

# **IMPORTANT INFORMATION**

## **Address Change Service**

Your customer has requested we include the necessary fields for this mailing to be performed using the automated correction service (ACS) the USPS offers. We have included both the participant code and keyline (ADID) on the output for this purpose.

Here are basic ACS guidelines from the USPS. Complete brochures are available from your local Post Office.

The correct endorsement for standard mail is **Change Service Requested**. Any other endorsement will cause mail to be returned manually at a much higher cost. You as the mailer will be responsible for these additional costs.

## **Participation Requirements**

### **Participant Code (Partcode)**

To use ACS, you **must** add to your mailpiece address block the ACS participant code assigned by the USPS. This code can be provided only by the ACS Department at the NCSC. The participant code consists of seven alpha characters and must be printed on the first line of the address block (the optional endorsement line), aligned left, preceded by a single pound sign (#) delimiter, and followed by at least one space before any further information (carrier route, presort, etc.) is printed on that line.

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 mail piece.

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

Incorrect placement of the participant code decreases electronic ACS volumes.

### **Barcodes**

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

- a. Above the top line of the name and address information but below the ACS keyline (the preferred location).
- b. Below the City-State-Zip Code line.
- c. Above the ACS participant code/optional endorsement line.

### **Keyline**

The keyline is printed on the second line of the address block and aligned left with beginning and ending pound sign (#) delimiters. 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.

**SAMPLE LABEL LAYOUT – confirm exact layout with your client.**

Partcode:	#BYNCCYN ***** 5-DIGIT	28732
ADID (Keyline)	#JNS0069877/4#	KEYCODE
	PASTOR JIM SMITH	
	FIRST BAPTIST CHURCH	
	SUITE 102	
	69 TWO OAKS DR	
	FLETCHER NC 28732-9499	
	USPS BARCODE	

**Endorsement**

The endorsement must be Change Service Requested. Any other endorsement will cause mail to be returned manually at a much higher cost. **You as the mailer will be responsible for these additional costs.**

**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 should always be visible within the window, regardless of slippage.

**Or Current Resident**

**This exceptional address format (also, “Or Current Occupant”) is not valid on an ACS-modified mailpiece. \*Any form of “Or Current” is not allowed.**

**Text Size**

The minimum acceptable point size for text is 8 point. However, for optimal results, we recommend you use at least 10-point text.

If you have questions: contact Wayne Luttrell, Tri-Media Marketing Services @ 1-800-874-4062 x114.