

**BAS Email: BAS-E-SWIM-HasAcct – Yes Change Response-Email Template-Has SWIM Account**

**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:**

- **Prepare boundary updates.** On the BAS website, you will find resources and detailed instructions for creating a BAS submission.  
  
Please respond to 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.
- **Submit boundary updates to the Census Bureau using the Secure Web Incoming Module (SWIM) website.** All digital submissions must be returned through the SWIM website, per the Census Bureau’s security policy.

**SWIM INFORMATION**

This email account: <<insert participant email>> already has a SWIM account. A new token is not required. Please sign in to the [SWIM website](#) using the previously established username and password. Usernames and passwords are case sensitive. Passwords can be reset on the SWIM website. If you have questions, contact us at the email or phone number listed below.

**TRAINING OPPORTUNITIES**

The Census Bureau is offering training webinars for 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** First BAS deadline - Boundary updates returned by this date will be reflected in the American Community Survey (ACS) and Population Estimates Program (PEP) data and in next year’s BAS materials.
- May 31** Final BAS deadline - Boundary updates returned by this date will be reflected in next year’s BAS materials.

**CONTACT INFORMATION**

Email: <[geo.bas@census.gov](mailto:geo.bas@census.gov)>

**BAS Email: BAS-E-SWIM-HasAcct – Yes Change Response-Email Template-Has SWIM Account**

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

Phone: 1-800-972-5651

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

Thank you for your participation in BAS.