the website link below
- (2) Confirm and update your contact information and the contact information for your government’s HEO by filling out the annual response form online or through email.

[Click here to go to the Contact Update Form](#)

NOTE: Because your government participates in a consolidated BAS agreement, the Census Bureau will not provide you with additional BAS materials.

CONTACT INFORMATION

Questions for your consolidated BAS representative can be directed to:

“Name:” <BAS_NAME>
“Position:” <BAS_POSITION>
“Department:” <BAS_DEPT_NAME>
“Mailing Address:” <BAS_MAILING ADDRESS>
“City, State, Zip, Zip+4:” < BAS_CITY_STATE_ZIP>

"Phone:" <BAS_PHONE>

"Fax:" <BAS_FAX>

"Email:" <BAS_EMAIL>

General BAS questions can be directed to:

Email: geo.bas@census.gov

Phone: 1-800-972-5651

Website: <https://www.census.gov/programs-surveys/bas.html>

Thank you for your participation in the BAS.

Email: BAS 4L- <<overprinting>> and text-not currently CBAS but their County is

Subject: YYYY Boundary and Annexation Survey (BAS) – Not included in County’s CBAS <BAS_ID>

<DATE>

“BAS ID:” <BAS_ID> <ENTITY_NAME> <ENTITY_LSAD_PUB_NAME>

<BAS_NAME>

<BAS_POSITION>

<BAS_DEPT_NAME>

<BAS_MAILING_ADDRESS> <BAS_CITY_STATE_ZIP>

The U.S. Census Bureau (Census Bureau) is now conducting the 2018 Boundary and Annexation Survey (BAS). Do not miss your opportunity to participate in the 2018 BAS to ensure that the Census Bureau has current and accurate boundary, legal name, and governmental status information for your government.

We strongly encourage your participation in the 2018 BAS for the following reasons:

- Boundary updates complete the Census Bureau’s geographic framework for data collection, tabulation, and dissemination, and are vital to the success of the 2020 Census, the American Community Survey (ACS), Population Estimates Program (PEP), and many other censuses and surveys.
- The federal government allocates more than \$675 billion in federal funds annually for health, welfare, infrastructure, education, and other federal programs and services.
- Responding to the 2018 BAS ensures that your local government receives the funds for which it is entitled and has the best data available for its decision-making processes.

Your county currently participates in a consolidated BAS agreement. If you would prefer your county to report for your government, please send an email to geo.bas@census.gov requesting to be included in the consolidated agreement. Include your 11-digit BAS ID in the subject of the email.

Action Step:

- Respond to the 2018 BAS – On the BAS website, you will find step-by-step instructions on how to respond to the 2018 BAS and how to start the boundary updating process for the 2018 BAS.

[Click here to go to the BAS website](#)

NOTE: Please respond to the BAS with a “NO” response if you have no boundary changes, annexations, or contact updates to report for your government. By responding “NO”, we are able to confirm that your government has received and reviewed the BAS. If you do not respond, we will contact your government to confirm your boundary change status.

KEY DATES

January 1, 2018 Boundary updates must be legally in effect on or before this date to be reported in the 2018 BAS.

March 1, 2018 Boundary updates submitted by this date will be reflected in the ACS and PEP data estimates and in next year’s BAS materials.

May 31, 2018 Boundary updates submitted by this date will be reflected in next year's BAS materials.

CONTACT INFORMATION

Email: geo.bas@census.gov

Phone: 1-800-972-5651

Web site: <https://www.census.gov/programs-surveys/bas.html>

Thank you for your participation in the BAS.

Email: BAS 5L <<overprinting>> and text- CBAS Partial -Entity in more than one county

Subject: YYYY Boundary and Annexation Survey – Partial CBAS <BAS_ID>

“BAS ID:” <BAS_ID> <ENTITY_NAME> <ENTITY_LSAD_PUB_NAME>

<BAS_NAME>

<BAS_POSITION>

<BAS_DEPT_NAME>

<BAS_MAILING_ADDRESS> <BAS_CITY_STATE_ZIP>

The U.S. Census Bureau (Census Bureau) is now conducting the 2018 Boundary and Annexation Survey (BAS). Do not miss your opportunity to participate in the 2018 BAS to ensure that the Census Bureau has current and accurate boundary, legal name, and governmental status information for your government.

Your government is in more than one county, and at least one of these counties is responding to the BAS on behalf of a portion of your government. Please respond to the BAS for the portion of your government not included in the BAS consolidation agreement. Click on the Web site link below to view the list of counties with BAS consolidation agreements to determine which portion of your government is not included in an agreement and requires your response. If you are interested in joining a CBAS agreement that your government is not included in, please email geo.bas@census.gov for more information.

We strongly encourage your participation in the 2018 BAS for the following reasons:

- Boundary updates complete the Census Bureau’s geographic framework for data collection, tabulation, and dissemination, and are vital to the success of the 2020 Census, the American Community Survey (ACS), Population Estimates Program (PEP), and many other censuses and surveys.
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- Responding to the 2018 BAS ensures that your local government receives the funds for which it is entitled and has the best data available for its decision-making processes.

Action Step:

- Respond to the 2018 BAS – On the BAS Web site, you will find step-by-step instructions on how to respond to the 2018 BAS and how to start the boundary updating process for the 2018 BAS.

[Click here to go to the BAS website](#)

NOTE: Please respond to the BAS with a “NO” response if you have no boundary changes, annexations, or contact updates to report for your government. By responding “NO”, we are able to confirm that your government has received and reviewed the BAS. If you do not respond, we will contact your government to confirm your boundary change status.

KEY DATES

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March 1, 2018 Boundary updates submitted by this date will be reflected in the ACS and PEP data estimates and in next year's BAS materials.

May 31, 2018 Boundary updates submitted by this date will be reflected in next year's BAS materials.

CONTACT INFORMATION

Email: geo.bas@census.gov

Phone: 1-800-972-5651

Website: <https://www.census.gov/programs-surveys/bas.html>

Thank you for your participation in the BAS.

BAS- HEO/TC CC-Email <<Overprinting>> and Text

Subject: BASYYYY Annual Response – HEO/TC Courtesy Copy <BAS_ID>

“BAS ID:” <<BAS_ID>> <<ENTITY_NAME>> <<ENTITY_LSAD_PUB_NAME>>

<<HEO_NAME>>

<<HEO_POSITION>>

<<HEO_DEPT_NAME>>

<<HEO_SHIPPING_ADDRESS>>

<<HEO_CITY_STATE_ZIP>>

**This is a courtesy copy to the Highest Elected Official (HEO)/Tribal Chair (TC).
Please verify that the Boundary and Annexation Survey (BAS) contact has responded to the survey. If they have, no further action is required.**

The BAS Annual Response information has recently been sent to this BAS contact:

Name: <<BAS_NAME>>

Position: <<BAS_POSITION>>

Department: <<BAS_DEPT_NAME>>

Shipping Address: <<BAS_SHIPPING_ADDRESS>>

City, State, Zip: <<BAS_CITY_STATE_ZIP>>

Phone: <<BAS_PHONE>>

E-mail: <<BAS_EMAIL>>

The U.S. Census Bureau (Census Bureau) is now conducting the 2018 BAS. Do not miss your opportunity to participate in the 2018 BAS and ensure that the Census Bureau has current and accurate boundary, legal name, and governmental status information for your government.

We strongly encourage your participation in the 2018 BAS for the following reasons:

- Boundary updates complete the Census Bureau’s geographic framework for data collection, tabulation, and dissemination, and are vital to the success of the 2020 Census, the American Community Survey (ACS), Population Estimates Program (PEP), and many other censuses and surveys.
- The federal government allocates more than \$675 billion in federal funds annually for health, welfare, infrastructure, education, and other federal programs and services.
- Responding to the 2018 BAS ensures that your local government receives the funds for which it is entitled and has the best data available for its decision-making processes.

Action Step:

- Respond to the 2018 BAS – You will find step-by-step instructions on how to respond to the 2018 BAS on the BAS website linked below.

BAS- HEO/TC CC-Email <<Overprinting>> and Text

[Click here to go to the BAS website](#)

NOTE: Please respond to the BAS with a "NO" response if you have no boundary changes, annexations, or contact updates to report for your government. By responding "NO", we are able to confirm that your government has received and reviewed the BAS. If you do not respond, we will contact your government to confirm your boundary change status.

KEY DATES

January 1, 2018 All boundary changes must be legally in effect on or before this date to be reported in the 2018 BAS.

March 1, 2018 BAS boundary updates submitted by this date will be reflected in the ACS and PEP published data and in next year's BAS materials.

May 31, 2018 BAS boundary updates submitted by this date will be reflected in next year's BAS materials.

CONTACT INFORMATION

Email: geo.bas@census.gov

Phone: 1-800-972-5651

Website: <https://www.census.gov/programs-surveys/bas.html>

Thank you for your participation in the BAS.

BAS-YesChangeResponse-Email Template

Subject: BASYYYY Digital Submission Information <BAS_ID>

<<Date>>

BAS ID: <<BASID>>, <<ENTITY_NAME>><<ENTITY_LSAD_PUB_NAME>>

The U.S. Census Bureau (Census Bureau) received your response to the Boundary and Annexation Survey (BAS) indicating that your government has boundary changes to report.

Action Steps

- (1) Report boundary changes to the Census Bureau - On the BAS website you will find detailed information on how to respond to the BAS digitally, or using paper maps. There you will find respondent guidelines, the Geographic Update Partnership Software (GUPS), partnership shapefiles, paper maps, previous annexation data, and other important documentation.
- (2) Obtain a Secure Web Incoming Module (SWIM) registration token - All governments responding digitally must use SWIM. This token will be provided in a separate email. Paper participants or those with an existing SWIM account will not receive a registration token.

[Click here to go to the BAS website](#)

Note: Please respond to the BAS with a "NO" response if, after reviewing your government's boundaries, you determine that there is no boundary changes to report. By responding "NO", we are able to confirm that your government has received and reviewed the BAS. If you do not respond with boundary changes or a "NO" response, we will contact your government to confirm your boundary change status.

KEY DATES

January 1, 2018 All boundary changes must be legally in effect on or before this date to be reported in the 2018 BAS.

March 1, 2018 BAS boundary updates submitted by this date will be reflected in the American Community Survey (ACS) and Population Estimates Program (PEP) published data and in next year's BAS materials.

May 31, 2018 BAS boundary updates submitted by this date will be reflected in next year's BAS materials.

CONTACT INFORMATION

Email: geo.bas@census.gov

Phone: 1-800-972-5651

Website: <https://www.census.gov/programs-surveys/bas.html>

BAS-YesChangeResponse-Email Template

Thank you for your participation in the BAS.

BAS - 'Yes Change' Already has SWIM Token Email Template

Subject: SWIM Registration Token

This email account: <<insert participant email>> already has a U.S. Census Bureau Secure Web Incoming Module (SWIM) account. A new token is not required. Please sign in to the SWIM using the previously established user name and password. If you have questions, please contact us at the email or phone number listed below.

CONTACT INFORMATION

Email: geo.bas@census.gov

Phone: 1-800-972-5651

Website: <https://www.census.gov/programs-surveys/bas.html>

Thank you for your participation in the Boundary and Annexation Survey.

BAS- YesChangeResponseToken- Email Template

Subject: SWIM Registration Token

SWIM Registration Token - XXXXXXXXXXXXX

All digital submissions must be submitted through the U.S. Census Bureau Secure Web Incoming Module (SWIM). The Census Information Technology security policy prohibits submissions by all other methods or protocols (e.g., email or ftp). If you have any questions, please contact us at the email or phone number listed below for your reference.

CONTACT INFORMATION

Email: geo.bas@census.gov

Phone: 1-800-972-5651

Website: <https://www.census.gov/programs-surveys/bas.html>

Thank you for your participation in the BAS.

BAS- Non-Response Email Template

Subject: BAS17 Upcoming Deadline March 1, 2018 NR <BAS_ID>

The U.S. Census Bureau (Census Bureau) is sending this email to alert you that your government has not yet responded to the Boundary and Annexation Survey (BAS). As a reminder, we sent an email and follow up letter asking whether your government had any boundary updates and/or changes to the government contact that we have on file. You still have time to participate in the 2018 BAS.

Action Step:

- (1) Respond to the 2018 BAS – On the BAS website, you will find step-by-step instructions on how to respond to the 2018 BAS.
- (2) The Census Bureau is offering informational BAS webinars and workshops. For more information, please visit the Events page on the website linked below.

[Click here to go to the BAS website](#)

NOTE: Please respond to the BAS with a “NO” response if you have no boundary changes, annexations, or contact updates to report for your government. By responding “NO”, we are able to confirm that your government has received and reviewed the BAS. If you do not respond, we will contact your government to confirm your boundary change status.

KEY DATES

January 1, 2018 All boundary changes must be legally in effect on or before this date to be reported in the 2018 BAS.

March 1, 2018 BAS boundary updates submitted by this date will be reflected in the American Community Survey (ACS) and Population Estimates Program (PEP) published data and in next year’s BAS materials.

May 31, 2018 BAS boundary updates submitted by this date will be reflected in next year’s BAS materials.

CONTACT INFORMATION

Email: geo.bas@census.gov

Phone: 1-800-972-5651

Website: <https://www.census.gov/programs-surveys/bas.html>

Thank you for your participation in the BAS.

BAS- YesChange- No Return Email Template

Subject: BAS18 Upcoming Deadline March 1, 2018 YC <BAS_ID>

The U.S. Census Bureau (Census Bureau) is sending you this email to acknowledge and thank you for your recent response to the 2018 Boundary and Annexation Survey (BAS). Your government has indicated that there are boundary changes to report, however we have not yet received these changes.

Action Steps:

- (1) Report boundary changes to the Census Bureau - On the BAS website you will find detailed information on how to respond to the BAS digitally, or using paper maps. There you will find respondent guidelines, the Geographic Update Partnership Software (GUPS), partnership shapefiles, paper maps, previous annexation data, and other important documentation.
- (2) The Census Bureau is offering informational BAS workshops and webinars. For more information, please visit the Events page on the website linked below.

[Click here to go to the BAS website](#)

Note: Please respond to the BAS with a "NO" response if, after reviewing your government's boundaries, you determine that there are no boundary changes to report. By responding "NO", we are able to confirm that your government has received and reviewed the BAS. If you do not respond with boundary changes or a "NO" response, we will contact your government to confirm your boundary change status.

KEY DATES

January 1, 2018 All boundary changes must be legally in effect on or before this date to be reported in the 2018 BAS.

March 1, 2018 BAS boundary updates submitted by this date will be reflected in the American Community Survey (ACS) and Population Estimates Program (PEP) published data and in next year's BAS materials.

May 31, 2018 BAS boundary updates submitted by this date will be reflected in next year's BAS materials.

CONTACT INFORMATION

Email: geo.bas@census.gov

Phone: 1-800-972-5651

Website: <https://www.census.gov/programs-surveys/bas.html>

Thank you for your participation in the BAS.

E-mail: BAS Announcement: State Agreement Contact

Subject: YYYY Boundary and Annexation Survey (BAS)

The U.S. Census Bureau (Census Bureau) is now conducting the 2018 Boundary and Annexation Survey (BAS). Do not miss your opportunity to participate in the 2018 BAS to ensure that the Census Bureau has current and accurate boundary, legal name, and governmental status information for your state.

As a BAS State agreement contact, we strongly encourage your participation in the 2018 BAS for the following reasons:

- Boundary updates complete the Census Bureau’s geographic framework for data collection, tabulation, and dissemination, and are vital to the success of the 2020 Census, the American Community Survey (ACS), Population Estimates Program (PEP), and many other censuses and surveys.
- The federal government allocates more than \$675 billion in federal funds annually for health, welfare, infrastructure, education, and other federal programs and services.
- Responding to the 2018 BAS ensures that local governments in your state receive the funds for which they’re entitled and have the best data available for their decision-making processes.

Action Step:

- Respond to the 2018 BAS – On the BAS website, you will find step-by-step instructions on how to start the boundary updating process and respond to the 2018 BAS.

[Click here to go to the BAS website](#)

NOTE: Please respond to the BAS with a “NO” response if you have no boundary changes, annexations, or contact updates to report for your government. By responding “NO”, we are able to confirm that your government has received and reviewed the BAS. If you do not respond, we will contact your government to confirm your boundary change status.

KEY DATES

January 1, 2018 Boundary updates must be legally in effect on or before this date to be reported in the 2018 BAS.

March 1, 2018 Boundary updates submitted by this date will be reflected in the ACS and PEP data estimates and in next year’s BAS materials.

May 31, 2018 Boundary updates submitted by this date will be reflected in next year’s BAS materials.

CONTACT INFORMATION

Email: geo.bas@census.gov

Phone: 1-301-763-1099

Website: <https://www.census.gov/programs-surveys/bas.html>

Thank you for your participation in the BAS.

E-mail: BAS Announcement: State Data Center

Subject: YYYY Boundary and Annexation Survey (BAS)

The U.S. Census Bureau (Census Bureau) is now conducting the 2018 Boundary and Annexation Survey (BAS). Throughout your state, governments are asked to participate in the 2018 BAS to ensure that the Census Bureau has current and accurate boundary, legal name, and governmental status information for your state.

As a State Data Center contact, we strongly encourage your support in the 2018 BAS for the following reasons:

- Boundary updates complete the Census Bureau's geographic framework for data collection, tabulation, and dissemination, and are vital to the success of the 2020 Census, the American Community Survey (ACS), Population Estimates Program (PEP), and many other censuses and surveys.
- The federal government allocates more than \$675 billion in federal funds annually for health, welfare, infrastructure, education, and other federal programs and services.
- Responding to the 2018 BAS ensures that local governments in your state receive the funds for which they're entitled and have the best data available for their decision-making processes.

Action Step:

- Encourage governments throughout your state to critically review their legal boundaries and participate in the 2018 BAS.
- Inform the Census Bureau if you are able to assist with non-response follow up during the 2018 BAS cycle.

KEY DATES

January 1, 2018 Boundary updates must be legally in effect on or before this date to be reported in the 2018 BAS.

March 1, 2018 Boundary updates submitted by this date will be reflected in the ACS and PEP data estimates and in next year's BAS materials.

May 31, 2018 Boundary updates submitted by this date will be reflected in next year's BAS materials.

CONTACT INFORMATION

Email: geo.bas@census.gov

Phone: 1-301-763-1099

Website: <https://www.census.gov/programs-surveys/bas.html>

Thank you for your participation in the BAS.