

# ADDRESS VERIFICATION FORM



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

Name: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Org# or Fund or Grant Code: \_\_\_\_\_

Campus Address: \_\_\_\_\_  
 Extension: \_\_\_\_\_ Date: \_\_\_\_\_  
 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 10 ADDRESSES

Number of Addresses: \_\_\_\_\_ Name of Excel Spreadsheet: \_\_\_\_\_  
 Desired Return Date: \_\_\_\_\_

Address verification is used 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Recent moves are identified by our BulkMailer Software and the addresses replace the old outdated address for you.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 the legal 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: \$ \_\_\_\_\_