



<return1>  
<return2>  
<return3>

<bar\_code> <state\_code> <naics\_code> <sched\_num>-<check>  
<ui\_acct> <mail>

IDCF # <state\_code><sched\_num><check> <state\_code> Est. Emp: <bmk\_empl>  
Reference Date: MM DD, YYYY <status\_code> <naics\_code> <mail>  
QC# <qc\_num>

<descr>

<contact>  
<trade\_name>  
Report for: <rpt\_unit\_descr>  
<addr\_line1>  
<addr\_line2>  
<city>, <state\_abbrev> <zip\_code>-<zip\_ext>

Please respond by: «state\_prenote\_date»

Dear Employer,

Next month, you will receive a request from «state\_agency» to provide occupational and wage data for the Occupational Employment Statistics (OES) program, which is the primary source of occupation and wage statistics in the nation. The purpose of this letter is to verify your company name and identify a contact person who can provide the requested information when we contact you again.

1. Verify the company name. Is the letter addressed to the correct company? If the company name is correct, continue to step 2. If it is not correct, call us at «state\_phone».
2. Submit contact information. Tell us who should receive the OES data request. You can provide the contact information using any of the following options:
  - *Online* → Go to [HTTPS://IDCFOES.BLS.GOV](https://IDCFOES.BLS.GOV) and enter the 11-digit IDCF number printed above your address at the top of this page to log in. Follow the instructions to submit your contact information.
  - *Email* → Send an email to «state\_email» with the information requested in the contact form below. Please include the 10-digit schedule number printed above your address at the top of the page. It is easiest for us if you type the information directly into the email, rather than scanning this page.
  - *Fax* → Fill out the form below and fax this page to «state\_fax».
  - *Phone* → Call us at «state\_phone».

Contact Person:	
Job Title:	
Company Name:	
Mailing Address:	
City, State, Zip:	
Phone # (with	
Email address:	

As a part of the BLS statistical survey, you should be aware that use of electronic transmittal methods in reporting data to the BLS poses risks to the confidentiality of those data. Further, you should be aware that responsible electronic transmittal practices and take steps to protect confidential information in its possession.

«state\_checkbox\_text»

*If you respond electronically or provide your email address, we may email you about Occupational Employment Statistics in the future  
By law, all information you provide to us is kept strictly confidential.*

As a participant in a Bureau of Labor Statistics (BLS) statistical survey, you should be aware that use of electronic transmittal methods in reporting data to the BLS involves certain inherent risks to the confidentiality of those data. Further, you should be aware that responsible electronic transmittal practices employed by the BLS cannot completely eliminate those risks. The BLS is committed to the responsible treatment of confidential information and takes rigorous security measures to protect confidential information in its possession.