



UNITED STATES DEPARTMENT OF COMMERCE
U.S. Census Bureau
Washington, DC 20233-0001

A Message from the Division Chief, Geography Division:

Thank you for your response to the Boundary and Annexation Survey (BAS). Enclosed are the paper materials you requested to report boundary changes. Use the enclosed materials to create your BAS submission.

ACTION STEPS

- **Review** the contents of the package.
- **Update** the maps using the appropriate colored pencils.
- **Return** only the map sheets with updates to the Census Bureau using the provided postage-paid return envelope or scan and email the completed materials to <geo.bas@census.gov>.

KEY DATES

- January 1** Legal boundary changes must be in effect on or before this date to be reported in the current survey year.
- March 1** First BAS deadline—Legal boundary changes returned by this date will be shown in the American Community Survey and Population Estimates Program data and in next year's BAS materials.
- May 31** Final BAS deadline—Legal boundary changes returned by this date will be shown in next year's BAS materials. If time permits, boundary corrections returned by this date may also be shown.

Thank you for your participation in BAS.

Email: <geo.bas@census.gov>

Phone: 1-800-972-5651

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

Enclosures

BAS materials package cover letter

BAS Paper How-to Guide

Maps

Colored pencils

Postage-paid return envelope