**[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

**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 Dear Employer,

**U.I. NUMBER QUARTER ENDING DUE DATE**

##

0123456789

DECEMBER 31, 2021

JANUARY 31, 2022

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**](http://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