



«state\_return\_1»  
 «state\_return\_2»  
 «state\_return\_3»

IDCF # <sched\_num> Est. Emp: <bnk\_empl>  
 Reference Date: <refer\_date> <mailing> <naics\_code> <staff\_code\_1>

<contact>  
 <title>  
 <trade\_name or legal\_name>  
 <report\_unit\_at> <rpt\_unit\_descr>  
 <addr\_line1>  
 <addr\_line2>  
 <city> <state\_abbrev> <zip\_code><zip\_ext>

**Please respond by «state\_prenote\_date»**

Dear Employer,

Next month, you will receive a request from «state\_agency» to provide information about your employees for the Occupational Employment and Wage Statistics (OEWS) program, which is the primary source of occupation and wage statistics in the nation. The purpose of this letter is to verify your company name and identify a contact person who can provide the requested information when we contact you again.

1. **Verify the company name.** Is the letter addressed to the correct company? If the company name is correct, continue to step 2. If it is not correct, contact us at «state\_email».
2. **Submit the contact information.** Tell us who should receive the OEWS data request. You can provide the contact information using any of the following options:
  - **Online** → Go to **IDCF OEWS.BLS.GOV** and log in using your unique IDCF number, <sched\_num>.
  - **Email** → Send an email to «state\_email» with the information requested in the contact form below. Please include your IDCF number, <sched\_num>. It is easiest for us if you type the information directly into the email, rather than scanning this page.
  - **Fax** → Fill out the form below and fax this page to «state\_fax».
  - **Phone** → Call us at «state\_phone».

<b>Contact person:</b>	
<b>Job title:</b>	
<b>Company name:</b>	
<b>Mailing address:</b>	
<b>City, state, zip:</b>	
<b>Phone # (with ext):</b>	
<b>Email address:</b>	

<□> «state\_prenote\_text»

*If you respond electronically or provide your email address, we may email you about Occupational Employment and Wage Statistics in the future. By law, all information you provide to us is kept strictly confidential.*

As a participant in a Bureau of Labor Statistics (BLS) statistical survey, you should be aware that use of electronic transmittal methods in reporting data to the BLS involves certain inherent risks to the confidentiality of those data. Further, you should be aware that responsible electronic transmittal practices employed by the BLS cannot completely eliminate those risks. The BLS is committed to the responsible treatment of confidential information and takes rigorous security measures to protect confidential information in its possession.