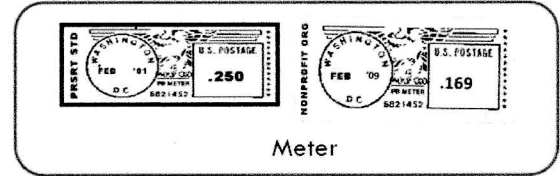
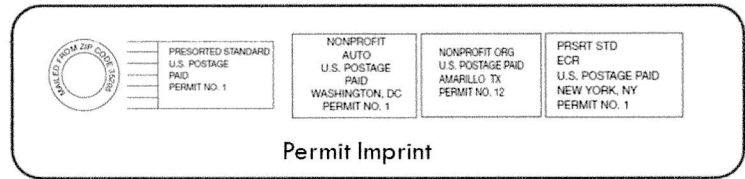


Mail Handling Instructions: Knowing the Difference in Mail Classes and Properly Handling Returned Mail

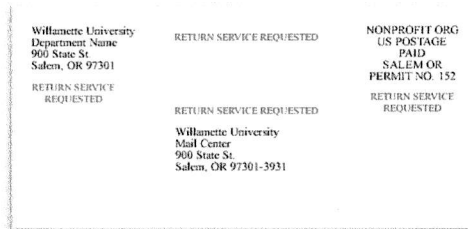
Identifying Undeliverable Bulk Business Mail or UBBM

- Returned mail identified as Standard, Presorted Standard, STD, Nonprofit, and Nonprofit Organization should be placed in UBBM unless:
 - Address Service Requested or Return Service Requested is present.
 - Mail is addressed to the Current Resident. Current Resident mail must be delivered, unless the address is Vacant.



Examples of Standard and Non-Profit Postage

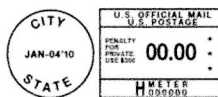
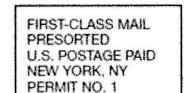
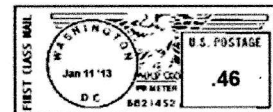
Handling Address Service Requested or Return Service Requested Mail



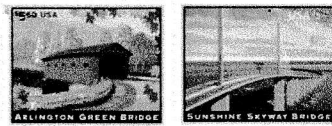
- Any mail marked with Address Service Requested or Return Service Requested is to be treated like First Class Mail. It needs to be endorsed or placed in CFS to forward.

Proper Endorsements and Sending Mail to the Central Forwarding System or CFS

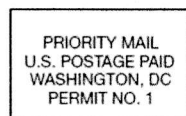
- Identifying First Class and Priority mail that must be placed in CFS for forwarding or properly endorsed with the following:
 - UTF or Unable to Forward. Use UTF when there is no forward on file, the customer has moved without putting in a change of address, or the forwarding order has expired.
 - IA or Insufficient Address. Use IA when the address is not complete, such as a missing apartment number.
 - NSN or No Such Number. Use NSN when the numerical address does not exist.
 - VAC or Vacant. Use VAC when the address is currently vacant and only when mail is addressed to the current resident. *DO NOT deliver current resident mail to a vacant residence.*
 - ANK or Attempted Not Known.
 - NMR or No Mail Recepticle.
 - OTHER is for Deceased, Refused, or Mail with visible coins/dollars.



Stamps



Permit Imprint



PVI



Examples of Postage that DOES NOT go in UBBM