

Email: BAS 4 - TC/HEO CC <Overprinting> and Text

Subject: <YYYY> Boundary and Annexation Survey–TC/HEO Courtesy Copy–BAS ID: <BAS_ID>
<NAME> <ENTITY_LSAD_PUB_NAME>
BAS ID: <BAS_ID>

Your government’s Boundary and Annexation Survey (BAS) contact recently received the BAS announcement email. This is a courtesy copy to the tribal chair or highest elected official.

The U.S. Census Bureau is now conducting the <YYYY> BAS. Do not miss this annual opportunity to review and update the legal boundary, name, and status information the Census Bureau has for your government.

BAS is a voluntary survey. However, we strongly encourage your participation for the following reasons:

- The Census Bureau uses boundary information for data collection, tabulation, and to issue the results of the decennial census, American Community Survey (ACS), Population Estimates Program (PEP), and many other censuses and surveys.
- The federal government distributes more than \$2.8 trillion in funds annually for health, welfare, infrastructure, education, and other federal programs and services. Correct boundaries help make sure that governments receive proper funds and have the best data available for their decision-making processes.

ACTION STEPS

- **Make sure the BAS contact has responded to the survey.** The BAS announcement email was recently sent to the BAS contact listed below:

Name: <FULL_NAME>
Position: <POSITION>
Department: <DEPT_NAME>
Mailing Address: <MAILING_ADDRESS>
City, State, ZIP: <CITY_STATE_ZIP>
Phone: <PHONE>
Email: <EMAIL>

- **Review and update your contact information.** Email <geo.bas@census.gov> with any updates. Include the 11-digit BAS ID number listed at the top of this email in the subject.

Name: <FULL_NAME>
Position: <POSITION>
Department: <DEPT_NAME>
Mailing Address: <MAILING_ADDRESS>
City, State, ZIP: <CITY_STATE_ZIP>
Term Expiration (MM/YYYY): <HEO_TERM_EXP_DATE>
Election Cycle: <HEO_ELECTION_CYCLE>
Phone: <PHONE>
Email: <EMAIL>

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 ACS and PEP 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>