



US Postal Service Move Update Requirements

Mail Services

What is Move Update?

Move Update is a means of reducing the number of mail pieces in your mailing that require forwarding or return service, as well as identifying those with incomplete or incorrect address data.

Address updating improves the delivery process of mailings by ensuring mail pieces are received by their intended recipients.

When an address is undeliverable standard mail pieces are treated as waste; therefore, departments must consider not only the cost of lost opportunity but also the cost of producing and mailing the piece.

Standard Mail addresses must have been processed through National Change of Address Service (NCOA) within 95 days prior to mailing.

Mail Services

Why is the USPS requiring this new process?

In Fiscal Year 2004 the Postal Service handled 9.7 billion pieces of Undeliverable-As-Addressed (UAA) mail at a cost of \$1.8 billion.

These new standards will result in better address quality by removing incorrect addresses from subsequent mailings, which in turn will reduce UAA mail and result in cost savings for both the USPS and mailers.

The USPS is committed to reducing UAA mail volume in order to create and maintain a cost-efficient mail stream, which works best when mail pieces have complete, correct and current addresses.

The new Move Update standards are needed to improve the percentage of deliverable addresses for mailings entered at discounted rates.

Failure to comply with these new regulations will result in standard mailings paying full First-Class postage rates.

How will my department meet these new requirements?

Mail Production will run mail lists through NCOA processing to match names & addresses against data in the USPS change of address database. Addresses will be updated with new address information or reason for non delivery.

Mail Production will then return mail files for permanent updating.

Ancillary Service Endorsement

Departments may elect to use an endorsement on mail pieces to receive hard copy address updates from the USPS. The cost for this service begins at \$.42 per piece.



DELADDR	CITY	STATE	ZIPCODE	ERROR CODE	ERROR DESCRIPTION	MOVE EFFECTIVE	MOVE TYPE	MATCH CODE
0802 Highland Pk. Rd.	Denton	TX	76205	413	Multiple possible matches with similar street names were found			
10 Timbergreen Cir	Denton	TX	76205-8530	0	No significant changes			N
100 Mohawk Cove	Denton	TX	76209	412	Street name invalid			
1000 E Harvey Ave	Fort Worth	TX	76104-8562	0	No significant changes			N
5715 Mesa Dr Apt 221	Austin	TX	78731-3776	0	No significant changes	5/1/2007	F	M
1001 Krista Drive	Ponder	TX	76259	412	Street name invalid			
1001 Manhattan Dr	Denton	TX	76209-8722	0	No significant changes			N
1002 Hillcrest St	Denton	TX	76201-2409	0	No significant changes			N
1003 Hopkins Dr	Denton	TX	76205-8117	0	No significant changes			N
1004 Skylark Dr	Denton	TX	76205-8008	0	No significant changes			N
1008 Thomas St	Denton	TX	76201-2451	0	No significant changes			N
1009 Ridgecrest Cir	Denton	TX	76205-5417	0	No significant changes			N
101 Inca Rd	Denton	TX	76209-3404	0	No significant changes			N
101 Red Oak Ln	Flower Mound	TX	75028-3502	0	No significant changes			N
1012 Ellison Pk.Cr.	Denton	TX	76205	412	Street name invalid			
1014 Imperial Dr	Denton	TX	76209-8612	0	No significant changes			N
1015 Hillcrest St	Denton	TX	76201-2408	0	No significant changes			N
1018 Edinburg Ln	Denton	TX	76209-1249	0	No significant changes			N
1018 W Oak St	Denton	TX	76201-4086	0	No significant changes			N
1019 Brittany Dr	Denton	TX	76209-3567	0	No significant changes			N
1020 Thomas St	Denton	TX	76201-2451	0	No significant changes			N
3918 Teal Dr	Denton	TX	76208-7562	0	No significant changes	11/1/2006	I	X
1027 Ridgecrest Cir	Denton	TX	76205-5417	0	No significant changes			N
103 Chippawa Cove	Denton	TX	76205	413	Multiple possible matches with similar street names were found			
1030 Dallas Drive	Gainesville	TX	76240	412	Street name invalid			
10309 Murray S Johnson St	Denton	TX	76207-8653	0	No significant changes			N
10723 Channel Dr	Dallas	TX	75229-4926	0	No significant changes			N
10800 Balentine St	Denton	TX	76207-8616	0	No significant changes			N
109 Lakeside Dr	Denton	TX	76208-5742	0	No significant changes			N
109 Pawnee Tr. N.	Denton	TX	76205	412	Street name invalid			
10909 Sandstone Dr	Denton	TX	76207-5634	0	No significant changes			N
110 W College St	Denton	TX	76201-3061	93	Failed DPV because of missing secondary			N
110 Corral Drive	Denton	TX	76209	413	Multiple possible matches with similar street names were found			
2414 Oakridge St	Denton	TX	76209-1143	0	No significant changes	1/1/2009	I	K
6500 McCormick Ranch Ct	Plano	TX	75023-3722	0	No significant changes	5/1/2007	I	M



This form may be generated as the output of address matching processing using CASS-Certified™ software in conjunction with current USPS® address database files. Any facsimile must contain the same information in the same format as the printed form.

CASS™ Summary Report

See DMM™ Section 708 for more information.

A. Software			
CASS A1	1. CASS-Certified Company Name Satori Software, Inc.	2. CASS-Certified Software Name & Version MailRoom ToolKit v2.6.0.L	3. Configuration WIN
	4. Z4Change Certified Company Name	5. Z4Change Certified Software Name & Version	6. Configuration
	7. DirectDPV™ Certified Company Name	8. DirectDPV Certified Software Name & Version	9. Configuration
	10. eLOT™ Certified Company Name Satori Software, Inc.	11. eLOT Certified Software Name & Version MailRoom ToolKit v2.6.0.L	12. Configuration WIN
MASS A2	1. MASS™ Certified Company Name	2. MASS Certified Software Name, Version & Model No.	3. Configuration
			4. MLOCR Serial No.

B. List		
1. List Processor's Name	2. Date List Processed	3. Date of Database Product Used
	a. Master File 02/04/2009	a. ZIP+4® File 12/15/2008
	b. Z4Change	b. Z4Change
	c. DirectDPV	c. DirectDPV
	d. eLOT 02/04/2009	d. eLOT 12/15/2008
	e. CRIS	e. CRIS
4. List Name or ID No. (If using ID No., number must start with ID #) A004888W.bmf	5. Number of Lists 1	6. Total Records Submitted for Processing 812

C. Output							
Output Rating	1. Total Coded	2. Validation Period		Output Rating	1. Total Coded	2. Validation Period	
a. ZIP + 4/DPV Confirmed	578	From	To	d. 5-Digit Coded	812	From	To
		02/04/09	08/03/09			02/04/09	02/04/10
b. Z4Change Processed				e. CRRT Coded	593	From	To
						02/04/09	05/05/09
c. DirectDPV		From	To	f. eLOT Assigned	578	From	To
						02/04/09	05/05/09

D. Mailer		3. Name and Address of Mailer
I certify that the mailing submitted with this form has been coded (as indicated above) using CASS-Certified software meeting all of the requirements listed in the DMM Section 708.		UNT PO BOX 305057 DENTON TX 76203
1. Mailer's Signature	2. Date Signed	

E. Qualitative Statistical Summary (QSS)						
For Informational Purposes Only: QSS is solely made available for the list processor's review and analysis. This information is not to be considered by the Postal Service™ personnel in determining rate eligibility under any circumstances.						
High Rise Default	High Rise Exact	RR Default	RR Exact	LACS Link™	EWS	Suite Link™
15	34	0	0	0	0	0

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NCOALink® Processing Summary Report

The following information is provided by Satori Software, Inc. as a result of running a MOVE Update process.

A. Job Information		
1. Job ID 0002M	2. Total Processed 812	3. Credits Used N/A
4. Job Start February 04, 2009 13:58:04	5. Job End February 04, 2009 13:58:06	6. List Returned February 04, 2009 13:58:06
7. Customer PAF ID FBCW6113101200KBS6	8. Customer Company UNT	9. Licensee Company Satori Software, Inc.
10. Broker/Agent PAF ID N/A	11. Broker/Agent Company N/A	12. List Name ADD4888W.bmf
B. Processing Options		
1. Processing Category Normal	2. Standard Output Returned Y	3. Data Returned COADData
4. Pre-Processing Performed P (From Postal Data)	5. Concurrent Processing Performed None	6. Post-Processing Performed P (From Postal Data)
7. Matching Logic S (Standard)	8. Class of Mail O (All Mail Classes)	9. Utilized Processes NCOA ^{Link} , CASS, DPV, LACSLink, SuiteLink
C. Address Correction Statistics		
1. Total Processed 812	2. Total Errors 234	
3. ZIP+4 Coded 578	4. DPV Coded 578	
D. NCOA ^{Link} Statistics		
1. NCOA ^{Link} Processed 578	2. Total Matches 57	3. No Match Found 521
4. New Address Returned 50	5. New Address Unavailable 7	

Match Found - New Address Returned

Code	Total	Description
A	50	Input record matched
91	0	Secondary number dropped from change of address
92	0	Secondary number dropped from input address

Match Found - New Address Unavailable

Code	Total	Description
1	0	Foreign move
2	5	Move Left No Address
3	0	PO Box Closed, no forwarding
5	0	New 11-digit DPBC is ambiguous
14	0	New address would not convert to deliverable
19	2	New address not zip+4 coded

Move Type

Code	Total	Description
I	35	Individual
F	22	Family
B	0	Business

No Match Found

Code	Total	Description
0	520	No move found
4	0	Street Address missing secondary
6	0	Conflicting directions, middle name related
7	0	Conflicting directions, gender related
8	0	Other conflicting instructions
9	1	High-rise default
10	0	Rural route default
11	0	Individual, Insufficient Name for match
12	0	Middle name test failed
13	0	Gender test failed
15	0	Individual name insufficient
16	0	Secondary number discrepancy
17	0	Other insufficient name
18	0	General delivery
20	0	Conflicting directions after re-chaining
66	0	Address deleted, no forwarding allowed

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What do I do with all of this information?

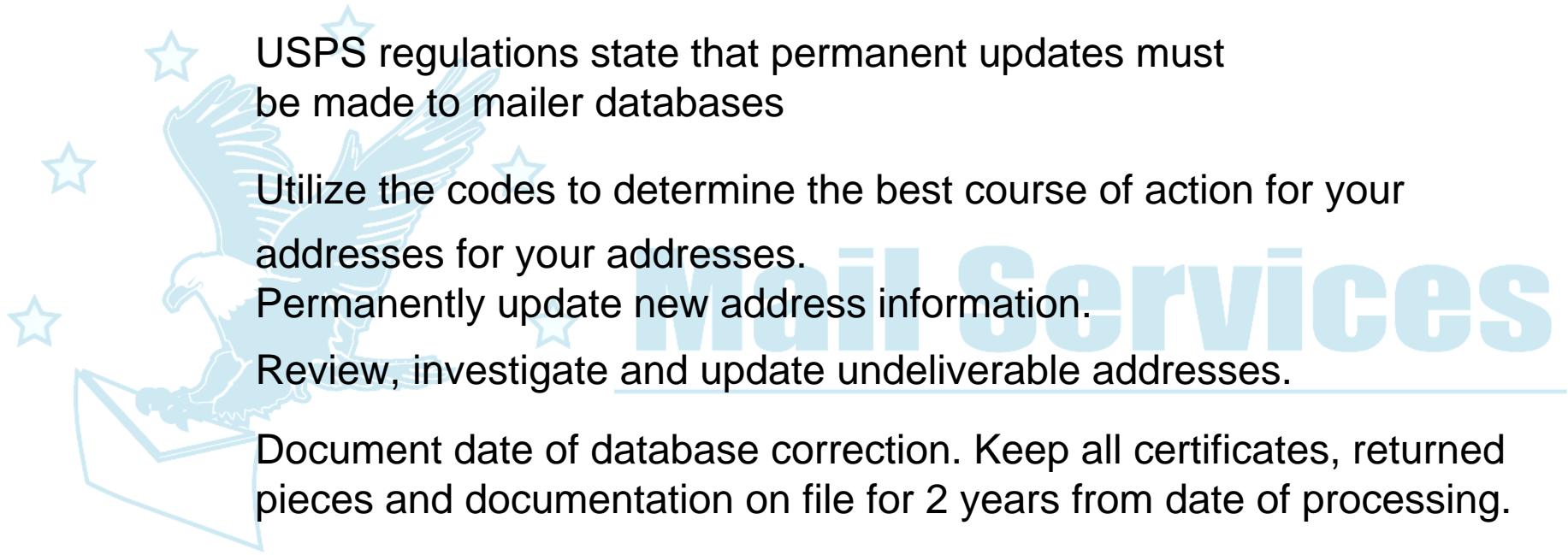
USPS regulations state that permanent updates must be made to mailer databases

Utilize the codes to determine the best course of action for your addresses for your addresses.

Permanently update new address information.

Review, investigate and update undeliverable addresses.

Document date of database correction. Keep all certificates, returned pieces and documentation on file for 2 years from date of processing.



When does Move Update not apply?

First - Class Mail

Full - rate daily first class mail is not subject to Move Update requirements.

Mail Services

