



Certification of Move Update Compliance

Pitney Bowes Presort Services' ("PBPS") Client, _____ is the Mail Owner OR acting as the Mailing Agent on behalf of the Mail Owner, ("Mailing Agent/Mail Owner) desires to submit its mail to Pitney Bowes Presort Services ("PBPS"). The undersigned authorized representative of the Mail Owner' / Mailing Agent hereby acknowledges that mail:

- Must meet the Move Update standards in order to qualify for First-Class Mail™ Discounted Prices or for Standard Mail® Discounted Prices. The standards for First-Class Mail™ are set forth in the DMM® 233, 333 and 433, and the standards for Standard Mail® are set forth in DMM 243, 343 and 443; and
- Addresses on all First-Class Mail™ and Standard Mail® submitted to PBPS for mailing at discounted prices are required to have been updated within 95 days of the date the mail is submitted to the Postal Service™ using one or more USPS-approved address updating process(es).

Mail Owner / Mailing Agent elects to meet the USPS requirement for Move Update by using the PBPS Move Update Solution on some or all of its mail as indicated by checking the appropriate box(es) below:

PBPS Move Update Solution (an MLOCR-based software application such as Siemens UMove®) via an agreement with PBPS. (Fees may apply)

Mail Class/Type: First-Class™ Letters First-Class™ Flats Standard Mail® Letters Standard Mail® Flats

NOTE: PBPS Move Update Solution may not be available for Standard Mail® at all PBPS locations. Please check with your Customer Service Manager for other than First-Class Letters® or Flats.

Mail Owner / Mailing Agent hereby certifies that it will meet the USPS requirement for Move Update using an approved updating process(es) on all mail that is not submitted using the PBPS Move Update Solution.

The Mail Owner / Mailing Agent is electing to rely on its own application of a Move Update method understands and accepts responsibility for ensuring that its mail meets the USPS Move Update requirements and failure to do so may result in USPS penalties or postage assessments. PBPS shall not be liable for improper processing of the mail due to Mail Owner's / Mailing Agent's failure to apply a USPS approved Move Update method, such as but not limited to:

NCOALink® Product

ACS™ Product

Appropriate Ancillary Service Endorsement (ASE)

Alternate Methods

First-Class™ Mailers who are subject to statutory or regulatory restrictions that prohibit changing customer addresses without direct notification from the addressee or a prohibition on the release of address information. (Attach copy of NCSC approval.)

First-Class™ Mailers who have an address correction process that effectively produces a Move Update accuracy of at least 99% as measured against the Postal Service Change-of-Address (COA) data. (Attach copy of NCSC Approval)

Addressing using an alternative address format (occupant - addressed to occupant only, simplified addresses or exceptional addresses using 'or current resident') are exempt from the Move Update requirement.

Mail Owner / Mailing Agent agrees to submit an updated Certification of Move Update Compliance to PBPS, if any information provided on this form changes.

Mail Owner's / Mailing Agent's Name (Company): _____

Signature: _____ **Date:** _____

Printed Name of Signer _____ **Title:** _____