

BAS Email: BAS-E-SWIM-Token – Yes Change Response-Email Template-Needs SWIM Token

Subject: YYYY BAS Digital Submission Information

<Date>

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

An account is required to access SWIM. Use the provided SWIM Registration Token to create an account on the [SWIM website](#).

SWIM Registration Token – XXXXXXXXXXXXX

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>

Phone: 1-800-972-5651

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

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Thank you for your participation in BAS.