

Return Address Format

Due to U.S. Postal Service regulations, which went into effect July 1, 1996, the campus Mail Center, in cooperation with the U.S.P.S., is working on a new system that will improve the delivery of both outgoing and incoming mail. In order to take advantage of the increased efficiencies associated with these new regulations, the campus will need to restructure each department's return address block on their letterhead, envelopes and business cards to a new U.S.P.S. supported format. The current ZIP Plus 4 structure now contains the campus mail stop, which is incorrect. The U.S.P.S. has a national ZIP Plus 4 designation, which identifies each building on campus. By moving the mail stop to the street address line and using "M/S" plus the number, incoming mail will be pre-sorted and ready to deliver to each department in a more timely fashion. Please avoid using the pound sign (#) followed by the number as not all postal sorting software recognizes the format.

Also, all departments will be required to take a more pro-active role maintaining their mailing list in order to reduce the number of address corrections being processed by the U.S.P.S. To accomplish this, the phrase "ADDRESS CORRECTION REQUIRED" must appear as part of the return address block structure, one-quarter inch below the city-state-zip line (see example below), in order for the post office to provide proper feedback to the departments.

For those departments with a supply of letterhead, envelopes and business cards continue to use them until they are gone. However, when reordering, please change your artwork to reflect the new return address structure. Please refer to policy number [C-02.2](#) for a listing of the ZIP plus 4 information, by department, which should be used when reordering. Below is an example of what the new return address format should look like.

California State University, Fresno
Vice President for Administration
5241 N. Maple Ave M/S TA 52
Fresno, CA 93740-8027

ADDRESS CORRECTION REQUESTED

Please contact the campus Mail Center at 278-2941 if you have any questions or need further information regarding the change.

Dutch Green, Director
Procurement & Support Services