Arizona Office of Economic Opportunity PO Box 6029 Phoenix AZ 85005-9860

Phone: (602) 771-1110 FAX: (602) 771-1207

Industry Verification Form, BLS 3023-NVM Form Approved, O.M.B. No. 1220-0032

Form Approved, O.M.B. No. 1220-0032 Expiration Date: 06/30/2024 In cooperation with the U.S. Department of Labor **★**BLS

Une	mployment Insurance Account Number:		in Arizona.
	This report is authorized by law, 29 U.S.C. 2. Your cooperation is n complete, accurate, and timely. Purpose, use and help information		
<u> </u>	We appreciate your response within 14 days . Thank you.		
1	BUSINESS MAILING ADDRESS Please print.		
	Business Name:		
	Street Address:		
	City:	_ST:	ZIP:
2	MAIN BUSINESS ACTIVITY OF EACH LOCATION AD In Section A, you will list of the worksites of your business in the Standardess for each worksite along with a brief description of the main instructions are printed in Section A.	ate. You will provide	
3	CONTACT INFORMATION		
	Name:	Da	te:
	Title:	Pho	one:
	Email:		
	Website:		

You may return this form via **FAX: (602) 771-1207** or by mail: Arizona Department of Administration
Office of Employment and Population Statistics
PO Box 6029
Phoenix, AZ 85005-9860

INSTRUCTIONS

You may return this form via **FAX:** (602) 771-1207 or by mail: Arizona Office of Economic Opportunity

PO Box 6029

Phoenix, AZ 85005-9860

Purpose and Use: The purpose of this report is to update information on your products or services for your business worksites. The information will be used to ensure that we assign the correct North American Industry Classification System (NAICS) code to this business location and that our records contain the correct name and address. The information collected on this form by the Bureau of Labor Statistics and State agencies cooperating in its statistical programs will be used for statistical and Unemployment Insurance program purposes and other purposes in accordance with law.

Time of Completion: Time of completion is estimated to vary from 10 to 60 minutes with an average of 15 minutes per form. This estimate includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this information. If you have any comments regarding these estimates, or any other aspect of this survey, send them to the Bureau of Labor Statistics, Division of Administrative Statistics and Labor Turnover, Room 4860, 2 Massachusetts Avenue N.E., Washington D.C. 20212. You are not required to respond to the collection of information unless it displays a currently valid OMB number.

Information Above Item 1

The ten-digit Unemployment Insurance (UI) account number assigned to this business, the State or U.S. territory that assigned it (and to which the business reports for UI purposes), and the applicable State and/or federal laws pertaining to completion of this form.

Item 1

The address that receives your business mail.

Item 2

Refers to Section A, where you are asked to provide information for your business worksite locations.

Item 3

Contact name, date, title, telephone number, email address, and business website.

Information Above Section A

The Unemployment Insurance (UI) account number assigned to this business. (This is the same UI account number from the first page of this form.)

Section A

In Section A, you are asked to provide a list of your worksite locations in Arizona and to describe your main business activities. In the space provided, list your business activities, goods, products, or services as though you were telling a prospective employee what you do. Provide the approximate percentage of sales or revenues resulting from each activity. See examples below. Percentages should total 100%. If you are a third-party agent for the business named in Item 1, such as a payroll service or accountant, please review this information with your client.

Services: Describe in detail the services you provide. To whom do you provide those services? If you offer consulting, brokerage, management or similar services, what are your major activities?

EXAMPLE 1: Hair cutting & styling 65%; Manicures 25%; Facials 10%

EXAMPLE 2: Long distance trucking, less than truckload 100%

EXAMPLE 3: Marketing consulting: Planning strategy 60%; Sales forecasting 40%

EXAMPLE 4: Cleaning private homes 100%

Construction or Building Trades: Is the work mostly residential or nonresidential? Single-or Multi-family? New or remodeling? EXAMPLE: *Electrical contractor: Wiring new homes 51%; Electrical refurbishing of office buildings 49%*

Goods or Products: What are they and what do you do with them? Do you design, manufacture, sell directly to consumers, distribute to wholesalers, install, repair, or do something else with them? What are these goods or products made of?

EXAMPLE 1: Major appliances: Sell to public 40%; Sell to retailers 30%; Repair 30%

EXAMPLE 2: Install fiber optic cable 100%

Manufacturers: What are your main products? What are your most important materials? What are the main production methods? EXAMPLE: Weaving cotton broad woven fabrics 80%; Spinning cotton threads 20%

For Section A, please use as many sheets as you need to list all of your business worksites in Arizona.

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SECTION A MAIN BUSINESS ACTIVITY

Instructions:

or services and note the approximate percentage of sales/revenue from each item. Percentages should total 100%. If the worksite was purchased from another company, please additional worksites. Please provide the trade name, physical location address, worksite description, number of employees and date opened. Also provide a brief list of business activities, goods, products, provide the name and Unemployment Insurance account number, if known, from which the worksite was purchased. If needed, please make copies or attach extra pages for

WORKSITE INFORMATION	NUMBER OF	DATE	MAIN BUSINESS ACTIVITY	OFFICE	L CE
Trade Name:				%	
Street:				%	
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Worksite Description:					3
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SECTION A MAIN BUSINESS ACTIVITY

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