



U.S. Department of Labor  
Bureau of Labor Statistics  
Data Collection Center  
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dccccity, dccst dcczip  
Phone: dccphone Fax: faxphone



January 14, 2021

Attn: Payroll Manager  
Con\_Firm  
Con\_Address  
Con\_City, Con\_State Con\_Zipcode

Dear Payroll Manager:

The Bureau of Labor Statistics (BLS) requests your company's participation in determining the nation's monthly employment count. Each month, the data collection specialist named below will contact your company to collect general information about your workplace such as the number of employees.

Your BLS Data Collection Specialist

Name: **username**  
Telephone **userphone**  
number:

During the call, the data collection specialist may also:

- Confirm whether we have the correct state Unemployment Insurance (UI) account number for your company.
- Ask how often employees of your company are paid and whether your company has more than one payroll.

The phone call will take a few minutes. Thank you in advance for your cooperation. Your assistance in producing this important information about our nation's economy is greatly appreciated.

Sincerely,  
**signature**  
dcccntct  
Data Collection Center Manager

This report is authorized by law 29 U.S.C.2. We request your cooperation to make the results of this survey comprehensive accurate, and timely. The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent. Per the Federal Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data.

We estimate that it will take an average of 10 minutes to complete this form each month including time to review instructions, search existing data sources, gather and maintain the necessary data, and complete and review this information. If you have any comments regarding these estimates or any other aspects of this survey, send them to the Bureau of Labor Statistics, Division of Current Employment Statistics (1220-0011), 2 Massachusetts Avenue, NE, Washington, DC 20212. You are not required to respond to the collection of information unless it displays a currently valid OMB control number. Form Approved OMB No. 1220-0111.