

## **JOLTS FAX Reporting**

Thank you for your ongoing participation in the Job Openings and Labor Turnover Survey (JOLTS). We appreciate the effort you have made to provide your establishment's employment, job openings, and turnover information each month. The information you supply is important for measuring the need for labor and tracking the health of the U.S. economy. Your participation is critical to producing high-quality and accurate data.

You have agreed to report your monthly data by FAX. Not only is FAX a more efficient use of taxpayer dollars, but many respondents find that FAX is faster and more convenient than the monthly phone interviews. To help you remember to report your data, we will send you a monthly reminder of your choice; fax, postcard, or email.

### **How to Report Your Data Using FAX**

1. Use the enclosed data reporting form to record your establishment's data each month. Continue to refer to the instructions on the back of the form as you prepare the monthly figures. If you receive a fax reminder, you may fax your data on the fax reminder form.
2. Fax your data to **1-800-876-2815** as soon as your data are available for the month. You may call any day and time during the reporting period to fax your establishment's data.
3. Leave blank a data element (or list as "na") if you are unable to provide data for that element for a certain month. Only enter a 0 if you are reporting 0 as the data value.
4. Call 1-800-341-4620 if you have any problems or questions.