

- 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-as-addressed 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 and cost differ by class of mail. Use of an ancillary service endorsement on a mailpiece obligates the mailer to pay any applicable charges for forwarding, return, and separate address notification charges.
- 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 MAIN ST FORT WORTH TX 76133-5559	<b>Address Service Requested<sup>3</sup></b>	Presorted First-Class Mail U.S. POSTAGE PAID Fort Worth, TX Permit No. 1
<b>Address Service Requested<sup>1</sup></b>		<b>Address Service Requested<sup>4</sup></b>
	<b>Address Service Requested<sup>2</sup></b>	
	JOHN DOE 10 ELM ST ANYTOWN NY 12345-6789	

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

- <sup>1</sup> Directly below the return address.
- <sup>2</sup> Directly 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).
- <sup>3</sup> Directly to the left of the postage area and below any rate marking.
- <sup>4</sup> Directly below the postage area and below any rate marking.

For a detailed listing of the endorsements, see F010.5.

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)
<b>Address Service Requested</b>			
<i>Forwarding and return. New address notification provided.</i>			
Months 1 through 12: mailpiece forwarded; separate notice of new address provided (manual \$0.50, electronic \$0.20 each).	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.	Returned at no charge.	Weighted fee charged. <sup>1</sup>	Return postage charged at appropriate single-piece rate.
After 18 months or if undeliverable at any time: mailpiece returned with reason for nondelivery attached.	Returned at no charge.	Weighted fee charged. <sup>1</sup>	Returned if undeliverable or if addressee refused to pay postage due. Forwarding (where attempted) and return postage charged at appropriate single-piece rate.
<b>Return Service Requested</b>			
<i>No forwarding, only return. New address notification provided.</i>			
Mailpiece returned with new address or reason for nondelivery attached.	No charge.	Appropriate single-piece First-Class Mail or Priority Mail rate charged.	Return postage charged at appropriate single-piece rate.
<b>Change Service Requested<sup>2</sup></b>			
<i>No forwarding or return. New address notification provided.</i>			
Separate notice of new address or reason for nondelivery provided; mailpiece disposed of by USPS.	Manual notice: N/A Electronic notice: \$0.20 each.	Manual notice: \$0.50 each. Electronic notice: \$0.20 each.	Manual notice: \$0.50 each. Electronic notice: \$0.20 each.
<b>Forwarding Service Requested</b>			
<i>Forwarding and return. New address notification provided only with return.</i>			
Months 1 through 12: mailpiece forwarded.	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.	Returned at no charge.	Weighted fee charged. <sup>1</sup>	Return postage charged at appropriate single-piece rate.
After 18 months or if undeliverable at any time: mailpiece returned with reason for nondelivery attached.	Returned at no charge.	Weighted fee charged. <sup>1</sup>	Returned if undeliverable or if addressee refused to pay postage due. Forwarding (where attempted) and return postage charged at appropriate single-piece rate.
<b>Temp—Return Service Requested</b>			
Pieces returned with new address or reason for nondelivery attached. If temporary change of address, pieces forwarded; no separate notice of temporary change of address provided.	No charge.	N/A	N/A
<b>No Endorsement</b>			
<i>UAA handled by class of mail.</i>	Same as USPS action for "Forwarding Service Requested."	Mailpiece disposed of by USPS.	Same as USPS action for "Forwarding Service Requested." Pieces with no endorsement obligates the mailer to pay any applicable forwarding and return postage charges at the single-piece rate (F010.5.4).

<sup>1</sup>Weighted fee is the appropriate Single-Piece First-Class or Priority Mail rate multiplied by 2.472 and rounded up to the next whole cent.

<sup>2</sup>For First-Class Mail and Priority Mail, Change Service Requested is only available with electronic Address Change Service (ACS). Only available for Priority Mail pieces containing perishable matter that bear the endorsement "Perishable." Not available for any mail with special services (e.g., certified or registered mail).