

Bureau of Labor Statistics  
2 Massachusetts Avenue N.E.  
Room 4860  
Washington, DC 20212

Respondent Name  
Address1  
Address2  
City ST ZIP

December 10, 2018

Dear Employer,

The Bureau of Labor Statistics (BLS) requests that you provide your company's employment and wages each quarter using the BLS 3020 - Multiple Worksite Report (MWR). Rather than filling out the MWR form, your company typically prints out a computer generated list of your worksites along with employment and wages. You print this document and mail it back to your state office for processing.

To reduce costs and save tax dollars, you can use the User ID and password below to upload your document electronically through our secure website:

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

**USER ID: 106000123456      PASSWORD: Ab123456**

In order for BLS to identify and process your file, please use the following file name:

**FILE NAME: 106000123456\_20192**

For your convenience, a paper MWR form will still be mailed to your attention this quarter. If you decide to report online, you can disregard this paper form.

This survey is authorized by 29 U.S. Code, Section 2. It is approved by O.M.B. No. 1220-0134.

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>.

Please include contact information and Federal Employer Identification Number (FEIN) in your electronic data file. It is recommended that you include the following fields at minimum: State, Unemployment Insurance Number, Worksite Description, Business Name, Street, City, Zip-code, Month 1 Employment, Month 2 Employment, Month 3 Employment, and Quarterly Wages.

The due date for your response is **July 31, 2019**. Thank you for your cooperation.

Sincerely,



Emily Thomas  
U.S. Bureau of Labor Statistics

