

Midwest Mailworks, Inc.

Instructions for Completing NCOA^{link} Processing Acknowledgement Form

This form deals with Change of Address processing. As of Nov. 23rd, 2008, discounted postage rates are only available to addresses that have been processed through one of the approved USPS methods for tracking Change of Address information within 95 days of mailing. NCOA^{link} is one of the easiest ways to comply. This form serves a similar purpose to the forms that we all fill out prior to any doctor or medical visit that gives the medical provider permission to share your private information with other parties such as an insurance company, for instance. In this case, an NCOA^{link} provider must show evidence that we've made you aware of our intention to match your addresses against the USPS NCOA database. This form serves that purpose.

Section 1- who must complete the form

Complete this form if **ANY** of the following is true of your organization or company:

- We provide Midwest Mailworks, Inc. with mailing lists in some form of computer file such as Excel, CSV, or some other format prior to each mailing and desire Midwest Mailworks to achieve the lowest available postage on those mailings.
- We use Midwest Mailworks, Inc. to provide periodic NCOA processing on our entire database.

We can provide you with a Fill-In form as a PDF so that most of these entries can be made on screen. Fields bordered in Red are required.

Section 2- How to complete the form

- 1) Enter your Company or Organization Name
- 2) Enter the Street Address
- 3) Enter the City
- 4) Enter the State
- 5) Enter the Zip Code
- 6) Enter a telephone number where the signing official can be reached during business hours
- 7) Enter an email (optional)
- 8) Enter an NAICS number (optional)

The following link can be used to find your appropriate North American Industry Classification System code.

<http://www.census.gov/eos/www/naics/>

Enter a search term such as "Hospital" and choose the code that best describes your organization. Close is good enough!

- 9) Enter the name of the individual that will sign the form
- 10) Enter a date

*If you need assistance with compliance contact us at 815-961-1556. Clients that cannot certify that their pre-addressed mail is Move Update compliant are no longer eligible for discounted or bulk postage rates as of November 23rd, 2008. Upon completion- print the form, sign it, and fax back to us at:
Attn: Michelle Peterson- 815-961-1586*