

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

Subject: <YYYY> BAS Digital Submission Information

The U.S. Census Bureau received your response to the <YYYY> Boundary and Annexation Survey (BAS) indicating that your government has boundary updates to report.

An account is required to access the Secure Web Incoming Module (SWIM). Use the encrypted SWIM Registration Token attached to this email to create a [SWIM](#) account. You will receive a password to decrypt the token in a separate email.

SWIM INFORMATION

- Usernames and passwords are case sensitive.
- Passwords can be reset on the SWIM website.
- If you have questions, reply directly to this email.

ACTION STEPS

- **Prepare boundary updates.** The [BAS website](#) contains resources and detailed instructions for creating a BAS submission.
- **Submit boundary updates using SWIM.** The Census Bureau's security policy requires all digital submissions to be returned through the SWIM.
- **View a webinar.** The Census Bureau offers pre-recorded BAS Training on the [BAS Webinars webpage](#).
- **Change your response (Optional).** If you reviewed your government's boundaries and determined there are no boundary changes to report, use the [Annual Response Form](#) to update your response to "No Changes."

KEY DATES

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| 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>](mailto:geo.bas@census.gov)

Website: [<www.census.gov/programs-surveys/bas.html>](http://www.census.gov/programs-surveys/bas.html)