

**BAS Email: BAS-E-PTR – Yes Change Response-Email Template**

**Subject: YYYY BAS Digital Submission Information – BAS ID: <BAS\_ID>**

<Date>

BAS ID: <BASID>, <ENTITY\_NAME> <EXPANDED\_LSAD>

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

**Action Steps:**

- **Submit boundary changes to the Census Bureau.** On the BAS website, you will find detailed information on how to report updates to the BAS digitally or using paper maps. There you will find respondent guidelines, the Geographic Update Partnership Software (GUPS), the BAS partnership tools, partnership shapefiles, paper maps, previous annexation data, and other important documentation.

NOTE: Please respond to the BAS with a “No Changes” response if, after reviewing your government’s boundaries, you determine there are no boundary changes to report. If you do not respond, we will contact your government to confirm your boundary change status.

- **Obtain a Secure Web Incoming Module (SWIM) registration token.** All governments responding digitally must use the 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](#)

**TRAINING OPPORTUNITIES**

The Census Bureau is offering training webinars for the BAS. The webinar schedule and registration instructions are on the [BAS Webinars webpage](#).

**KEY DATES**

- January 1** Boundary updates must be legally in effect on or before this date to be reported in the current survey year.
- March 1** Boundary updates returned by this date will be reflected in the American Community Survey and Population Estimates Program data and in next year’s BAS materials.
- May 31** Boundary updates submitted by this date will be reflected in next year’s BAS materials.

**CONTACT INFORMATION**

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Phone: 1-800-972-5651

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

Thank you for your participation in the BAS.