UNITED STATES
POSTAL SERVICE ®

Address Change Service — Traditional

Publication 8A   May 2006
                                                              Transmittal Letter

A. **Explanation**. This publication replaces Publication 8, *Address Change Service,* which explained the original version of ACS requiring mailpiece modifications using an all alpha participant code and an optional keyline code. Because of new 4-state bar code technology and advancements in data management, an additional publication, Publication 8B, *OneCode ACS ™* will be released in late 2006.

B. **Availability**. This publication is accessible on the Postal Service ™ Intranet and Internet as follows:

- **Intranet**: Accessible at *http://blue.usps.gov/cpim* (click on *Pubs,* then *Publication 8A).*
- **Internet**: Accessible at *www.usps.com* (click on *All Products & Services,* then *Publications,* then *Postal Periodicals and Publications,* then *Publications,* then *Pub 8A.*

C. **Comments on Content**. Send written comments about the content of this publication to the following address:

> ADDRESS CHANGE SERVICE
> NATIONAL CUSTOMER SUPPORT CENTER
> UNITED STATES POSTAL SERVICE
> 6060 PRIMACY PKWY STE 201
> MEMPHIS TN 38188-0001

D. **Cancellations**. Publication 8, *Address Change Service,* is obsolete.

E. **Effective Date**. This publication is effective May 2006.

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Exhibits

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Introduction

Delivery information is only as good as the quality of the address data. The Postal Service ™ aims to help customers send their mail to the correct address each and every time. To meet this objective, as stated in its Transformation Plan, the Postal Service will work with customers to make sure that databases are updated frequently and accurately.

This document contains details of the Address Change Service — Traditional method, its technical information, and applications necessary for system participation. Customers have the choice of selecting one of the two methods available to participate in this service. The first is the traditional method of using an all alpha address change service (ACS) participant code (Publication 8A). The second method is using a mailer ID (MID) code (Publication 8B) in a 4-state barcode.

All Address Change Service (ACS) mail must contain a valid domestic return address.

If any discrepancy exists between this document (Publication 8A) and the *Mailing Standards of the United States Postal Service,* Domestic Mail Manual (DMM®), the DMM always takes precedence. For the most current DMM go to the Postal Explorer Web site *(http://pe.usps.gov)* and click on *Domestic Mail Manual.* Any regulation in this manual can be amended or rescinded by notices in the *Postal Bulletin, Federal Register,* or the DMM. If you need further information, refer to the DMM, call the National Customer Support Center, ACS Department, at 800-331-5746, or see *www.usps.com/ncsc.* From that page, click on *Address Management Service,* then *Move Updates,* then *Address Change Service.*

It is important to note that the approval of ACS participant and keyline codes is for placement and content only. It does not imply the mailpiece meets any readability requirements. Mailpiece readability must be approved by your local USPS mailpiece design specialist.

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Address Change Service (ACS): An Intelligent Solution

Meeting Mailers' Important Needs

Mailers need an address change information system that offers speed, security, reliability, and savings. In response, the Postal Service offers the Address Change Service (ACS) — an intelligent solution for meeting those needs.

Right now, you may be finishing up those critical last-minute details to get your billings, parcels, or magazines to your clients or subscribers. Or perhaps you're working against a deadline to get an important direct mail campaign off and running. ACS can help you follow the customers on your address lists who move so that your mailings reach their destinations.

ACS is ideal if you maintain address records on computers. ACS requires no formal contract or service charge, but it does require that you develop your own matching software and configure your mailing address labels, envelope, or address blocks to comply with the ACS format. Fees are based on the actual change-of-address notifications that you receive.

ACS is designed to substantially reduce the number of address correction notifications provided manually to mailers and replace them with electronic notifications. However, ACS does not currently — and will not for the foreseeable future — eliminate manual address correction notifications completely. Therefore, ACS is not a guaranteed service; the Postal Service makes no assurance that any minimum percentage of a mailer's address correction notifications will be provided electronically rather than manually.

Tips on How to Improve the Ratio of Electronic Notifications:

- Do not mail until you have received written approval from the Postal Service ACS Department that your ACS participant code has been activated and your mailpiece has been approved by your local USPS mailpiece design specialist for readability.

- Be sure that you do not change the format or placement of your ACS participant code, keyline, or ancillary service endorsement before notifying the ACS Department and receiving written approval.

- Before mailing, verify that the correct ACS participant code is being used for the correct class of mail you are mailing.

- Before mailing, verify that the keyline configuration attribute (alpha, numeric, or alphanumeric) and length for which you were approved is correct.

- Before mailing, verify that your keyline check digit algorithm is correct. *This is the single largest reason for manual returns.*

- Use a keyline to receive electronic nixies.

- Before mailing, if you have any doubts, contact the ACS Department at 800-331-5746.

Major Benefits of ACS

- Time and money are saved when electronic address corrections are compared with manual address corrections.

- Undeliverable-as-addressed (UAA) mail volume is reduced.

- Manual address corrections are reduced.

- Labor-intensive address change functions are reduced.

- Electronic address change information is available for specific mailings.

- Timely information is provided on a schedule you determine.

- Changes can be made electronically rather than manually.

- Address change information can be retrieved electronically by Web site mailers via a secure Internet Web site.

What is Address Change Service?

ACS Change-of-Address Notifications

ACS is an automated electronic enhancement to our traditional manual process for providing address corrections to mailers. It is not a replacement for the manual process; instead, it allows the opportunity for a reduction in the volume of manual address correction notifications provided. Therefore, ACS reduces both Postal Service and mailer costs for this activity.

The mail forwarding process begins when (1) a Postal Service customer moves and files a change of address order, or (2) a customer's letter carrier discovers that the customer no longer receives mail at a particular address and no change of address has been filed. In the latter instance, the carrier will file a PS Form 3575-Z on behalf of the customer, indicating that the customer moved and left no forwarding address. If this is a customer whose Post Office™ box is closed, a Postal Service clerk will file PS Form 3575-Z on behalf of the customer. The delivery unit sends PS Form 3575-Z to the Computerized Forwarding System (CFS) unit, where it is entered into a database.

When a carrier receives a mailpiece and it is UAA at the old address due to customer relocation, the mailpiece (depending on its mail class and endorsements) is sent by the Postal Service employee to the CFS unit responsible for forwarding mail destined to that old address. An attempt is then made to match the name and address to a change of address (COA) on file at the CFS unit. If a match is attained from the CFS database and the mailpiece bears an active ACS participant code, the opportunity exists for an electronic notification to be generated. Otherwise, the COA notification is provided manually. Depending on its mail class and endorsements, the mailpiece is forwarded, discarded, or returned to sender.

The following situations will normally result in hardcopy address corrections:

■ Portion of nation not covered by the CFS network.

■ COA order not on file.

■ COA order expired. (This occurs after the 12-month forwarding period has ended.)

■ Single delivery points (e.g., colleges, universities, nursing homes, prisons, third-party mail receivers, etc.).

■ After the 12-month forwarding period, Standard Mail® and Package Services mailpieces that bear the endorsement *Address Service Requested* are returned manually with the reason for nondelivery.

■ Address Service Requested Option 2 mailpieces returned manually (see DMM 507.1.5.1 for details).

Approximately 100 CFS units nationwide serve the majority of the United States and generate ACS fulfillment notifications. It should be noted, however, that some areas of the country and smaller Post Offices lie outside the geographic reach of the CFS network, and only manual address correction notifications are generated by the delivery units serving these areas.

Electronic ACS fulfillment notifications generated by the CFS units are transmitted daily to the National Customer Support Center (NCSC) in Memphis, Tennessee, where they are consolidated and provided to ACS-participating mailers.

ACS Nixie Notifications

The primary objective of ACS is to provide as much COA information as possible electronically. However, ACS may also capture and provide a portion of a mailer's nixie notifications electronically.

If an ACS mailpiece with an approved keyline algorithm is printed on it qualifies as a nixie, the mailer can receive the nixie notification electronically, along with the reason for nondelivery. Traditionally, this type of notification has been manually provided directly from the local delivery unit. When an ACS nixie is submitted by a Postal Service delivery unit to a CFS site, an electronic notification can be returned to the mailer.

To receive electronic nixie codes, you must use a pre-approved keyline algorithm. Nixie notification provides the keyline and an alpha reason code only. It does not provide a name or address.

In addition to the ACS participant code, the mailer must use both the ACS keyline and an appropriate mailpiece endorsement to receive ACS nixie notifications.

Note: **Although optional for COA information, preapproved keyline algorithms are required if the mailer wants to receive electronic ACS nixie notifications. Also, each keyline must end with a check digit correctly calculated using the Postal Service standard for check digit computation.**

Features of Address Change Service

ACS Fulfillment File Media Options (Traditional Method)

Fulfillment files are provided as shown in Exhibit 1 below. On the ACS application, customers must specify the medium they prefer.

To assist customers without technical assistance or available computer skills, we offer our CD-ROM (B) media. This product allows customers who have a computer with a CD-ROM drive to view and print their ACS changes for a manual update to their files.

Fulfillment files are provided to participating mailers daily, semiweekly, weekly, semimonthly, or monthly, depending on the fulfillment option and their needs.

Exhibit 1
ACS Fulfillment File Media Options

Media Type	Density	Record Length	Blocksize	Format	Internal Label
Web	N/A	427	N/A	ASCII	N/A
CD-ROM (A)	N/A	427	N/A	ASCII	N/A
CD-ROM (B)	N/A	427	N/A	ASCII	N/A

CD-ROM (A) is a text file only. CD-ROM (B) is a software application for printing hard copy.

Accompanying the fulfillment file is a shipping notice that lists the number of notifications provided (notifications are listed by participant code).

CFS ZIP Coverage File

The CFS ZIP Coverage File is available to ACS participants at no additional charge. This file can be queried by your software to determine whether UAA mail for a particular five-digit ZIP Code™ is processed by a CFS site. Each data record contains a five-digit ZIP Code, its associated city and state, and a status flag that indicates the type of UAA processing in that zone. The status flag can have one of the following values:

F (Full)	All UAA Mail from this ZIP Code is fully processed by a CFS site.
P (Partial)	Some UAA mail from this ZIP Code is processed by a CFS site.
M (Manual)	No UAA mail from this ZIP Code is processed by CFS sites. The mail is forwarded manually at the originating station.
I (International Military)	No UAA mail from this ZIP Code is processed by CFS sites. This is a military APO/FPO ZIP.

This file is only available online on the Postal Service's Rapid Information Bulletin Board System (RIBBS), *www.ribbs.usps.gov/files/ACS*.

Fees

Participants are charged the automated address correction service fee for ACS fulfillment records as listed in the DMM. Participants are charged the manual address correction service fee for any manual notifications provided. Please refer to the DMM for other related fees.

Billing

The San Mateo Accounting Service Center sends each ACS participant a monthly invoice. Payments must be submitted with a copy of the invoice within 30 days of the invoice date. Invoices carrying outstanding balances more than 30 days old are charged an annual interest rate of 10 percent.

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Participation Requirements

Participant Code

To use ACS, you must add to your mailpiece or address block the ACS participant code assigned by the Postal Service (see DMM 507.3.2 and 708.7.2.3 for details). This code can be provided only by the ACS Department at the NCSC. Participant codes are assigned for *a specific class of mail* and consist of seven alpha characters and must be printed in uppercase on the mailpiece or first line of the address block (the optional endorsement line (OEL)), aligned left, preceded by a single pound sign (#) delimiter. If printed on the OEL, the participant code must be followed by at least one space before any further information (carrier route, presort, etc.) is printed on that line (see Exhibit 2). If printed on the mailpiece, it must also meet the requirements shown in DMM 507.3.2.4.c (see Exhibit 3).

Notes:

- The pound sign (#) delimiter must precede the ACS participant code. The pound sign should not be used on any non-ACS mailings.

- The participant code must be placed on each mailpiece for which an electronic notification is requested.

- The participant code for a specified class of mail must be placed on the correct class of mail.

- Incorrect placement of the participant code can significantly decrease your electronic ACS volumes.

Note: See the DMM 507.3.2.4 for the specific requirements on placing the ACS participant code on the envelope or address label, or within the window address block area. For an electronic version of this information, see the Postal Explorer Web site, *http://pe.usps.gov.*

Barcodes

ACS mailers might want to place their ZIP+4® barcodes or delivery point barcodes in the address block. All ACS mailpieces mailed at automation rates must meet all requirements for barcodes set forth in the DMM 507.3.2.5. If you use barcodes, three locations are acceptable:

1. When using a mailer keyline, place the barcode between the top line of the address information and the mailer keyline. When not using a mailer keyline, place the barcode between the top line of the address information and the participant code.

2. Below the City-State-ZIP Code line.

3. Above the participant code/OEL, except when placing the participant code under DMM 507.3.2.4.c.

Exhibit 2
Window Envelope or Address Label With ACS

6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-001

ADDRESS SERVICE REQUESTED

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

#BXBJDCK   *** 3-Digit 390
#JNS0 069T WK28 74# EXP JUN 04
||ılıllılıılllllılılılllılıılllıllılıııllıl
JESSICA H JONES
3726 CROOKED CREEK RD
COLLIER VILLE TN 38017-1013
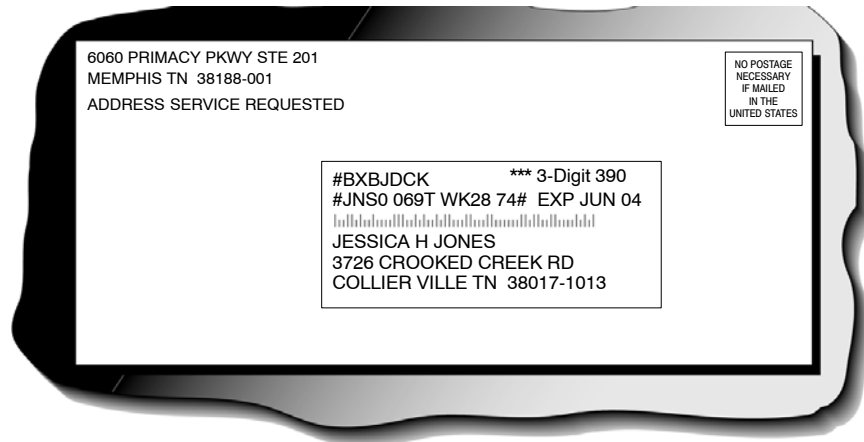
Exhibit 3
Envelope With Preprinted Participant Code

6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-001

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

ADDRESS SERVICE REQUESTED
#BXBJDCK

#JNS0 069T WK28 74# EXP JUN 04
||ılıllııllılılılllılllllıllllıllılıllııllılıl
JESSICA H JONES
3726 CROOKED CREEK RD
COLLIER VILLE TN 38017-1013

Endorsement

The endorsement must be an approved endorsement for use in the various classes of mail. Please see the DMM 102.4 and 507.1.4 for regulations on the placement and treatment of endorsements. The *Address Service Requested* and *Change Service Requested* endorsements are the only two allowed in the ACS program.

Window Envelopes

Ensure that slippage of contents within the window envelope does not obscure the ACS participant code and keyline information. The participant code and keyline must always be visible within the window, regardless of content shift (see DMM 507.3.2.4 and 507.3.2.5).

As part of the approval process, the submitted mailpiece sample will be tapped on all sides including the top to test for shift. The readability of the participant code and keyline is critical to provide the customer an acceptable level of service. Note that this does differ from normal Postal Service automation testing procedures but is solely for the benefit of our ACS participants.

Warning:

Any deviation from the ACS specifications when modifying mailpieces may generate increased numbers of manual notifications (hardcopies).

Address Labels and Preprinted Envelopes

See DMM 507.3.2.4 and 507.3.2.5.

Or Current Resident

The exceptional address format (also, *Or Current Occupant)* is not valid on an ACS-modified mailpiece.

Characters

Use a non-narrow variant of Helvetica or Arial sans-serif font whose alpha characters are easily distinguishable from its numeric characters. For example, in some fonts, "O," "S," and "B" are frequently mistaken for "0," "5," and "8." It is also highly recommended that the numeric "0" be presented with a slash (example ∅).

Font and Text Size

Print the ancillary service endorsement, the participant code, and keyline in a non-narrow variant of Helvetica or Arial sans serif font in the range of 10 to 12 points.

Keyline

Most ACS participants choose to use the keyline option, which provides an effective means of matching ACS notifications with the appropriate records in their address files. Although optional for COA information, keylines are

required if the mailer wants to receive electronic ACS nixie notifications. The keyline can consist of 4 to 16 characters, including a check digit that is calculated according to the Postal Service standard for check digit computation (see "Postal Service Standards for Check Digit Computation," pg. 12).

The keyline is printed on the second line of the address block when printed below the OEL and aligned left with beginning and ending pound sign (#) delimiters. If the participant code is printed on the mailpiece, the keyline must be printed on the first line of the address block. When using this option, it is important to remember that you cannot use an OEL. The address block should contain spaces after each fourth character to enhance readability. The pound sign delimiters and embedded spaces after each fourth character are not counted toward the 16-character limit and are not returned as part of an ACS record. Any other information printed on the second line of the address block must follow the ending pound sign delimiter and is ignored by ACS processing.

Although the content of individual keylines must be unique to ensure identification of a particular customer within a mailer's address file, all keylines for a given ACS participant code *must be consistent* in terms of keyline characteristics: length (4 to 16 characters) and attribute (numeric, alpha, or alphanumeric). See "Important Note" below.

- **Numeric keylines** are allowed to contain only digits "0" through "9." However, they cannot contain all zeros.

- **Alpha keylines** may contain the letters "A" through "Z," the forward slash "/," and must include a numeric check digit.

- **Alphanumeric keylines** must contain at least one numeric and one alpha (including the forward slash "/") character in addition to the **numeric** check digit. All keylines must end with the required Postal Service numeric check digit.

Important Note: Before making any modifications to your NCSC-preapproved keyline characteristics (length or attribute), you must notify the ACS Department at the NCSC. Failure to do so could result in the total elimination of any ACS electronic corrections, and all address corrections might be provided manually.

The pound sign (#) delimiter must precede the ACS participant code. The pound sign should not be used on any non-ACS mailings.

You must place the participant code on each mailpiece for which an electronic notification is requested.

Place the participant code for a specific class of mail on the correct class of mail.

Incorrect placement of the participant code decreases electronic ACS volumes.

USPS Standards for Check Digit Computation

Note: The value of the letter "N" in an odd position, when weighted, becomes 14 x 2 = 28. The digits 2 and 8 are added, yielding 10. This sum is then further rendered as 1 + 0, not the integer 10.

ACS participants using the keyline option must use one of the following algorithms to compute the check digit:

MOD 10

1. Consider the keyline as an ASCII string of 3 to 15 characters. Remove any spaces before beginning calculation.

2. Convert the remaining characters to pure numeric values by zeroing out all but the lower four bits. This yields the following values for each alpha character (numeric characters retain their value):

A = 1	E = 5	I = 9	M = 13	Q = 1	U = 5	Y = 9
B = 2	F = 6	J = 10	N = 14	R = 2	V = 6	Z = 10
C = 3	G = 7	K = 11	O = 15	S = 3	W = 7	
D = 4	H = 8	L = 12	P = 0	T = 4	X = 8	/ = 15

3. Multiply the value at each odd-numbered position (first position, third position, fifth position, etc.) by a weighting factor of 2.

4. Add the digits (not the actual value) in all positions. For example, if the second position of the keyline is "L," whose value is 12, add the digits 1 + 2 (not the value 12) to the sum.

    Note: The value of the letter "N" in an odd position, when weighted, becomes 14 x 2 = 28. The digits 2 and 8 are added, yielding 10. This sum is then further rendered as 1 + 0, not the integer 10.

5. Subtract the right-most digit of the sum from 10, yielding the check digit.

    Note: If the right-most digit of the sum is 0, the check digit will be 0

Example 1. Computation of Check Digit for Keyline JLSTMS6796

Character	J	L	S	T	M	S	6	7	9	6
Position	1(O)	2(E)	3(O)	4(E)	5(O)	6(E)	7(O)	8(E)	9(O)	10(E)
Value	10	12	3	4	13	3	6	7	9	6
Weighted Value	20	12	6	4	26	3	12	7	18	6
Sum	2+0	+1+2	+6	+4	+2+6	+3	+1+2	+7	+1+8	+6 = 51

Right-most Digit of Sum: 1

Check Digit: 10−1=9

Complete Keyline: JLSTMS67969

Example 2. Computation of Check Digit for Keyline TMS1112/62

Character	T	M	S	1	1	1	2	/	6	2
Position	1(O)	2(E)	3(O)	4(E)	5(O)	6(E)	7(O)	8(E)	9(O)	10(E)
Value	4	13	3	1	1	1	2	15	6	2
Weighted Value	8	13	6	1	2	1	4	15	12	2
Sum	8	+1+3	+6	+1	+2	+1	+4	+1+5	+1+2	+2 = 37

Right-most Digit of Sum: 7

Check Digit: 10−7=3

Complete Keyline: TMS1112/623

Example 3. Computation of Check Digit for Keyline 218XN91LMS

Character	2	1	8	X	N	9	1	L	M	S
Position	1(O)	2(E)	3(O)	4(E)	5(O)	6(E)	7(O)	8(E)	9(O)	10(E)
Value	2	1	8	8	14	9	1	12	13	3
Weighted Value	4	1	16	8	28	9	2	12	26	3
Sum	4	+1	+1+6	+8	+1+0	+9	+2	+1+2	+2+6	+3 = 46

Right-most Digit of Sum: 6

Check Digit: 10−6 = 4

Complete Keyline: 218XN91LMS4

The following are additional examples of valid keylines that you may use for testing your algorithm. In each case, the check digit is the last character.

ABC999NN//32   OTUBIKALAM8

ANIT0281   SEIRAMT4

0012////8   14024981490

811NIS0001119   AEIOUW0

12345678907   DCS14020

09876543213

Note: Although optional for COA information, keylines are required if the mailer wants to receive electronic ACS nixie notifications. Also, each keyline must end with a check digit correctly calculated using the Postal Service standard for check digit computation.

MOD 10 REVERSE

Computation of the MOD 10 Reverse is the same as the standard MOD 10 with one exception. MOD 10 Reverse is computed starting right to left instead of left to right.

MOD 21

ACS participants using the keyline option must use the following algorithm to compute the MOD 21 check digit:

1.   Consider the keyline to be an ASCII string of 3 to 15 characters. Remove any spaces before beginning calculation.

2.   Convert the remaining characters to pure numeric values using the conversion table below.

3.   The positional value of a character is determined by multiplying the numerical value derived from the conversion table by one more than the length of the keyline without the check digit for the first character, the length of the keyline without the check digit for the second character, one less than the length of the keyline for the third character, and so on. Thus, for a keyline without a check digit of the minimum length of three characters, the numerical value of the first character would be multiplied by four and the numerical value of the second character would be multiplied by three. For a keyline without a check digit of the maximum length of 15 characters, the numerical value of the

first character would be multiplied by 16, the numerical value of the second character multiplied by 15, the numerical value of the third character multiplied by 14, and so on up to multiplying the value of the 15th character by 2.

4. The positional values are added up. This total sum is divided by 21 and the remainder obtained. Multiply this number in whole number form (do not round up) by 21. Subtract the resulting product from the total sum. The difference is then subtracted from 21 yielding a numeric value, which should then be converted to the letter using the conversion table shown.

/ = 0	F = 6	L = 12	R = 18	X = 24	0 = 27
A = 1	G = 7	M = 13	S = 19	Y = 25	1 = 28
B = 2	H = 8	N = 14	T = 20	Z = 26	2 = 29
C = 3	I = 9	O = 15	U = 21		3 = 30
D = 4	J = 10	P = 16	V = 22		4 = 31
E = 5	K = 11	Q = 17	W = 23		5 = 32
					6 = 33
					7 = 34
					8 = 35
					9 = 36

Example 1. Computation of Check Digit for *Alphanumeric Keyline* 025G

Character	0	2	5	G
Numeric Value	27	29	32	7
Multiply by	5	4	3	2
Positional Value	135	116	96	14

Total Sum of Positional Values	135+116+96+14	361
Total Sum Divided by 21	361/21	17.19
21 Multiplied by the Whole Number	21 x 17	357
Subtract Product From Total Sum	361 − 357	4
21 − Remainder	21 − 4	17
Check Digit	17 = Q	Q
		Complete Keyline: 025GQ

Example 2. Computation of Check Digit for *Alpha Keyline* QWERTY

Character	Q	W	E	R	T	Y
Numeric Value	17	23	5	18	20	25
Multiply by	7	6	5	4	3	2
Positional Value	119	138	25	72	60	50

Total Sum of Positional Values	119+138+25+72+60+50	464
Total Sum Divided by 21	464/21	22.10
21 Multiplied by the Whole Number	21 x 22	462
Subtract Product From Total Sum	464-462	2
21 − Remainder	21 − 2	19
Check Digit	19 = S	S
		Complete Keyline: QWERTYS

Example 3. Computation of Check Digit for *Numeric Keyline* 123456

Character	1	2	3	4	5	6
Numeric Value	28	29	30	31	32	33
Multiply by	7	6	5	4	3	2
Positional Value	196	174	150	124	96	66

Total Sum of Positional Values	196+174+150+124+96+66	806
Total Sum Divided by 21	806/21	38.38
21 Multiplied by the Whole Number	21 x 38	798
Subtract Product From Total Sum	806 − 798	8
21 − Remainder	21 − 8	13
Check Digit	13 = M	M
		Complete Keyline: 123456M

ACS Notification Options

Mailpiece Endorsements

To receive ACS handling, mailpieces in all classes except Periodicals must bear the endorsement *Address Service Requested* or *Change Service Requested* (see Exhibit 4 below). The mailpiece's proper handling will vary depending on the age of the record, which endorsement is used, the mail class, and for mailpieces that are undeliverable because of a move, whether the pieces can be forwarded. Under certain circumstances, manual notices will be provided instead of ACS notices.

Exhibit 4
ACS Mailpiece Endorsements

Class	Endorsement
First-Class Mail®	Address Service Requested
First-Class Mail®	Change Service Requested
Periodicals	No endorsement required ("Address Service Requested" is optional but should be used if return of undeliverables is desired.)
Standard Mail®	Address Service Requested
Standard Mail®	Change Service Requested
Package Services	Address Service Requested
Package Services	Change Service Requested

Note: For more information, please see DMM 507.1.5.

> **Note:** The term "Carrier-Filed Actions" is used in the following text for all classes of mail. It refers to an action taken by a Postal Service employee to file a change of address order on behalf of a customer who has moved and left no forwarding address from either a street or Post Office Box address. This action is reflected in the ACS fulfillment file as a Deliverability code "K or G."

First-Class Mail Endorsement

For each of the First-Class Mail® endorsements, there are two options. Whichever option is selected, it will be encoded in the assigned ACS participant code. The term "Option 1 or 2" is not to be printed on the mailpiece.

Address Service Requested

Option 1

Forwardable Mailpieces: During months **1 through 12** of the customer's move, the mailpiece is forwarded and an electronic ACS COA notification is

generated. If the COA order is **more than 12** months old, the mailpiece is returned with manual address correction information attached, and no ACS notification is generated.

Undeliverable Mailpieces Matched to Carrier-Filed Actions: The mailpiece is returned with manual nondelivery information attached. No ACS notification is generated.

Nixies: Mailpiece is returned with manual nondelivery information attached. No ACS notification is generated.

Option 2

Forwardable Mailpieces: During months **1 through 12** of the customer's move, the mailpiece is forwarded, and an electronic ACS COA notification of new address is provided. During months **13 through 18,** the mailpiece is returned with new address attached (no charge), and a separate ACS COA of new address is provided. After month **18**, the mailpiece is returned with reason for nondelivery attached (no charge), and a separate ACS COA notice of reason for nondelivery will be provided.

Undeliverable Mailpieces: Mailpiece returned with reason for nondelivery attached (no charge); a separate ACS notice with reason for nondelivery is provided.

Change Service Requested

Option 1

Forwardable Mailpieces: During the entire **18**-month life of the COA order, the mailpiece is discarded, and an electronic ACS notification is generated.

Undeliverable Mailpieces Matched to Carrier-Filed Actions: The mailpiece is discarded, and an electronic ACS COA notification with Deliverability Code "K" or "G" is generated (see page 25, Deliverability Code).

Nixies: If the mailpiece is sent to CFS for processing, it is discarded, and an electronic ACS nixie notification stating the reason for nondelivery may be generated; otherwise, a manual nixie notification is created.

Option 2

Forwardable Mailpieces: During months **1 through 12** of a customer's move, the mailpiece is forwarded (no charge); a separate ACS COA notification of new address is provided. During months **13 through 18,** the Postal Service disposes of the mailpiece and a separate ACS COA notification of new address is provided. After month **18,** the Postal Service disposes of the mailpiece and provides a separate ACS notification of reason for nondelivery.

Undeliverable Mailpieces: The Postal Service disposes of the mailpiece; a separate notification for reason for nondelivery is provided.

Periodicals Notification Options

Periodicals regulations require that mailpieces matched to COA orders be forwarded for 60 days from the move-effective date. The following ACS options govern the frequency and types of COA notifications provided. The appropriate fee will be charged for all notifications provided.

Nixies for All Periodicals Notification Options

If the mailpiece is sent to CFS for processing, it is discarded, and an electronic ACS nixie notification stating the reason for nondelivery may be generated; otherwise, a manual nixie notification is provided.

Note: If the optional *Address Service Requested* endorsement is used, the mailpiece itself is returned with reason for nondelivery attached, and the sender guarantees to pay return postage. No ACS notification is generated.

Option 1: Forwardable Mailpieces and Undeliverable Mailpieces Matched to Carrier-Filed Actions

An immediate ACS notification is provided on the mailpiece's first appearance during the 60-day forwarding period. A mailpiece sent to the old address after expiration of the 60-day forwarding period results in hardcopy notification.

Option 2: Forwardable Mailpieces and Undeliverable Mailpieces Matched to Carrier-Filed Actions

No address correction information is provided during the 60-day forwarding period. The first appearance of a mailpiece being sent to the old address after the 60-day forwarding period generates an ACS notification. There are no hardcopy or electronic follow-ups.

Option 3: Forwardable Mailpieces and Undeliverable Mailpieces Matched to Carrier-Filed Actions

An immediate ACS notification is provided on the mailpiece's first appearance during the 60-day forwarding period. A mailpiece sent to the old address 60 or more days after expiration of the forwarding period (120 days after the customer's move-effective date) results in a hardcopy notification being provided for follow-up.

Option 4: Forwardable Mailpieces and Undeliverable Mailpieces Matched to Carrier-Filed Actions

An immediate ACS notification is provided on the mailpiece's first appearance. There are no hardcopy or electronic follow-ups.

Option 5: Forwardable Mailpieces and Undeliverable Mailpieces Matched to Carrier-Filed Actions

An immediate ACS notification is provided on the mailpiece's first appearance during the 60-day forwarding period. A mailpiece sent to the old address after

expiration of the 60-day forwarding period causes an electronic ACS follow-up notification to be generated.

Option 6: Forwardable Mailpieces and Undeliverable Mailpieces Matched to Carrier-Filed Actions

Immediate ACS notification is provided on the mailpiece's first appearance during the 60-day forwarding period. A mailpiece sent to the old address 60 or more days after expiration of the forwarding period (120 days after the customer's move-effective date) causes an electronic ACS follow-up notification to be generated.

Standard Mail Endorsement

Address Service Requested

Forwardable Mailpieces: During months **1 through 12** of the customer's move, the mailpiece is forwarded, and an electronic ACS COA notification is generated. If the COA order is **more than 12** months old, the mailpiece is returned at the weighted fee with manual address correction information attached. No ACS notification is generated.

Undeliverable Mailpieces Matched to Carrier-Filed Actions: The mailpiece is returned at the weighted fee with manual nondelivery information attached. No ACS notification is generated.

Nixies: Mailpiece is returned at a **weighted fee** with manual nondelivery information attached. No ACS Notification is generated.

Note: Refer to DMM 507.1.5.3 for a description of the weighted fees.

Change Service Requested

Forwardable Mailpieces: During the entire **18**-month life of the COA order, the mailpiece is discarded, and an electronic ACS notification is generated.

Undeliverable Mailpieces Matched to Carrier-Filed Actions: The mailpiece is discarded, and an electronic ACS COA notification with Deliverability Code "K" or "G" is generated (see page 27, Deliverability Code).

Nixies: If the mailpiece is sent to CFS for processing, it is discarded, and an electronic ACS nixie notification containing the reason for nondelivery may be generated; otherwise, a manual nixie notification is created.

Package Services Endorsement

Address Service Requested

Forwardable Mailpieces: During months **1 through 12** of the customer's move, the mailpiece is forwarded, and an electronic ACS COA notification is generated. If the COA order is **more than 12** months old, the mailpiece is

returned at the appropriate single-piece rate with manual address correction information attached. No ACS notification is generated.

Undeliverable Mailpieces Matched to Carrier-Filed Actions: The mailpiece is returned at the appropriate single-piece rate with manual nondelivery information attached. No ACS notification is generated.

Nixies: Mailpiece is returned at the appropriate single-piece rate with manual nondelivery information attached. No ACS notification is generated.

Note: Refer to DMM F030 for a description of return postage.

Change Service Requested

Forwardable Mailpieces: During the entire **18**-month life of the COA order, the mailpiece is discarded, and an electronic ACS notification is generated.

Undeliverable Mailpieces Matched to Carrier-Filed Actions: The mailpiece is discarded, and an electronic ACS COA notification with Deliverability Code "K" or "G" is generated (see page 27, Deliverability Code).

Nixies: If the mailpiece is sent to CFS for processing, it is discarded, and an electronic ACS nixie notification containing the reason for nondelivery may be generated; otherwise, a manual nixie notification is created.

Shipper-Paid Forwarding (SPF) Option for Standard Mail and Package Services

The Shipper-Paid Forwarding (SPF) option is an ACS fulfillment vehicle that allows Standard Mail machinable parcels and most package services mailers to pay nonlocal forwarding charges instead of the customer who has moved. The ACS COA record shows the SPF charges for that individual mailpiece. Each invoice generated for an ACS fulfillment shows accumulated SPF charges for all mailpieces represented in that fulfillment file.

To use the SPF option, you must use the keyline and an ACS participant code. The SPF option also requires that the first three characters of the keyline represent the weight of the package with an implied decimal, and the fourth character represents the rate at which the package was mailed.

Note: Mailers who participate in ACS SPF must use the endorsement *Address Service Requested.* If the mailer is also participating in Bulk Parcel Return Service (BPRS) for Standard Mail machinable parcels, the required endorsement is *Address Service Requested — BPRS.*

Standard Mail:

Weight of the package with implied decimal equals 01.2 oz. Weight must be a minimum of 6 oz. and less than 16 oz.

#BYSBBCF
#012Y12346997#
JOHN L SMITH
123 S MAIN ST
MEMPHIS TN 38103-3600

Standard Mail non-letter rate

Note: For Standard SPF, the fourth character must be a "Y."

Package Services:

Weight of the package with implied decimal (12.5 pounds). There is no weight minimum but must not be greater than 70 pounds.

#BZSBBBZ
#125L449DS14929#
JOHN L SMITH
123 S MAIN ST
MEMPHIS TN 38103-3600

→ Package Services rate

P	Bound Printed Matter single-piece
B	Presorted Bound Printed Matter
R	Carrier route Bound Printed Matter
A	Intra-BMC/ASF
D	Parcel Select — DBMC
M	Inter-BMC/ASF machinable
S	Media Mail ™
L	Library Mail

ACS Fulfillment File

Fulfillment Record

ACS fulfillment files contain a header record followed by records reflecting three types of notification:

1. *Notifications generated from forwardable COA orders.* These notifications generate records that contain a space in the *Deliverability Code* field and provide the mailer with a customer's name, old address, and new address as reflected on the change of address form. If a temporary move has been filed, a "W" will be in the deliverability code field and no new address information will be provided (see page 27, Deliverability Code).

2. *Notifications generated from non-forwardable carrier-filed actions, such as "Moved Left No Address" or "PO Box Closed."* These notifications generate records that contain a "K" or "G" in the Deliverability Code field.

3. *Nixie notifications.* These notifications generate records that contain one of 15 traditional nixie codes in the Deliverability Code field, which identify the reason for nondelivery. ACS nixie notifications are only available when using *Change Service Requested* or First-Class pieces using *Address Service Requested* option 2 as the endorsement, with the exception of periodicals, where no endorsement is required.

In notification types 1 and 2, the customer name and old address information, which is supplied by the customer or carrier, may not exactly match the corresponding information in the mailer's address file. Because these differences may require complex matching logic to locate a customer within the address file, the ACS keyline can be used to ensure a match. The keyline is generated by the mailer and is composed of information that may be used to identify a specific customer, such as an account number, subscription number, record number, parts of the name, etc.

The keyline printed on an ACS-modified mailpiece is returned as part of an ACS fulfillment record and can therefore be used to find the relocating customer on the mailer's address list.

If an ACS participant has more than one participant code, the notifications are grouped in the fulfillment file by participant code. To interpret an ACS fulfillment record, the Deliverability Code field (position 40) should be read first to determine the notification type.

Exhibit 5
ACS Fulfillment File Header Record Format

Field ID	Position	Length	Type
Hdr-Indication	1	1	A
Hdr-Customer-ID	2–7	6	N
Hdr-Date	8–15	8	N
Hdr-Total-Cnt	16–24	9	N
Hdr-COA-Cnt	25–33	9	N
Hdr-Nixie-Cnt	34–42	9	N
Hdr-Ship-No	43–50	8	N
Hdr-Class	51	1	N
Hdr-Media-Type	52	1	A
Filler	53–427	375	Spaces

Total Record Length: 427 Characters

ACS Fulfillment File Header Record Fields

Hdr-Indication

Identifies this record as the header record. Value is "H." The field length is one alpha character.

Hdr-Customer-ID

Contains a string of characters unique to each ACS customer. The field length is six numeric characters.

Hdr-Date

Indicates the file creation date in CCYYMMDD format. The field is eight numeric characters.

Hdr-Total-Cnt

Indicates the total number of COA and nixie records provided in the file. The field length is nine numeric characters.

Hdr-COA-Cnt

Indicates the total number of COAs in the file. The field length is nine numeric characters.

Hdr-Nixie-Cnt

Indicates the total number of nixies in the file. The field length is nine numeric characters.

Hdr-Ship-No

Contains the unique number for this fulfillment file. This number corresponds to the shipment number on your invoice. The field length is eight numeric characters.

Hdr-Class

Indicates the mail class of the participant code. The field length is one numeric character:

1 = First-Class Mail®
2 = Periodicals
3 = Standard Mail®
4 = Package Services

Hdr-Media-Type

Indicates the medium that is sent. The field length is one alpha character.

Filler

This field is a filler, padded with spaces.

Exhibit 6
ACS Fulfillment File Nixie Record Format

Field ID	Position	Length	Type
Record Type ID	1	1	N
Sequence Number	2–9	8	N
Participant Code	10–16	7	A
Keyline	17–32	16	A/N
Filler	33–39	7	Spaces
Deliverability Code	40	1	A
USPS Site ID	41–43	3	N
Filler	44–209	166	Spaces
Old ZIP Code	210–214	5	A/N
Filler	215–426	212	Spaces
Class/Notification Type	427	1	A

Total Record Length: 427 Characters

Exhibit 7
ACS Fulfillment File COA Record Format

Field ID	Position	Length	Type
Record Type ID	1	1	N
Sequence Number	2–9	8	N
Participant Code	10–16	7	A
Keyline	17–32	16	A/N
Move Effective Date	33–38	6	N
Move Type	39	1	A/N
Deliverability Code	40	1	A
USPS Site ID	41–43	3	N
COA Name	44–90	47	A/N
Old Address Type	91	1	A
Old Urbanization Name	92–119	28	A/N
Parsed Old Address	120–179	60	A/N

Field ID	Position	Length	Type
Old City-State-ZIP	180–214	35	A/N
New Address Type	215	1	A
New Urbanization Name	216–243	28	A/N
Parsed New Address	244–303	60	A/N
New City-State-ZIP	304–346	43	A/N
Label Format New Address	347–412	66	A/N
Filler	413–414	2	Literal
Postage Due	415–418	4	N
PMB Info	419–426	8	A/N
Class/Notification Type	427	1	A

Total Record Length: 427 Characters

ACS Fulfillment Record Fields

Record Type ID

Indicates the origin of the ACS notification. CFS-generated COA or nixie records will contain the number "2." The field length is one numeric character.

Sequence Number

Indicates the record sequence number within each participant code group. It is reset to 00000001 at the beginning of each group. The field length is eight numeric characters, right-aligned, padded with zeros.

Participant Code

Contains the Postal Service-assigned participant code. The field length is seven alpha characters.

Keyline

Contains the keyline presented on the ACS-modified mailpiece (with embedded spaces removed) if the ACS keyline option is selected for this participant code. If the keyline option is not chosen, this field is filled with spaces. The field length is 16 alphanumeric characters, left-aligned, and padded with spaces.

Move Effective Date

Indicates the month and year that the customer's move became effective, as stated on the change of address order. Format is CCYYMM. For example, April 2003 would be presented as 200304. The field length is six numeric characters.

Move Type

Indicates the type of move on the customer's change of address order. The field length is one alpha character. Possible values:

F   Family move (includes everyone with the same last name)
I   Individual move (includes only the individual)
B   Business move

Deliverability Code

Indicates the deliverability status of the mailpiece that generated this notification. Possible values include:

1.   A space in this position indicates that the mailpiece was matched with a COA order and new address information is being provided as part of this ACS record.

2.   A "K" or "G" in this position indicates that the mailpiece was matched with a COA order but new address information is unknown. The values are denoted as follows:

    K — Customer has moved and left no forwarding address.

    G — Customer's Post Office box has been closed, and no forwarding address was filed.

3.   A "W" in this position indicates that the mailpiece was matched with a COA order for a temporary change of address. The new address information is not provided as part of this ACS record. *Temporarily Away* is provided in the Parsed New Address field.

Any other character in this position identifies the mailpiece as a nixie. The field length is one alpha character. Possible values:

A	Attempted, not known	P	Deceased
B	Returned for better address	Q	Not deliverable as addressed/unable to forward
D	Outside delivery limits	R	Refused
E	In dispute	S	No such street
I	Insufficient address	U	Unclaimed
L	Illegible	V	Vacant
M	No mail receptacle	X	No such office
N	No such number		

Note: Unlike ACS, COA notification records, which include all applicable customer information previously noted, nixie notifications do not contain customer name, old address, or new address information. Therefore, the use of a keyline is needed to identify the customer record.

Postal Service Site ID

Identifies CFS site that generated the ACS notification. The field length is three numeric characters.

COA Name

Identifies the moving customer's name as provided on the COA.

Note: This name may not exactly match the customer's name as it appears on your mailing list.

If the Move Type is "F" (Family) or "I" (Individual), the COA *Name* field is parsed (i.e., subdivided) into the following components:

Parsed Subfield	Position	Length
Surname	44–63	20
First Name, Middle Initial, etc.	64–78	15
Prefix	79–84	6
Suffix	85–90	6

A percent symbol (%) in the Surname subfield is interpreted as "in care of." For example, if positions 44–90 contained

"JONES % SMITH BARBARA"

it would be read as

"BARBARA JONES in care of SMITH"

at the new address.

If the move type is "B" (Business), then the entire COA *Name* field is not parsed but is treated as a single 47-character *Business Name* field.

The field length is 47 alphanumeric characters, left-aligned, and padded with spaces.

Old Address Type

Identifies the type of address from which the customer is moving. The field length is one alpha character. Valid types of old addresses include the following:

G   General delivery

H   Highway Contract Route

P   Post Office box

R   Rural Route

S   Street address

U   Urbanization name

V   Highway Contract Route with box number

X   Rural Route with box number

Old Urbanization Name

Identifies an area, sector, or development within a Puerto Rico urbanization area from which the customer is moving. The field length is 28 alphanumeric characters.

Parsed Old Address

Identifies the delivery address from which the customer is moving. It is parsed into the following component subfields:

Parsed Subfield	Position	Length
Primary Number	120–129	10
Pre-Directional	130–131	2
Street Name	132–159	28
Street Suffix	160–163	4
Post-Directional	164–165	2
Unit Designator	166–169	4
Secondary Number	170–179	10

If the Old Address Type is "P" (Post Office box), "R" (Rural Route), or "H" (Highway Contract Route), the Primary Number subfield contains the relevant Post Office box, Rural Route, or Highway Contract Route number. The Street Name subfield contains "PO BOX," "RR," or "HC," respectively.

If the Old Address Type is "X" (Rural Route with box number) or "V" (Highway Contract Route with box number), the Primary Number subfield contains the relevant Rural Route or highway contract number, and the Secondary Number subfield contains the associated box number. The Street Name subfield contains "RR" or "HC," respectively.

All subfields outlined within the Parsed Old Address are left-aligned and padded with spaces. If any components are not present in an address (e.g., no pre-directional required), then those positions are filled with spaces. The field length is 60 alphanumeric characters.

Old City-State-ZIP

Identifies the city, state, and ZIP Code associated with the old address. The total field length is 35 alphanumeric characters. It is parsed into the following component subfields:

Parsed Subfield	Position	Length
City	180–207	28
State	208–209	2
5-Digit ZIP Code	210–214	5

New Address Type

Identifies the type of address to which the customer is moving. The field length is one alpha character. Possible values include the following:

F Foreign
G General delivery
H Highway Contract Route
P Post Office box
R Rural Route
S Street address
U Urbanization name
V Highway Contract Route with box number
X Rural Route with box number

New Urbanization Name

Identifies the area, sector, or development within a Puerto Rico urbanization area to which the customer is moving. The field length is 28 alphanumeric characters.

Parsed New Address

Identifies the delivery address to which the customer is moving. It is parsed into the following component subfields:

Parsed Subfield	Position	Length
Primary Number	244–253	10
Pre-Directional	254–255	2
Street Name	256–283	28
Street Suffix	284–287	4
Post-Directional	288–289	2
Unit Designator	290–293	4
Secondary Number	294–303	10

If the New Address Type is "P" (PO box), "R" (Rural Route), or "H" (Highway Contract Route), the Primary Number subfield contains the relevant PO box, Rural Route number, or Highway Contract Route number. The Street Name subfield contains "P," "RR," or "HC," respectively.

If the New Address Type is "X" (Rural Route with box number) or "V" (Highway Contract Route with box number), the Primary Number subfield contains the relevant Rural Route or highway contract number, and the Secondary Number subfield contains the associated box number. The Street Name subfield contains "RR" or "HC," respectively.

If the New Address Type is "F" (foreign), the address is not parsed but is treated as a single 60-character field.

All subfields within the Parsed New Address, with the exception of foreign addresses, are left-aligned and padded with spaces. If any components are not present in an address (e.g., no pre-directional required), then those positions are filled with spaces. The field length is 60 alphanumeric characters.

New City-State-ZIP

Identifies the city, state, and ZIP Code associated with the new address. It is parsed into its component subfields as follows:

Parsed Subfield	Position	Length
City	304–331	28
State	332–333	2
5-Digit ZIP Code	334–338	5
Hyphen	339	1
ZIP+4 Add-On Code	340–343	4
DPBC Information	344–346	3

Label Format New Address

Identifies the new address components connected into a label format with extra spaces removed. It may be output in this format directly to a mailing label. The field length is 66 alphanumeric characters, left-aligned, and padded with spaces.

Filler

The field length is two spaces.

Postage Due

Identifies the forwarding postage charge for the individual mailpiece. Applies only to the Standard Mail Shipper-Paid Forwarding option. The field length is four numeric characters.

PMB (Private Mail Box)

The field length is eight spaces.

Class/Notification Type

Identifies the mail class carried by the mailpiece that generated this ACS notification. The field length is one alpha character. Possible values:

Value	Mail Class
A	(Reserved for future use)
B	First-Class Mail
C	Periodicals, Initial Notification
D	Standard Mail
E	Package Services
F	Periodicals, Follow-Up Notification

Application Procedures

Address Change Service Application

1. Complete all sections. Complete a separate application for each class of mail. The application must be signed by the individual(s) at the company who is (are) responsible for billing.

2. Mailpiece title. This information is used to identify the participant code(s) assigned to your ACS-participating mailpieces.

Web Access Request Form

We recommend that your choice of media fulfillment be via our secure Internet Web site. This is the only fulfillment option that provides daily updates.

1. Check *Address Change Service* (ACS) at the top of the form.

2. Complete all sections.

3. Sign and date the form at the bottom and submit along with your ACS Application form.

Within 10 Days After We Receive Your Application

1. You will receive a letter containing the assigned participant code(s) and optional keyline information. Review this information for accuracy. If any of this information is incorrect, notify the ACS Department immediately.

2. If you are a new ACS participant, you may request a test file that allows your technical staff to examine correctly formatted ACS fulfillment records.

Before Activation

1. Submit a sample galley of 25 to 50 mailing labels or address blocks that have been modified to reflect the proper ACS coding. We will verify that all ACS information is placed correctly. If you are using the keyline option, each sample label must have a different keyline so that we may verify your check digit calculation and placement.

Warning:
Failure to request activation prior to mailing will result in total elimination of any ACS electronic corrections, and all address corrections will be provided manually.

2. **Submit at least one complete sample of your actual mailpiece.** We will verify that your mailpiece and endorsement are acceptable for ACS processing.

3. Upon receipt of your samples, we will notify you in writing of their acceptance or advise you of any necessary corrections. To expedite activation, you may request your code(s) to be activated upon approval of samples.

4. After final approval, **you must request activation of your participant code(s) at least 7 working days before your first ACS mailing.** Submit requests in writing to the ACS Department. Failure to request activation prior to mailing will result in total elimination of any ACS electronic corrections, and all address corrections will be provided manually.

Note: Authorization and approval for Address Change Service may be given only by the National Customer Support Center in Memphis, TN.

It is important to note that the approval of ACS participant and keyline codes is for placement and content only. It does not imply the mailpiece meets any readability requirements. Mail piece readability must be approved by your local USPS mailpiece design specialist.

Exhibit 8
PS Form 3572, Address Change Service Application — Traditional

National Customer Support Center

UNITED STATES POSTAL SERVICE®

Address Change Service Application — Traditional

Mail Classification	Company Name	Taxpayer ID

ACS Contact Information

Attention Line

Company Name

Street Address		Apt./Ste. Number

City	State	ZIP + 4®

Telephone Number *(Include area code)*

Fax Number *(Include area code)*

Fulfillment

File Options

☐ Web *(Complete PS Form 1357-W, Web Access Request)*

☐ CD-ROM (A)

☐ CD-ROM (B)

Schedule

☐ Daily *(Web only)*   ☐ Bi-monthly

☐ Bi-weekly   ☐ Monthly

☐ Weekly

ACS Shipping Information

Attention Line

Company Name

Street Address		Apt./Ste. Number

City	State	ZIP + 4

Telephone Number *(Include area code)*

Fax Number *(Include area code)*

Ancillary Service Endorsement

(Options apply to First-Class Mail® service only)

☐ Address Service Requested

☐ Option1   ☐ Option 2

☐ Change Service Requested

☐ Option 1   ☐ Option 2

ACS Billing Information

Attention Line

Company Name

Street Address		Apt./Ste. Number

City	State	ZIP + 4

Telephone Number *(Include area code)*

Fax Number *(Include area code)*

ACS Notification Option

(Periodicals Only)

☐ Option 1   ☐ Option 4

☐ Option 2   ☐ Option 5

☐ Option 3   ☐ Option 6

See USPS® Publication 8-A, *Address Change Service — Traditional,* for a complete description of the Periodicals ACS notification options.

Publication 8-A can be found at: http://www.usps.com/cpim/ftp/pubs/pub8A.pdf.

ACS Participant Information

Please enter the mailpiece title(s) for which you are requesting ACS participant codes. We will notify you about the codes within 10 days of receipt of your application. Photocopy additional pages if necessary.

Mailpiece Title(s)	With Keyline (Y or N)	Keyline Length	Attribute (A - Alpha, N - Numeric, or A/N - Alphanumeric)	Shipper-Paid Forwarding *(Standard Mail and Package Services)*	ACS Participant Code *(USPS® use only)*
	☐ Y ☐ N		☐ A ☐ N ☐ A/N	☐ Y ☐ N	
	☐ Y ☐ N		☐ A ☐ N ☐ A/N	☐ Y ☐ N	
	☐ Y ☐ N		☐ A ☐ N ☐ A/N	☐ Y ☐ N	
	☐ Y ☐ N		☐ A ☐ N ☐ A/N	☐ Y ☐ N	

Authorization

I hereby authorize the United States Postal Service® to provide change-of-address information for the mailpiece title(s) listed, under the prescribed terms and conditions of the Address Change Service (ASC). I understand the ACS is an electronic enhancement to and not a replacement of the traditional manual address correction process. It is designed to reduce the volume of manual address corrections provided on properly endorsed ACS mail.

Name *(Please print clearly)*	Title

Signature	Date Signed

Complete this application and mail or fax to:

ADDRESS CHANGE SERVICE DEPT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001

FAX: 901-821-6204
Voice: 800-331-5746

PS Form **3572,** March 2006

Privacy Notice: For information regarding our Privacy Policy visit www.usps.com.

Exhibit 9
PS Form 1357-W, Web Access Request

UNITED STATES POSTAL SERVICE®

National Customer Support Center
Web Access Request

Purpose: Use this form to create a WEB based account with the National Customer Support Center (NCSC). This account will be used to send and receive (upload/download) files for the business affiliation indicated below to/from the NCSC. Please complete the form and return it by mail or fax using the information at the bottom of this form. We will send you an email to notify you of approved access.

Select a business affiliation (complete a separate form for each business affiliation request):

☐ Address Change Service (ACS)
☐ *FASTforward*®
☐ NCOA Link ™
☐ LACS Link ™

☐ CASS™
☐ MASS™
☐ FFMUN (*FASTforward* Move Update Notification)
☐ Other NCSC Applications (*Specify*):

_____

A. Requestor

1. Name (*Please print*)	2. Job Title
3. Last 4 Digits of Social Security Number/Tax ID Number	4. Telephone Number (*Include area code*)
5. Email Address	6. Fax Number (*Include area code*)

B. Manager

1. Name (*Please print*)	2. Job Title
3. Last 4 Digits of Social Security Number/Tax ID Number	4. Telephone Number (*Include area code*)
5. Email Address	6. Fax Number (*Include area code*)

C. Address

1. Department

2. Company Name

3. Urbanization Code (*Puerto Rico only*)

4. Address	5. Apt./Ste. Number
6. City	7. State	8. ZIP + 4®

Privacy Act Statement: Your information will be used to process your request for access to data and/or files on USPS computer systems. Collection is authorized by 39 USC 401.

Providing the information is voluntary, but if not provided, we may not process your request. We may only disclose your information as follows: in relevant legal proceedings; to law enforcement when the USPS or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entities or individuals under contract with USPS; to entities authorized to perform audits; to labor organizations as required by law; to federal, state, local, or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. For more information regarding our privacy policy visit us at usps.com.

Requestor's Signature	Date
Manager's Signature	Date

If you have any questions about this Web Access Request form, please contact Technical Support at: 1-800-331-5746;

or send us an email at: ncoamemphis.ncsc@usps.gov.

Otherwise, forward this completed form by mail or fax to:

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PS Form **1357-W**, March 2006