

- Overview** (F010.4) Ancillary service endorsements are used by mailers to request an addressee's new address and to provide the USPS with instructions on how to handle undeliverable pieces. The endorsements consist of one keyword: "Address," "Forwarding," "Return," or "Change," followed by the two words "Service Requested." The endorsements are the same for all classes of mail, but the treatment for each class and applicable charges generally remain the same as the treatment under the previous system of endorsements. New ancillary service endorsements took effect July 1, 1997 (see reverse). Endorsements in effect prior to July 1, 1997, will be honored through December 31, 1997. Unendorsed mail received after July 1, 1997, will be handled under the new system.
- General** (M012.4) Proper placement of the endorsement is required. If the endorsement cannot be seen or understood, you might not receive the service requested. A return address as presented in A010 must be used and placed in the upper left corner of the address side of the mailpiece or the upper left corner of the addressing area. If a return address is a multiple delivery address, it must show a unit designation (e.g., apartment number). The endorsement and return address must read in the same direction as the delivery address.
- Other Physical Standards** (M012.4) An endorsement must be printed in no smaller than 8-point type, and it must stand out clearly against its background. Brilliant colored envelopes and reverse printing are not permitted. There must be a 1/4-inch clear space around (above, below, and both sides) the endorsement.
- OCR Read Area** (M012.4) Any printing (including an endorsement or return address) on upgradable letter-size First-Class Mail or Standard Mail (A) must not interfere with the delivery address lines within the OCR read area defined in C830.

JAMES WARRICK RUSS GALLERY LTD 4016 ARAGON DR FORT WORTH TX 76133-5559	Address Service Requested³	Presorted First-Class Mail U.S. POSTAGE PAID Fort Worth, TX 76133 Permit No. 1
Address Service Requested¹		Address Service Requested⁴
	Address Service Requested²	
	HEA RAN CHO 10 ELM ST ANYTOWN NY 12345-6789	

The endorsement must be placed in one of these four positions:

- ¹ Immediately below the return address.
- ² Immediately above the delivery address area (which includes the delivery address block and any related nonaddress elements such as a barcode, keyline, or optional endorsement line).
- ³ Immediately to the left of the postage area and below any rate marking.
- ⁴ Immediately below the postage area and below any rate marking.

The chart on the reverse highlights commonly used endorsements. For a complete listing, see F010.5. For assistance, contact your postal business center (G041).

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

For a complete selection of endorsements and USPS actions, see F010.

Mailer Endorsement and USPS Action	Fees		
	Priority Mail and First-Class Mail	Standard Mail (A)	Standard Mail (B)
Address Service Requested¹ <i>Forwarding and return. New address notification provided.</i>			
Months 1 through 12: mailpiece forwarded; separate notice of new address provided; address correction fee charged.	Forwarding at no charge.	Forwarding at no charge.	Forwarded locally at no charge; out of town as postage due.
Months 13 through 18: mailpiece returned with new address attached.	No charge.	Standard Mail (A) weighted fee charged. ²	Return postage charged at appropriate single-piece rate.
After 18 months or if undeliverable: mailpiece returned with reason for nondelivery attached.	No charge.	Standard Mail (A) weighted fee charged. ²	Returned if undeliverable or if addressee refused to pay postage due. Forwarding (where attempted) and return postage charged at appropriate single-piece rate.
Forwarding Service Requested <i>Forwarding and return. New address notification provided only for return.</i>			
Months 1 through 12: mailpiece forwarded.	No charge.	No charge.	Forwarded locally at no charge; out of town as postage due.
Months 13 through 18: mailpiece returned with new address attached.	No charge.	Standard Mail (A) weighted fee charged. ²	Return postage charged at appropriate single-piece rate.
After 18 months or if undeliverable: mailpiece returned with reason for nondelivery attached.	No charge.	Standard Mail (A) weighted fee charged. ²	Returned if undeliverable or if addressee refused to pay postage due. Forwarding (where attempted) and return postage charged at appropriate single-piece rate.
Return Service Requested <i>No forwarding, only return. New address notification provided.</i>			
Mailpiece returned with new address or reason for nondelivery attached.	No charge.	Standard Mail (A) single-piece rate charged.	Return postage charged at appropriate single-piece rate.
Change Service Requested <i>No forwarding or return. New address notification provided.</i>			
Separate notice of new address or reason for nondelivery provided; in either case, address correction fee charged; mailpiece disposed of by USPS.	See footnote 3.	See footnote 1.	See footnote 1.
No Endorsement <i>UAA handled by class of mail.</i>			
	Same as USPS action for "Forwarding Service Requested."	Mailpiece disposed of by USPS. (No exception for Single-Piece Standard Mail. Single-Piece Standard Mail must be endorsed if forwarding or return is desired.)	Same as USPS action for "Forwarding Service Requested."

¹Valid for all mailpieces including Address Change Service (ACS) participating mailpieces.

²Weighted fee is the appropriate Single-Piece Standard Mail (A) rate multiplied by the factor 2.472.

³Option available only via electronic Address Correction Service (ACS) and only for letters and sealed parcels and stamped cards and postcards subclasses. Not available for Priority Mail or mail with special services (e.g., certified or registered mail).