

# Address Element Correction and AEC II® Processing Request

Customer Information (Please PR	INT clearly)								
Customer ID					USPS®	Use Or	nly		
Primary Contact	Telephone Number (include area code) Fax Number (include area			rea code)	Email Address				
Secondary Contact	Telephone Number (include area code) Fax Number (			(include ar	ea code) Email Address				
Company Name									
Street Address (Number, street, suite, a	pt., etc.)								
City					State	ZIP + 4®			
Processing Information									
Use the AEC Input File Layout locat electronically or on CD-ROM/DVD.								<u>it</u> be subn	nitted
File Name	AEC	Number Records St	ubmitted		2 each	(\$20	otal Amou 0 <i>minimum</i> :		
Input Media		Processing	AEC &	AEC II	each	record			
☐ CD-ROM or DVD ☐ Ele	AEC II	Total Amo	unt Due 00						
Processing Request AEC AEC and AEC II		USPS® Use C		minimum fee  nly, Fee Computation Ver					
AEC II Processing Window  ☐ 30 days ☐ 60 days ☐ 90 days		Payment Me		.patation 1					
AECII Frequency		Make che	eck or mone	y order pay	able to " <b>l</b>	Jnited	States Pos	tal Servic	e"
☐ Weekly ☐ Daily (USPS	☐ Check ☐ USPS® Money Order ☐ Visa ☐ MasterCard								
AEC Confidence Option (see descri	☐ Discover ☐ ACH Credit ☐ American Express ☐ USPS CAPS Account								
NOTE: All address lists submitted for considered confidential between the and the list owner.	Card/Accou	nt Number							
For a brief product description of AEC and AEC II see page 2 of this request form.		Card expirat	tion date:	/ /MM/\	Y)				_
Submission Information		The person sig							
Mail AEC & AEC II Address Files/Payments to: OFFICE SERVICES NATIONAL CUSTOMER SUPPORT CENTER UNITED STATES POSTAL SERVICE 225 N HUMPHREYS BLVD STE 501 MEMPHIS TN 38188-1099		by submitting the furnished in this this request for Mailer has read AEC User Guid published by the I understand the requested on this fines and impris	his form, repression and atta form and atta form is authoriz at and agrees to e; and (4) Mail e NCSC. at anyone who s processing re onment), and/o	sents and wa chments is acced to sign and to the terms at er agrees to furnishes fall quest or attactor civil sanction	arrants the courate, trut d deliver th nd condition pay all fees se or misleshment(s) mns (includin	following hful and is form a ns for US assessed ading infay be subtractional and the following multiple for the subtraction in the following multiple subtractions and the following multiple subtractions are subtractions are subtractions are subtractions are subtractions and the following multiple subtractions are subtractions and the following multiple subtractions are subtractions and the following multiple subtractions are subtractions are subtractions and the following multiple subtractions are subtractions are subtractions and the following multiple subtractions are subtractions are subtractions and the subtractions are subtractions are subtractions and the subtractions are subtractions are subtractions and the subtractions are subtractions are subtractions are subtractions and subtractions are subtractions are subtractions and subtractions are subtractions are subtractions and subtractions are subtractions are subtractions are subtractions are subtractions and subtractions are subtractions are subtractions and subtractions are subtractions are subtractions are subtractions are subtractions and subtractions are subtractions are subtractions and subtractions are subtractions and subtractions are subtractions are subtractions are subtractions are subtractions are subtractions are su	g to the USPS complete; (2) and files on the SPS service sed for AEC/AE ormation or woject to crimina e damages and	6: (1) all info the person are Mailer's be et forth in the CC II by the U tho omits info I sanctions (in dicivil penalti	ormation signing shalf; (3) e USPS JSPS as ormation ncluding res). The
Fax AEC & AEC II Processing Requests to: ATTN: Office Services Fax: 901-681-4409  For Technical Support Call 1-800-238-3150.		rights and reme			001 shall b	e incorpo	orated as it full	y set forth ne	erein.
		Authorized Pe	ersonnei ( <i>pie</i>	ase print)					
		Signature							
		Company Nai	me						
		Address (Number, street, suite, apt., etc.)							
	City				State	ZIP + 4			

### **Product Descriptions**

#### **AEC**

- AEC and AEC II cannot process packed data or foreign addresses.
- A separate processing request and fee are required for each file submitted on CD-ROM, DVD, or by electronic transmission.
- AEC provides a carrier return and line feed after each record for CDs and electronic files.
- Submit only records with fixed length fields. Do no submit records with comma-delimited fields.

#### **AEC II®**

- Customers must submit a \$30.00 minimum payment to initiate AEC II processing, in addition to the \$20.00 minimum AEC processing fee, and agree to make this initial payment and all subsequent payments through either a U.S. Postal Service® CAPS account or valid credit card.
- Customers electing to use AEC II will receive all records resolved electronically.
- The initial \$30.00 fee includes resolution of up to the first 100 records resolved through Delivery Force Knowledge™.
- After the initial 100 records are resolved, each additional record resolved is charged at a rate of \$0.30 each. In this
  case, weekly invoices/packing slips totaling less than \$5 will be deferred until the \$5 threshold is met. This delayed
  charge will be noted on your packing slip as Previous Charge. If the \$5 threshold is not met after 15 days, the
  deferred amount will be charged to your account.
- All fees for AEC II resolved records must be pre-paid before updated address information is returned to the customer.
- ZIP® Codes are required on all records submitted for resolution by the AEC II program.
- Customers may request fulfillment (Weekly or Daily). Payment method for Daily requires USPS® CAPS account.
- Customers may request a processing window of 30, 60, or 90 days for their file.

## **AEC Confidence Option**

The AEC Confidence option can assist in minimizing the analysis of AEC returned corrections. This option is used to return only the AEC corrections where the AEC enhanced computer logic indicates a high confidence in the returned correction. These records usually result in a DPV<sup>®</sup> confirmation code of SS, P1, P2, or P4 and should Delivery Point Validate at a primary address level (this is dependent on the CASS™ software you use and the frequency of it's USPS data source). All records that do not have the highest level of confidence (usually resulting in an AEC return code 'SS' or 'P4') as determined through our logic will be sent through AEC II for resolution based on Delivery Force Knowledge.

- SS Exact Match
- P1 Secondary Address Invalid
- P2 Secondary Address Missing
- P4 Mail is dropped; final distribution to end recipient not provided through the USPS; Secondary information may or may not be necessary.

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