

USPS MOVE UPDATE REQUIREMENTS

This notice is for mail customers who deposit mail into the United States mail system with the expectation of receiving postage discounts. Such mail consists of:

- First-Class Automated Mail
- First-Class Presort Mail
- Standard Mail (formerly Bulk Mail)
- Non-profit Standard Mail

This information does not affect full postage US mail in any way.

Beginning November 23, 2008, the United States Postal Service will require written documentation (PS Form 6014) certifying you, the customer, utilized address-matching software within 95 days of the date you deposited your mail into the mail system. This requirement is mandatory and the USPS will imply penalties and fines if customers are discovered as non-compliant.

Currently, we outsource mail of this nature to Weekley's Mailing Service. Weekley's is a Case preferred vendor, with whom we have strategic pricing. They agree to cleanse your address files (Excel or equivalent) before they process your mailings to insure you comply with USPS Move Update regulations. Once your file is cleansed, they will return the changes to you and you will be required to make the changes to your original file to ensure a higher quality mailing list. In addition, they will assume the responsibility of certifying your address files are cleansed. However, if you submit a mailing to them with the addresses pre-printed on the mail piece, you are required to complete the certification and assume responsibility of your address list cleanse. If you would like to take advantage of the services offered by Weekley's, contact Andrea Graley at 440-234-4325 or email her at agraley@weekleymailing.com.

In addition, we realize that some individuals of the Case community use other vendors for these types of services. If that is the case, it is important that you check with that vendor to ensure they are performing the necessary address cleanse.

If you have any questions regarding this notification, please feel free to contact Crystal Campbell, Manager-Distribution Service at 368-1354.