ADDRESS VERIFICATION FORM

SMITH COLLEGE

MAIL SERVICES
100 Elm Street - Campus Center
T (413) 585-4156   F (413) 585-2075
www.smith.edu/mailservices
mailservices@smith.edu

UNITED STATES POSTAL SERVICE ®
www.usps.com

Name: _____   Campus Address: _____

Department: _____   Extension: _____   Date: _____

Org# or Fund or Grant Code: _____   Signature: _____

Order will not be processed without Banner charge account information.
(*Please allow a 48 to 72 hour processing lead time for all addressing jobs.)

MINIMUM OF 100 ADDRESSES

Number of Addresses: _____   **Name of Excel Spreadsheet:** _____

Desired Return Date: _____

Address verification is use to provide you with the most accurate data for **DOMESTIC ADDRESSES ONLY;** it is updated every week, providing you with the most current address information available from the USPS. These Change-of-Address records are retained in the file for at least a 48 month period prior to the current date.

Recent moves are identified by our BulkMailer Software and the addresses replace the old outdated address for you. A postal code check verifies the addresses against thelegal address on record with the United States Post Office. A code may be assigned to a specific error. Please visit the Mail Services website for error code definitions.

DATABASE DESIGN FORMAT EXAMPLE							
NAME	**COMPANY**	**TITLE**	**ADDRESS 1**	**ADDRESS 2**	**CITY**	**STATE**	**ZIP**
John Smith	**Button Co.**	**VP**	**100 Main St**	**Ste 300**	**Windsor**	**CT**	**06095**
DATABASE DESIGN GUIDELINES							
MAX 50 CHARACTERS					MAX 24	MAX 2	MAX 9
Field can contain prefix, first, middle, list, suffix, c/o, or full name	It is acceptable to insert additional columns for Dept Name or other user info for ID purposes.	Primary Street Address and/or PO Box		Alternate address field. Can also contain PO Box, Apt, Unit or Suite numbers			

MAIL SERVICES USE ONLY

Date Received _____   Date Processed: _____   Processed By: _____   Total Order: $_____