

[STATE] DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT  
RESEARCH & ANALYSIS SECTION  
P.O. BOX 123456  
Big City, ST 1111111111  
Phone: (555) 4562222  
Email: [MWR\\_ST@bls.gov](mailto:MWR_ST@bls.gov)



UNITED STATES DEPARTMENT OF LABOR  
Bureau of Labor  
Statistics Washington,  
D.C.

BLS 3020 - Multiple Worksite Report

NAME  
COMPANY NAME  
ADDRESS LINE 1  
ADDRESS LINE 2  
CITY, ST ZIP-ZIP4

##

December 2021

U.I. NUMBER	0123456789
QUARTER ENDING	DECEMBER 31, 2021
DUE DATE	JANUARY 31, 2022

Dear Employer,

The U.S. Bureau of Labor Statistics (BLS) and the [STATE] Department of Labor & Workforce Development request that you provide your company's employment and wages each quarter using the BLS 3020 Multiple Worksite Report (MWR) for businesses with more than one location in [STATE].

Your primary location is the location with the most employees in [STATE]. If your business has 10 or more employees working at secondary locations in [STATE], you should complete an MWR. Individual teleworkers should not be considered locations.

**If your business has only one location in [STATE], you can disregard this notice.**

Please use the User ID and password below to log into our secure website: <https://idcf.bls.gov/>

**USER ID: 1060123456798**

**PASSWORD: Aa123456**

When you log into the system and select your account, you will only see one location. Select "add an additional worksite" to add all additional locations in [STATE].

This survey is authorized by 29 U.S. Code, Section 2. It is approved by O.M.B. No. 12200134.

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: <https://www.bls.gov/respondents/mwr>.

The due date for your response is **January 31, 2022**. Thank you in advance for your cooperation.

Sincerely,

Emily Thomas  
U.S. Bureau of Labor Statistics

