

How to Apply for Post Office Box Service!

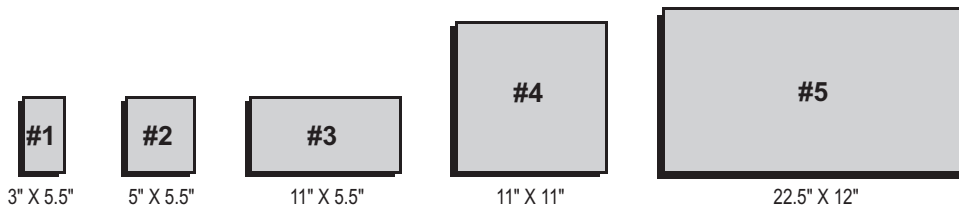
The Safe Convenient Way to Get Your Mail



Many people have discovered that Post Office™ Box service is a safe, convenient way to receive their mail. People who run a club, business, or professional organization find that Post Office Box service gives them more room for higher volumes of mail.

Benefits: With a Post Office Box you enjoy many benefits.

- **It's early.** You can generally pick up your mail first thing in the morning and take care of business earlier in the day. Of course, you may also pick up your mail **anytime during the day**, if you prefer.
- **It's private.** Rest assured that checks, dividend payments, and other valuable correspondence are secure. You can also use your Post Office Box address for selected contacts and transactions.
- **It's convenient.** You can easily retrieve your mail during Post Office operating hours. In addition, some of our lobbies and box sections are open 24 hours a day, 7 days a week.
- **It's not one-size-fits-all.** We offer several box sizes for different fees (some Post Offices may not have every size). **Select the right size for your mail volume and schedule.** The sizes shown here are approximate. If you need more room than our largest box provides, ask at your local Post Office about Caller Service.



Obtaining Box Service

- **It's easy to find.** Find an available Post Office Box easily online by going to www.usps.com/poboxes.
- **It's simple! Two ways to apply:**

- 1) **At a Post Office** – complete the tear-off section on the next page and turn it in to the Post Office most convenient for you. Once we verify your information and receive your payment, we will provide your Post Office Box address and begin your service.
- 2) **Online** – complete the online application and make your first payment with a credit card.

NOTE: If you apply online or at a Post Office where the box is not physically located, you will be required to present two forms of valid identification to pickup the keys or combination number for the box at the Post Office where the box is located.

Fee Notification

At least twenty days before the fee is due, we put a notice in your Post Office Box. If you go out of town after turning in a temporary forwarding order, we can mail the notice to your temporary address.

Fee Payment

You can pay in advance for 6 months or 1 year. It is your responsibility to pay your fee on time. If you pay by mail, we must receive your payment by the due date.

Payment Options

- With a credit card at www.usps.com/poboxes; make a one-time payment or sign up for automatic payment service.
- With a credit or debit card at Automated Postal Centers (APCs) in select Post Offices.
- With a check or money order by mail. Do not send cash by mail.
- With cash, check, money order, or credit or debit card at the Post Office retail counter.

Note: Checks or money orders should be made payable to "U.S. Postal Service". If your check is returned by the bank, we must suspend your service until another form of payment is submitted. You may also incur a handling charge to cover our processing costs.

Late Payment

If you do not pay your Post Office Box fee on time, we must close your box and you will not be able to retrieve your mail. After 10 days of nonpayment, we remove the mail and treat it as undeliverable and terminate box service. Closed boxes become available for assignment to new customers immediately. You may also incur a handling charge to cover our processing costs.

Terms of Service

You may not use Post Office Box service just to avoid paying a forwarding charge or for any purpose prohibited by law or Postal Service™ regulations. We will immediately terminate Post Office Box service if used for any unlawful purpose. Post Office Box service may be provided to minors unless parents or guardians submit a written objection to the postmaster.

Accumulated Mail

We encourage you to remove your mail from your box regularly. You can make a special arrangement with the postmaster if you won't be able to pick up your mail. Complete PS Form 8076, *Authorization to Hold Mail*, and we'll take care of it. If the volume of your incoming mail repeatedly exceeds the capacity of the box you are using, we may require that you use caller service, change to a larger box (and pay applicable fees), or apply for service through one or more additional boxes. Your service may also be suspended.

Change of Address

If you choose to discontinue your Post Office Box service, please complete a change of address form found in the Mover's Guide® available in the lobby, or on our website: www.usps.com/moversguide. After completing the form give it to one of our retail associates, or to your letter carrier, or you may mail it to your Post Office. Change of address orders may be filed as follows:

Organizations

Only the box customer or authorized representatives of the organization listed on the PS Form 1093 may file change of address orders. Forwarding of mail for other persons receiving mail at the box is the responsibility of the organization.

Residential customers

1) Group E residential Post Office Boxes only: The Post Office Box customer or any other person listed on the PS Form 1093 may file an individual change of address order. Only the box customer may file a change of address order for the entire family.

2) All other residential Post Office Boxes: Only the box customer listed on the PS Form 1093 may file change of address orders. Forwarding of mail for other persons receiving mail at the box is the responsibility of the box customer.

Refunds of Post Office Box Fees

The unused portions of Post Office Box fees will be refunded as indicated below:

Refund based on 6-Month Payment:

- If you cancel service and request a refund during the first 3 months of service, the refund will be ½ the fee paid.
- There is no refund after 3 months of Post Office Box service.

Refund based on 12-Month Payment:

- If you cancel the service and request a refund within the first 3 months of service, the refund will be ¾ the fee paid.
- If you cancel the service and request a refund within the first 6 months of service, the refund will be ½ the fee paid.
- If you cancel the service and request a refund within the first 9 months of service, the refund will be ¼ the fee paid.
- There is no refund after 9 months of Post Office Box service.

Key Refund

There is a \$1.00 key refund for each key returned to the Post Office where the box is located.

Box Keys

We issue two keys for key-type Post Office Boxes and issue an access code for combination lock-type Post Office Boxes. A \$1.00 deposit is required for each key and you can obtain additional keys (and pay applicable fees) if needed. Whenever your box service terminates, turn in all keys to the Postal Service. We refund the deposits for each key returned. Post Office Box keys may not be duplicated commercially.

Updating Information

The information on your PS Form 1093 must always be current. As soon as any information changes (such as your street address, telephone number, etc.), you are responsible for updating the form. Failure to update the application may result in a termination of service. We keep the form on file at the Post Office where you use the service.

Box Service Address

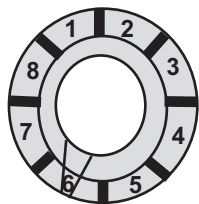
We deliver to your Post Office Box address as printed on your mail, so be sure to provide correct and current address information to your correspondents. Your Post Office Box number should appear on a separate line, followed by the Post Office's city, state, and ZIP+4® (when we assign your box number, we will provide the corresponding ZIP+4).

Use the following example as a guide for proper addressing:

JOHN DOE
PO BOX 1122
ANYTOWN NY 01234-1122

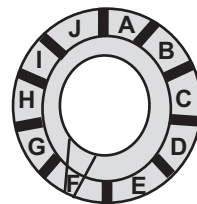
Your ZIP+4® is:

□ □ □ □ □ - □ □ □ □ □



How to Use the Combination Lock

1. Clear dial by turning RIGHT three times and stop on _____
2. Turn LEFT and stop the second time around on _____
3. Turn RIGHT and stop on _____
4. Turn latch key LEFT to open _____



Privacy Act Statement: Your information will be used to provide Post Office Box service. Collection is authorized by 39 U.S.C. 401, 403, and 404. Providing the information is voluntary, but if not provided, we will be unable to provide this service to you. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a U.S. Postal Service auditor; to entities, including law enforcement, as required by law or in legal proceedings; to contractors and other entities aiding us to fulfill the service (service providers); to process servers; to domestic government agencies if needed as part of their duties; and to a foreign government agency for violations and alleged violations of law. Information concerning an individual boxholder who has filed a protective court order with the postmaster will not be disclosed except pursuant to court order. For more information on our privacy policies see our privacy link on usps.com.

Box Number(s) _____

Application for Post Office™ Box Service

Tear off this page, fill out all non-shaded fields, and take it to the Post Office.

1. Will this service be used for: (Required) Business/Organization Use Residential/Personal Use

2. Name of Business/Organization (if applicable)

3. Name of Person Applying (Last, First, MI -- include Title if representing a business/organization)

4. Address

Number, street, suite, _____

City _____ State _____ ZIP +4® _____

Verify initials

5. Telephone Number (Include Area Code)

6. Email Address (Optional)

7. Box Size Required: (See page 1 for more details) Size 1 Size 2 Size 3 Size 4 Size 5

8. Applicant must select and enter the ID number for two items of valid identification listed below. You must present the IDs at a Post Office. One item must contain a photograph and one must be traceable to the bearer (prove your physical address). Both must be current.

9. List the name(s) of all individuals, including members of a business, who will be receiving mail at this Post Office Box. All names listed must have verifiable identification and, upon request, present this identification to the Postal Service. A parent or guardian may receive the mail of minors by listing their names (no ID is required).

- | | |
|---|-----------------|
| <input type="checkbox"/> State Drivers License or State ID Card | Verify initials |
| <input type="checkbox"/> Passport, Alien Registration Card or Certificate of Naturalization | Verify initials |
| <input type="checkbox"/> Current Lease, Mortgage or Deed Of Trust | Verify initials |
| <input type="checkbox"/> Voter or Vehicle Registration Card | Verify initials |
| <input type="checkbox"/> Home or Vehicle Insurance Policy | Verify initials |
| <input type="checkbox"/> Armed Forces, Government, University or Recognized Corporate Identification Card | Verify initials |

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Customer Note: The Postal Service® may consider it valid evidence that a person is authorized to remove mail from the box if that person possesses a key or combination to the box.

SPECIAL ORDERS

10. Postmaster: The following named persons or representatives of the business/organization listed above are authorized to pick up mail addressed to this (these) PO Box number(s). All names listed must have verifiable ID and upon request, present this identification to the Postal Service (continue on reverse side if needed).

Other Authorized Representative	Verify initials	Other Authorized Representative	Verify initials
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Date Application Received	Service Dates _____ through _____	Customer Eligible for No-Fee Service
		<input type="checkbox"/> Yes <input type="checkbox"/> No

11. **Signature of Applicant (Same as item 3).** I certify that all information furnished on this form is accurate, truthful, and complete. I understand that anyone who furnishes false or misleading information on this form or omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.

Number of keys issued	Post Office Date Stamp

Privacy Notice: Privacy Act Statement is available on pages 2 and 4 of this form.

