

# TechLines

## Technical Information Sheet

January, 2017

### USPS Endorsements for Standard Mail & Package Services

Mailer Endorsement and USPS Actions	Standard Mail	Package Services
<b>Address Service Requested:<sup>2</sup></b> Forwarding and return. New separate address notification provided.		
<b>Months 1 through 12:<sup>1</sup></b> Mailpiece forwarded; notice of new address provided, address correction fee charged.	Forwarded at no charge.	Forwarded locally at no charge, forwarded out of town as postage due. <sup>3</sup>
<b>Months 13 through 18:</b> Mailpiece returned with new address attached.	Weighted fee charged. <sup>4</sup>	Return postage charged at appropriate single-piece rate. <sup>3</sup>
<b>After 18 Months or if undeliverable at any time:</b> Mailpiece returned with reason for nondelivery attached.	Weighted fee charged. <sup>2</sup>	Returned if undeliverable or if addressee refused to pay postage due. Forwarding (where attempted) and return postage charged at appropriate Packages Services single-piece price. <sup>3</sup>
<b>Return Service Requested</b> Forwarding and return. New address notification provided only with return.		
Mailpiece returned with new address or reason for nondelivery attached.	Appropriate single-piece First-Class Mail or Priority Mail price charged.	Return postage at appropriate single-piece rate. <sup>3</sup>
<b>Change Service Requested<sup>5</sup></b> <i>No forwarding, only return. New address notification provided.</i>		
Separate notice of new address or reason for nondelivery provided; mailpiece disposed of by USPS		Prices will vary contact Sales or CSR
<b>Forwarding Service Requested<sup>6</sup></b> Forwarding and return. New address notification provided only with return.		
<b>Months 1 through 12:</b> Mailpiece forwarded.	Forwarded at no charge.	Forwarded as postage due at appropriate single-piece price. <sup>3</sup> Except Bound Printed Matter (without Delivery or Signature Confirmation) disposed of by USPS.
<b>Months 13 through 18:</b> Mailpiece returned with new address attached.	Weighted fee charged. <sup>2</sup>	Return postage charged at appropriate single-piece rate.
<b>After 18 Months or if undeliverable at any time:</b> Mailpiece returned with reason for nondelivery attached.	Weighted fee charged. <sup>2</sup>	Returned if undeliverable or if addressee refused to pay postage due. Forwarding (where attempted) and return postage charged at appropriate Packages Services single-piece price.
Mailer Endorsement and USPS Actions	Standard Mail	Package Services
<b>No Endorsement:</b> UAA handheld by class of mail.	Mailpiece disposed of by USPS	Same treatment as "Forwarding Service Requestd." USPS Retail Ground, Media Mail and Library Mail forwarded as postage due to the addressee. If refused or being returned, mailer pay postage at the appropriate single-piece <sup>3</sup>

See second page for recommended Endorsement placement.

1. Mailpiece is directed to a Computerized Forwarding System (CFS) or Postal Automated Redirection System (PARS) site for processing. Handling instructions and options are required to be predefined within the ACS mailer profile data. OneCode ACS mailers are also required to insert this service request through a valid service type code in an intelligent Mail barcode. The service type code in the intelligent Mail barcode will take precedence over the instructions in the mailer account profile.

2. For Address Change Service with First Class Mail and Priority Mail. see 507.1.51, for ACS with Standard Mail see 507.1.53a.

3. USPS Retail Ground, Media Mail or Library Mail pieces are charged at the single-price for the class of mail. Parcel Select pieces are charged the Parcel Select Ground price plus the additional service fee. See Notice 123-Price List.

4. Weighted fee is the appropriate single-piece First Class Mail or Priority Mail price for the piece plus the nonmachinable surcharge if it applies (101.1.2) multiplied by 2.472 and rounded up to the next whole cent. For letter-size weighted fee prices, see 243.1.5.2.

5. For First-Class Mail pieces containing perishable matter that bear the endorsement "Perishable". USPS Tracking and Signature Confirmation are the only two special services permitted with this endorsement.

6. Does not meet More Update Requirement.

The exhibit below shows the options for placing an endorsement. The endorsement shown (ADDRESS SERVICE REQUESTED) is just one of several options.



The endorsement must be placed in one of these four positions:

1. Directly below the return address.
2. Directly above the delivery address area (which includes the delivery address block and any related nonaddress elements such as a barcode, keyline, or optional endorsement line).
3. Directly to the left of the postage area and below or to the left of any price marking.
4. Directly below the postage area and below any price marking.