

FASTforward®



Introduction
to
FASTforward Move Update Notification
(FFMUN)

United States Postal Service
National Customer Support Center August 2002

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Table of Contents

History	1
Introduction to Move Update Notification	1
FFMUN Process	1
<i>FASTforward</i> Processing	1
FFMUN Implementation Suggestions	2
Disclaimers	4
FFMUN Retrieval	5
Fulfillment Record Layout	11
Fulfillment Data Element Definitions	13
Fulfillment Data Examples	17
Web Access Request Form	29
FFMUN Application	31

History

FASTforward was developed by the United States Postal Service (USPS) to provide the mailing industry with another method to obtain Change of Address (COA) information. *FASTforward* was developed in two versions, one for the Multiline Optical Character Readers (MLOCR) and one for Mail List Corrections (MLC). *FASTforward* for MLOCR sprays the new address on the mailpiece just before it enters the mailstream. *FASTforward* for MLC provides mailers with updates for their electronic files.

Introduction to Move Update Notification

FASTforward[®] Move Update Notification (FFMUN) gives the MLOCR version a method to provide COA information back to the customer in an electronic file. The electronic file can then be used to update the customers database. It is the responsibility of the customer to create the necessary applications to process the FFMUN electronic file.

FFMUN Process

The list owner will submit the *FASTforward* Move Update Service Application located at the end of this document to the USPS. The USPS will issue a “Participant Code” which will be used to activate the FFMUN MLOCR process when the customer wishes to collect new address information. When FFMUN is activated, the USPS *FASTforward* system will accumulate the data to be transmitted to the USPS for processing and fulfillment.

The fulfillment file will only be available through the USPS Rapid Information Bulletin Board System (RIBBS) located at the Web site <http://ribbs.usps.gov>. The Web access application is located at the end of this document.

The USPS *FASTforward* program is administrated and supported through the USPS National Customer Support Center (NCSC) in Memphis, TN.

FASTforward Processing

Once a Participant code is obtained, the list owner must notify and provide the *FASTforward* Licensee with the Participant Code and notification requesting the FFMUN option. The MLOCR must currently be licensed for *FASTforward* and the MLOCR software must support the FFMUN process. FFMUN generation will only occur after receiving a valid Participant Code during MLOCR/*FASTforward* active mode processing. During the FFMUN process the MLOCR will continue to spray the new address information on the mailpiece.

FFMUN Implementation Suggestions

- Determine the impact, if any, this system may have with existing COA processing such as direct customer contact, Address Change Service, National Change of Address (NCOA) and endorsements.
- In processing any COA data, regardless of origin, it is a good idea for the base file to contain flags/fields that provide the necessary information on the origin of the COA and when the record was updated. In conjunction with other COA processes, circumstances may occur in which automated updating of certain base records could be selectively prohibited and/or diverted to a different process. The utilization of these flags/fields and other data elements will facilitate systemic decision making. Additional explanations regarding these circumstances can be provided by your interface developer and by contacting the USPS *FASTforward* department.
- Understand all of the components of the COA data, including the different styles of addresses, to insure the base file is being updated properly. The publications below are recommended as reference material:

“Postal Addressing Standards” (Publication 28)

“Address Information System Products Technical Guide”

- Mailpieces and electronic files may contain multiple named individuals, especially in the financial and insurance environment. The multiple named individuals within a base record may or may not contain the same last name. Regardless, it is the responsibility of the organization to identify the primary target name for submission to the *FASTforward* process or develop processes to handle these records. If the mailpiece contains multiple addressees, a COA match could be made to any one of the addressees. If this occurs, the COA information in the FFMUN fulfillment file may not be for the primary account holder and your mailpiece may not reach the intended target. Additional explanations regarding these circumstances can be provided by the *FASTforward* Licensee and by contacting the USPS *FASTforward* department.
- *FASTforward* contains two modes of operation, Standard and Strict. The modes of operation directly affect name matching logic. In the Standard mode of operation the name matching logic is determined by the move type (Family, Individual, Business) in the data record on the *FASTforward* COA database that is a candidate for a match. When the Strict mode of operation is utilized, all FAMILY candidate COA's will be treated as if they were an Individual move. The associated Name Logic is defined as follows:
 - Individual - Match on first name, middle name or initial, surname and title required.
 - Family - Match on surname (last name) only.
 - Business - Match on entire business name.

(NOTE: The FASTforward customer/mailler can request the Strict mode which will utilize only individual match logic even if the move type is Family.)

It is the responsibility of the organization or customer/client to understand these modes and select/determine the appropriate mode of operation for their files. Additional explanations regarding these circumstances can be provided by your FASTforward Licensee and by contacting the USPS FASTforward department.

- Potential COA Matching examples to consider:

Assuming the address matches

Standard matching logic:

Mail Addressees:	COA	Result
Charles Anyone Michelle Anybody	Randy Anybody (Family)	Match
Barbara Somebody Jim Someone	Randy Someone (Individual)	No Match
Charles Who Michelle You	Michelle You (Individual)	Match

Assuming the address matches

Strict matching logic:

Mail Addressees:	COA	Result
Charles Anyone Michelle Anybody	Randy Anybody (Family)	No Match
Barbara Somebody Jim Someone	Randy Someone (Individual)	No Match
Charles Who Michelle You	Michelle You (Individual)	Match

- It is recommended that validation edits be implemented on the returned name and address information against the base file name and address records.
- A gradual implementation plan should be utilized to ensure the system is performing as designed.

Disclaimers:

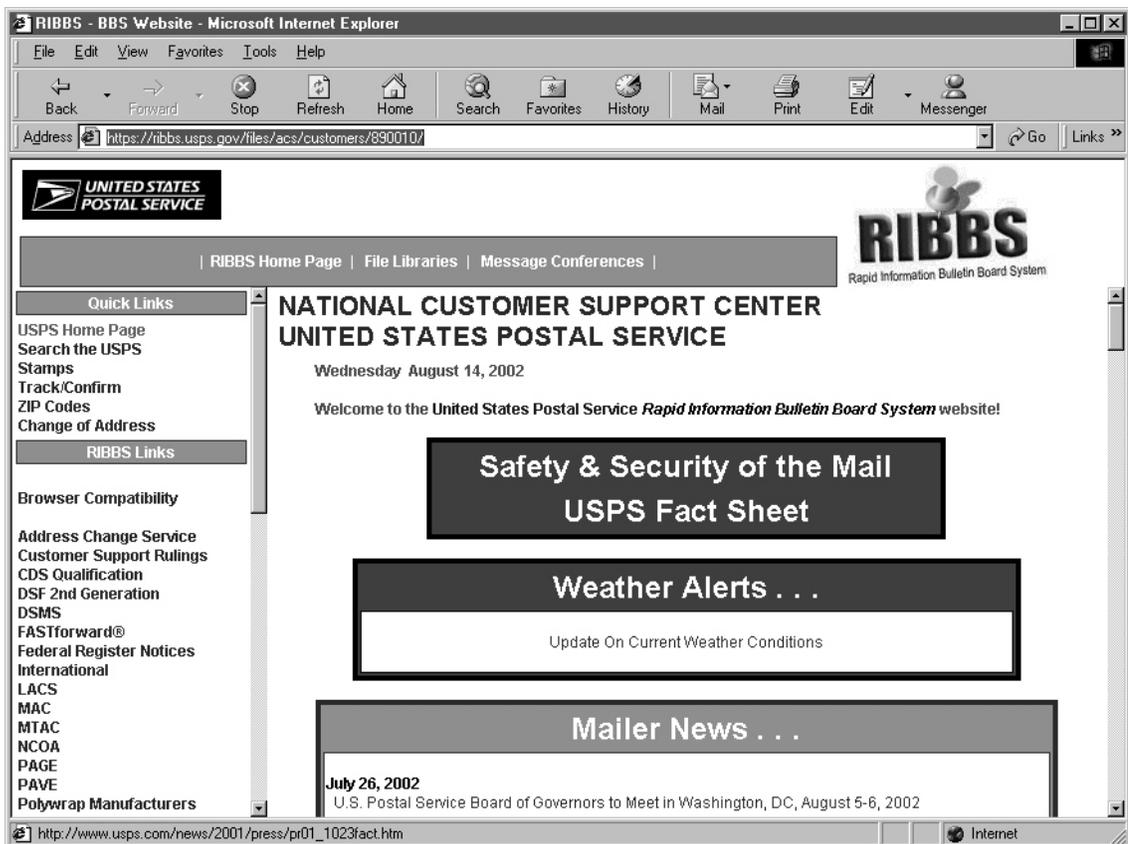
Disclaimers:

The creation of the electronic FFMUN file is dependent upon the *FASTforward* licensee entering proper participant codes. The USPS is not responsible for FFMUN files/transactions not being created/produced. The USPS is not responsible for any FFMUN files/transactions created utilizing the wrong Participant Code, thus potentially providing your information to other customers. The USPS is not responsible for the presentation of the optically lifted data (name and old address) which is utilized in obtaining a COA match. FFMUN is not a guaranteed service; the USPS makes no assurance that any minimum percentage of a mailer's address correction notifications will be provided electronically rather than manually. While the USPS *FASTforward* COA matching logic attempts to correctly identify specific movers, there is a potential for receiving inaccurate information, therefore the USPS does not warrant the accuracy of the data received.

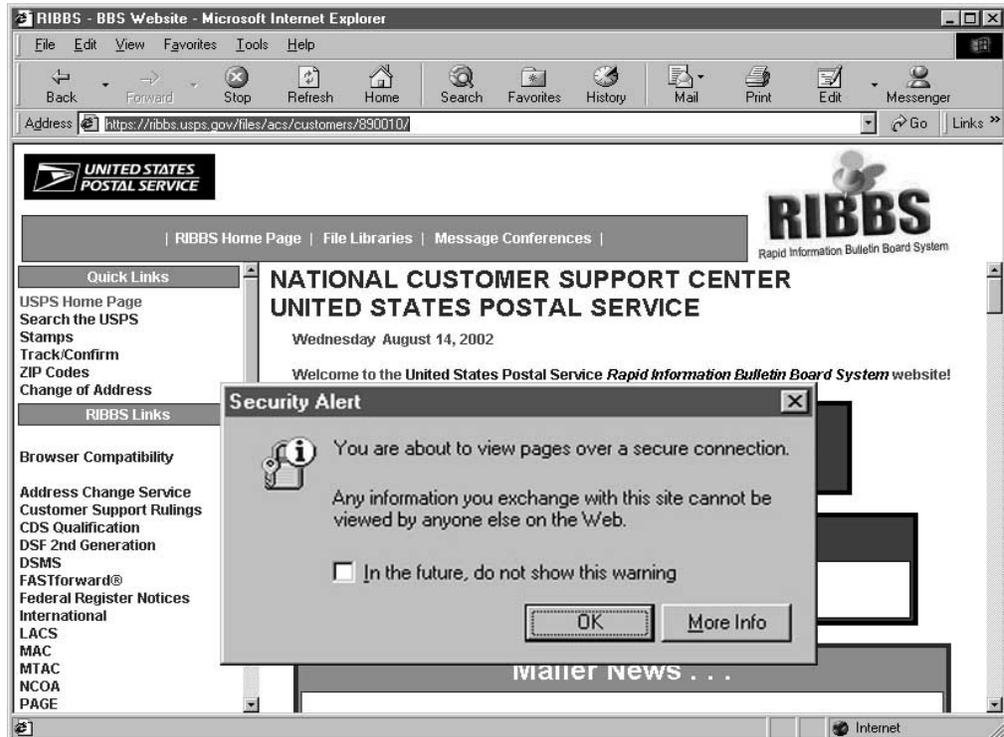
FFMUN Retrieval

Retrieving files will require Internet access and a Web browser. We recommend Microsoft Internet Explorer (versions 5.0 or greater) or Netscape (versions 4.75 or greater). Once the FFMUN application and the WEB Access Request Form have been processed you will receive a Customer number/User name and password. This information will be used to download the files from a secure server.

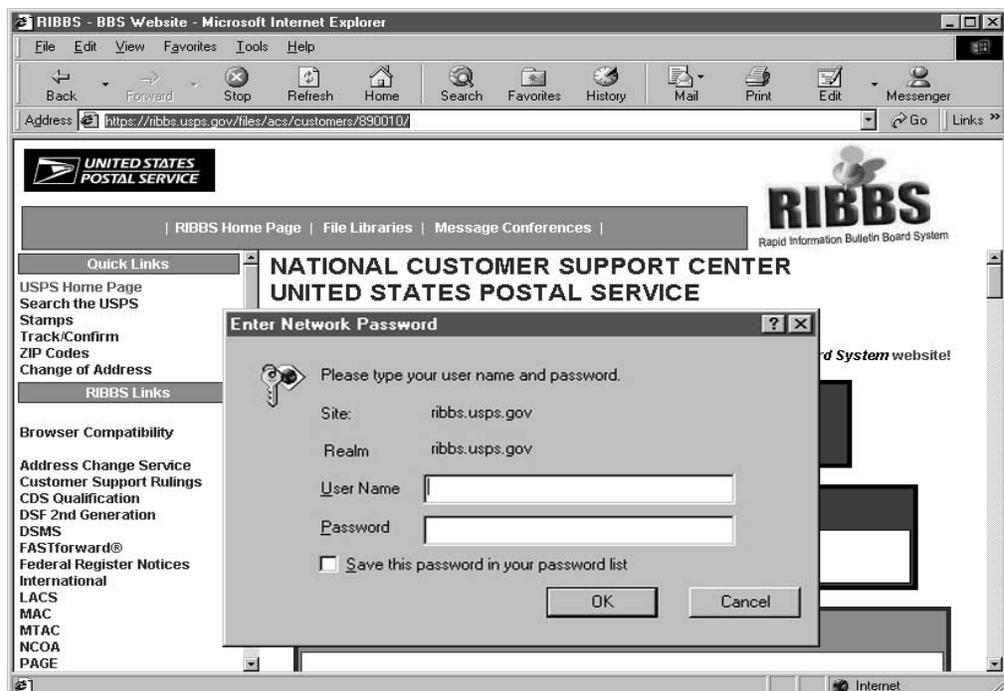
In this example assume the Customer number/User name is 890010. Open the browser, enter <https://ribbs.usps.gov/files/acs/customers/890010/> in the URL address field and click 'GO'. This will navigate the browser to the secure WEB site. Please make sure "https" is used to initiate the secure connection.

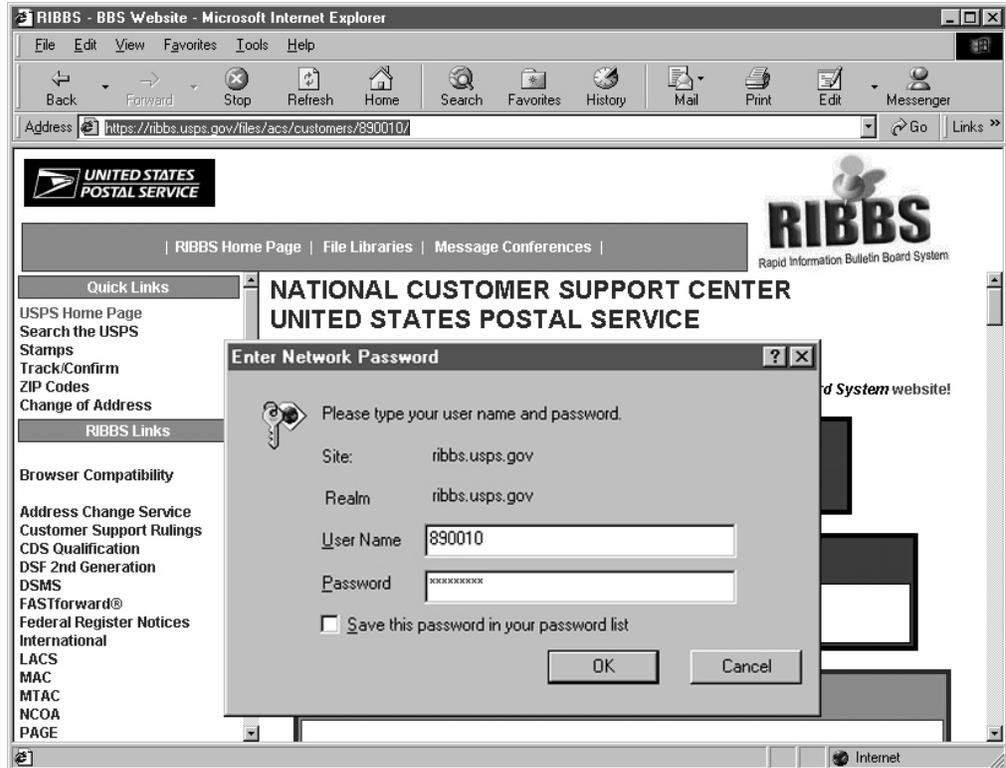


You may receive a security alert depending on how the browser is configured.

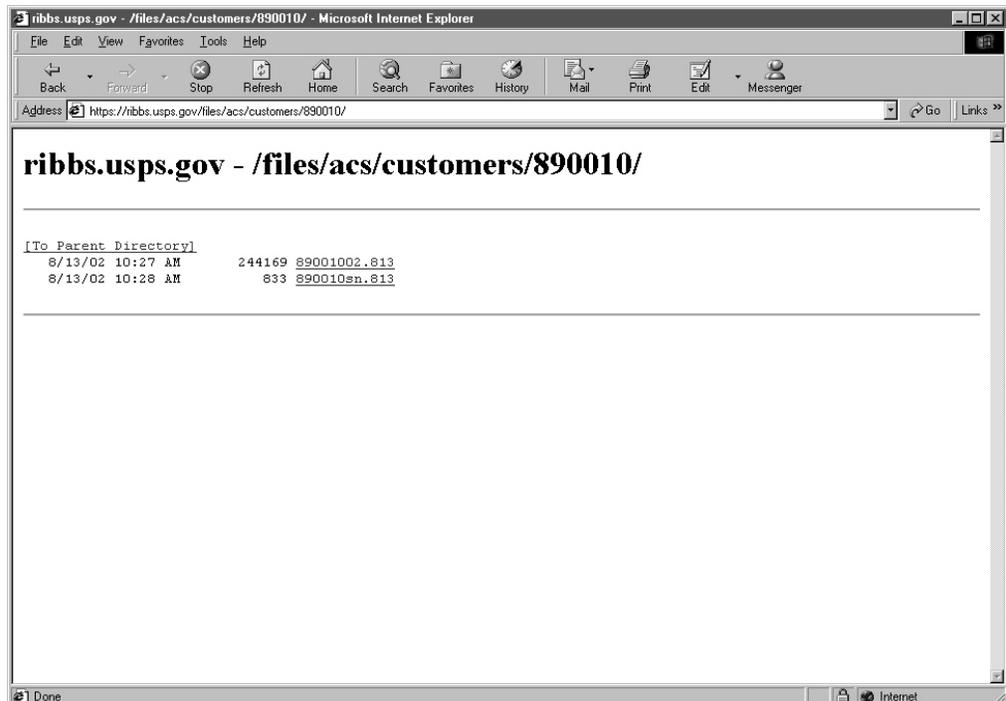


When you reach the Internet site, a network password screen will appear. Enter the User Name, which in this example is 890010. Enter the Password that was assigned with the Customer ID/User name. Select the "OK" button. The password is case sensitive so be sure to enter it the way it was supplied to you.

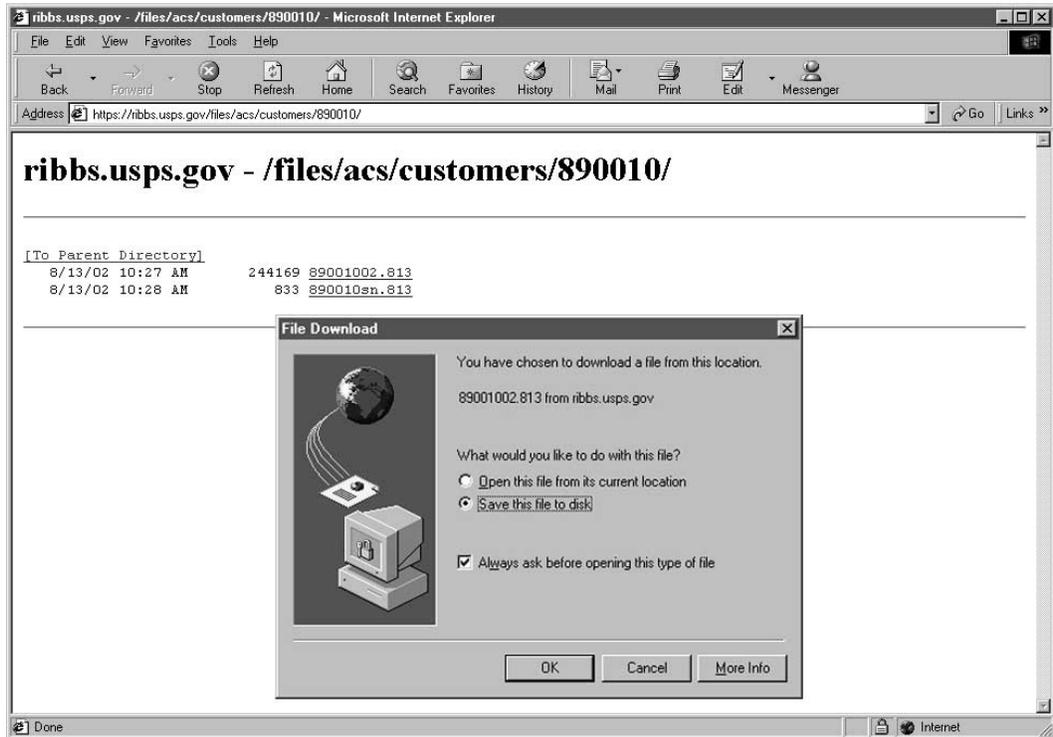




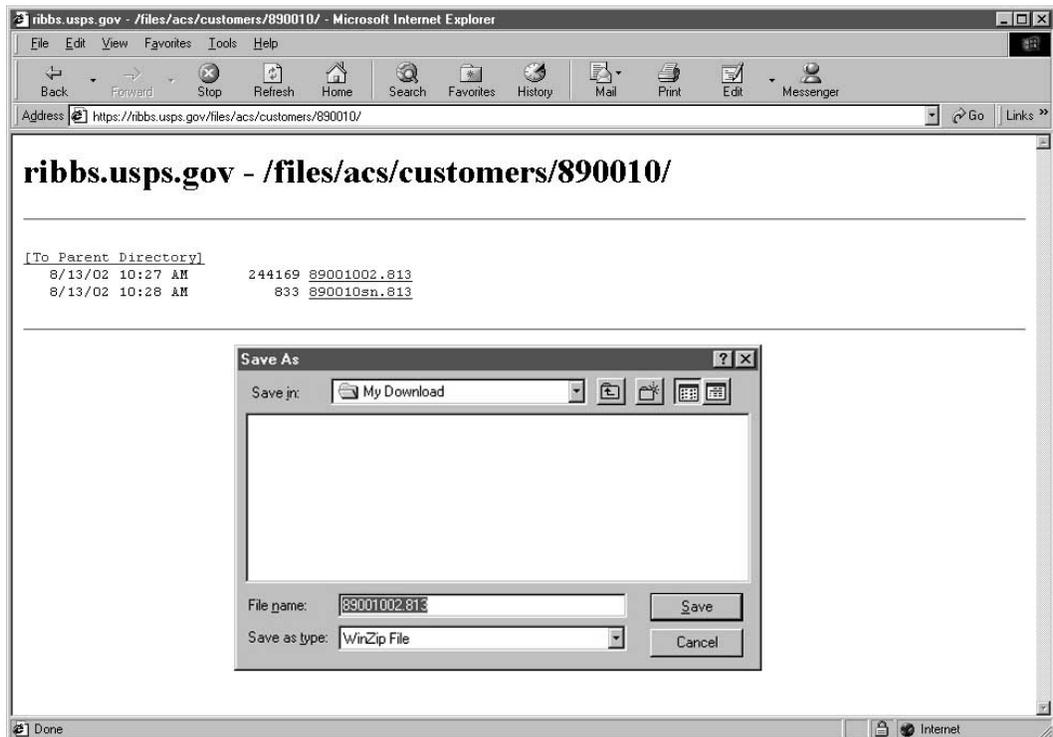
After entering the correct User Name and Password, the browser will now have access to the account which contains the FFMUN data. In this example, the file named 89001002.813 is a password protected PKZIP file that contains the FFMUN data. The file named 890010SN.813 is a password protected PKZIP file that contains the shipping notice reflecting the number of records contained in the data file.



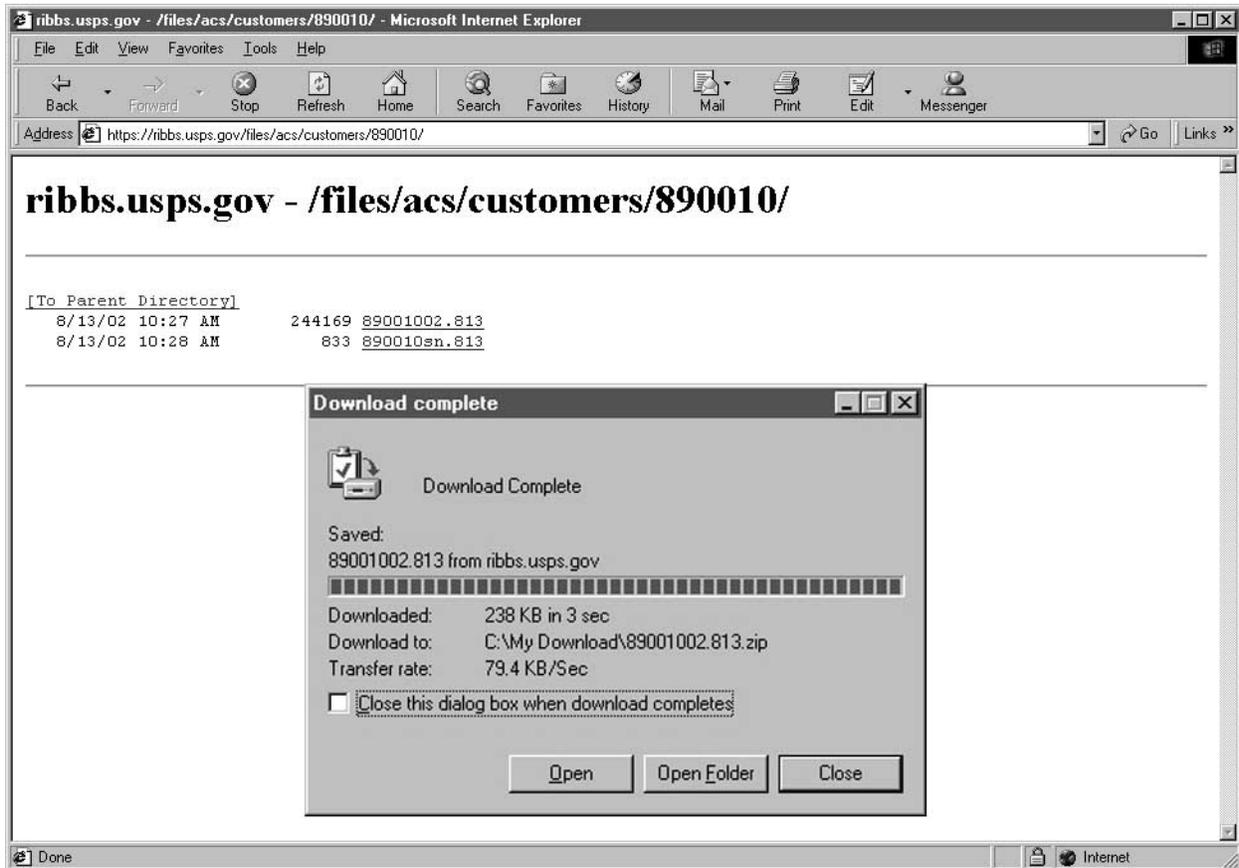
Using the mouse, click either filename and a download screen will appear. Select save to disk.



Then a screen will appear which will ask you to select where to store the file on your computer system. Enter where you want the file saved.



When the file is finished downloading, a download complete message will appear. Repeat the steps as many times as necessary to retrieve all the files. Please pay close attention to where the file is being downloaded and the name of the file. In the example below, the file name was appended with the '.zip' extension.



The files that were downloaded in this example were 89001002.813.zip and 890010SN.813.zip.

Before the files can be used, a utility program called PKUNZIP or WINZIP must be used to decrypt/uncompress the files. If you do not have these utility programs or do not know how to use them, then you will need to contact your internal computer support staff for assistance.

A password will be required by the utility program to decrypt/uncompress the files. The password will consist of the letter 'P' in upper case and the Customer ID/User name. In this example, it will be "P890010". During the decrypt/uncompress process, additional files will be created containing the decrypted/uncompressed data. The associated filenames below will be extracted from their respective files:

```
89001002.813.zip >>> D020813
890010SN.813.zip >>> S020813
```

The file FFSNTC will contain a shipping notice similar to the following:

ACS326P1 UNITED STATES POSTAL SERVICE RIBB TRANSMISSION
 ADDRESS CHANGE SERVICE FFMUN PAGE: 1
 SHIPMENT NO: 00000010 CUST: 890010
 DATE: 07/03/2002

BILL TO: SHIP TO:
 CHARLES ARNETTE CHARLES ARNETTE
 NCSC NCSC
 6060 PRIMACY PKWY STE 201 6060 PRIMACY PKWY STE 201
 MEMPHIS TN 38188-0001 MEMPHIS TN 38188-0001

PUBLICATION COUNT CHARGES

```

*****
*
* UNITED STATES POSTAL SERVICE (ACS) SHIPMENT NOTICE 07/03/2002 *
*
* BFNBBV TEST 1,006 COA(S) 0.00 *
*
*****
*
* UNITED STATES POSTAL SERVICE (ACS) SHIPMENT NOTICE 07/03/2002 *
*
* BFNBBCS FFMUN PROJECT 2,000 COA(S) 0.00 *
*
*****
*
* UNITED STATES POSTAL SERVICE (ACS) SHIPMENT NOTICE 07/03/2002 *
*
* BFNBBFN FFMUN PROJECT 400 COA(S) 0.00 *
*
*****
*
* UNITED STATES POSTAL SERVICE (ACS) SHIPMENT NOTICE 07/03/2002 *
*
* BFNBBGL FFMUN PROJECT 390 COA(S) 0.00 *
*
*****
    
```

COAS 3,796 NIXIES 0 TOTAL 3,796
 0.00 0.00 0.00

=====

TOTAL AMOUNT DUE: 0.00

```

*****
* >>>>>>> THIS IS NOT AN INVOICE <<<<<<<< *
* PLEASE DO NOT REMIT PAYMENT UNTIL INVOICE IS RECEIVED *
    
```

The file PB890010 will be described in the fulfillment record layout later in this document.

FASTforward Move Update Notification (FFMUN)
 Fulfillment Record Layout
 Detail Record

Field Reference Number	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	RECORD-TYPE	1	01/01	F
2	SEQUENCE-NUMBER	8	02/09	
3	PARTICIPANT-CODE	6	10/15	
4	PARTICIPANT-CHECK	1	16/16	
5	TRANSACTION-DATE	8	17/24	CCYYMMDD
6	TRANSACTION-TIME	8	25/32	HHMMSSSS
7	MOVE-EFFECTIVE-DATE	6	33/38	CCYYMM
8	MOVE-TYPE	1	39/39	F/I/B
9	DNF-CODE	1	40/40	K/G/C/F/O
10	COA-SITE	3	41/43	
11	SUBMITTED-NAME-1	60	44/103	
12	SUBMITTED-NAME-2	60	104/163	
13	LAST-NAME	20	164/183	
14	FIRST-NAME	15	184/198	
15	PREFIX-TITLE	6	199/204	
16	SUFFIX-TITLE	6	205/210	
17	OLD-ADDRESS-TYPE	1	211/211	
18	OLD-URBANIZATION	28	212/239	
19	OLD-PRIMARY-NUMBER	10	240/249	
20	OLD-PRE-DIRECT	2	250/251	N/S/E/W/NW/NE/SW/SE
21	OLD-PRIMARY-NAME	28	252/279	
22	OLD-SUFFIX	4	280/283	
23	OLD-POST-DIRECT	2	284/285	N/S/E/W/NW/NE/SW/SE
24	OLD-UNIT-DESIGNATOR	4	286/289	
25	OLD-SECONDARY-NUMBER	10	290/299	
26	OLD-CITY-NAME	28	300/327	
27	OLD-STATE	2	328/329	
28	OLD-ZIP	5	330/334	
29	OLD-ZIP-PLUS-4	4	335/338	
30	NEW-ADDRESS-TYPE	1	339/339	
31	NEW-URBANIZATION	28	340/367	
32	NEW-PRIMARY-NUMBER	10	368/377	
33	NEW-PRE-DIRECT	2	378/379	N/S/E/W/NW/NE/SW/SE
34	NEW-PRIMARY-NAME	28	380/407	
35	NEW-SUFFIX	4	408/411	
36	NEW-POST-DIRECT	2	412/413	N/S/E/W/NW/NE/SW/SE
37	NEW-UNIT-DESIGNATOR	4	414/417	
38	NEW-SECONDARY-NUMBER	10	418/427	
39	NEW-CITY-NAME	28	428/455	
40	NEW-STATE	2	456/457	
41	NEW-ZIP	5	458/462	
42	DASH	1	463/463	
43	NEW-PLUS-4-CODE	4	464/467	
44	NEW-DPBC	3	468/470	
45	FF-PLATFORM-ID	3	471/473	
46	FF-SERIAL-NUMBER	15	474/488	
47	FF-CUSTOMER-ID	20	489/508	
48	MAILPIECE-ID	8	509/516	
49	FF-LICENSE	4	517/520	
50	FF-BOX-NUMBER	2	521/522	
51	AUX-MATCH-INFO	1	523/523	
52	FILLER	24	524/547	

FASTforward Move Update Notification (FFMUN)
Fulfillment Record Layout
Header Record

Field Reference Number	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	HDR-INDICATOR	1	01/01	H
2	HDR-PUBLISHER-ID	6	02/07	
3	HDR-DATE	8	08/15	
4	HDR-TOT-COUNT	9	16/24	
5	HDR-COA-COUNT	9	25/33	
6	FILLER	9	34/42	
7	HDR-SHIP-NO	8	43/50	
8	HDR-PART-CLASS	1	51/51	8
9	HDR-MEDIUM-TYPE	1	52/52	
10	FILLER	494	53/546	
11	HDR-END-MARKER	1	547/547	*

Note: *Each record contains a Carriage Return/Line Feed at the end of each record for a total record length of 549.*

Note: *When the move-type is identified as a business move, the following Fields will be considered a single concatenated Field that contains a character length of 47. This field will contain a Business Name up to the maximum length of 40 characters. The remaining seven characters should be treated as filler or spaces.*

FASTforward Move Update Notification (FFMUN)
Fulfillment Record
Data Element Definitions

AUX-MATCH-INFO	This field is for future use.
COA-SITE	This provides an ID for the mailing house that provided this COA.
DASH	The literal interpretation of a dash (-) .
DNF-CODE	Do Not Forward(DNF) code. This field contains the following values: K = MOVED LEFT NO ADDRESS - Carrier filed action G = PO BOX CLOSED - Carrier filed action C = Undeliverable - Carrier filed action F = Foreign - New Address not present O = Moved - COA present Note: Codes K,G,C,F do not contain a new address.
FF-CUSTOMER-ID	The field contains the customer information utilized by the MLOCR to process the mail.
FF-BOX-NUMBER	Notes the USPS <i>FASTforward</i> System used to capture this information. Used when site has multiple USPS <i>FASTforward</i> systems.
FF-LICENSE	Contains the <i>FASTforward</i> License ID, which identifies the Licensee who processed the mail.
FF-PLATFORM-ID	Identifies the specific MLOCR that processed the mail.
FF-SERIAL-NUMBER	Contains the serial number of the MLOCR that processed the mail.
FILLER	Contains spaces.
FIRST-NAME	Contains first name information of the person who moved. A first name may not exist if the move type is Family.
HDR-COA-COUNT	Contains a count of FFMUN transactions.
HDR-DATE	Contains the date the file was produced- CCYYMMDD format.
HDR-END-MARKER	Contains the literal asterisk.
HDR-INDICATOR	Contains the literal (H) for header
HDR-MEDIUM-TYPE	Reflects the type of media that is utilized to produce the fulfillment file.
HDR-PART-CLASS	Contains a numeric value of 8 (eight).
HDR-PUBLISHER-ID	Contains the account number of the company who should receive this file.
HDR-SHIP-NO	Shipment number for billing purposes.
HDR-TOT-COUNT	Total count of all records including the header record.

FASTforward Move Update Notification (FFMUN)
Fulfillment Record
Data Element Definitions

LAST-NAME	Contains the last name of the person who moved.
MAILPIECE-ID	The MLOCR identifier for the transaction in a job or run. Currently this field will be spaces.
MOVE-EFFECTIVE-DATE	Contains the month and year the move became effective - CCYYMM format.
MOVE-TYPE	Contains one of the following: F = Family move - Everyone with the same last name moved I = Individual move - Only that individual moved B = Business move - The move is a business <i>Note: Family moves may not contain a first name.</i> <i>Note: Please see note after Fulfillment Record Layout.</i>
NEW-ADDRESS-TYPE	This code defines the type of address that is present in the address field. A = Military PSC B = Military PSC with Box C = Military Unit D = Military Unit with Box E = Military other/Ship Y = Military CMR Z = Military CMR with Box S = STREET G = GENERAL DELIVERY. P = PO BOX X = RURAL ROUTE with BOX V = HIGHWAY CONTRACT with BOX F = FOREIGN R = RURAL ROUTE H = HIGHWAY CONTRACT U = URBANIZATION NOTE: All address types are represented here for compatibility for future expansion and possible incorporation. The current new address types that should not be found are: G,R,H,U
NEW-CITY-NAME	Reflects the city name.
NEW-DPBC	Contains the Delivery Point Barcode information and check digit.
NEW-PLUS-4-CODE	Reflects the ZIP+4 Code
NEW-POST-DIRECT	Contains the post directional information N/S/E/W/NW/NE/SW/SE.
NEW-PRE-DIRECT	Contains the pre directional information N/S/E/W/NW/NE/SW/SE.
NEW-PRIMARY-NAME	Contains the primary street name.
NEW-PRIMARY-NUMBER	Contains the primary number.

FASTforward Move Update Notification (FFMUN)
Fulfillment Record
Data Element Definitions

NEW-SECONDARY-NUMBER	Contains the secondary number. This number is used in conjunction with the Unit-Designator to provide the appropriate output such as APT 1.
NEW-STATE	Contains the two character state abbreviation.
NEW-SUFFIX	Contains address suffix information.
NEW-UNIT-DESIGNATOR	Contains the descriptor for the secondary number.
NEW-URBANIZATION	Urbanization information for addresses normally located in Puerto Rico.
NEW-ZIP	The five digit ZIP Code.
NEW-ZIP-PLUS-4	Contains the ZIP+4 Code for the address.
OLD-ADDRESS-TYPE	<p>This code defines the type of address that is present in the address field.</p> <p>A = Military PSC B = Military PSC with Box C = Military Unit D = Military Unit with Box E = Military other/Ship Y = Military CMR Z = Military CMR with Box S = STREET P = PO BOX X = RURAL ROUTE with BOX V = HIGHWAY CONTRACT with BOX G = GENERAL DELIVERY. R = RURAL ROUTE H = HIGHWAY CONTRACT U = URBANIZATION</p> <p>NOTE: The address types presented here are for compatibility for future expansion and possible incorporation. The current old address types that should not be found are: G,R,H,U.</p>
OLD-CITY-NAME	Reflects the city name.
OLD-POST-DIRECT	Contains the post directional information N/S/E/W/NW/NE/SW/SE.
OLD-PRE-DIRECT	Contains the pre directional information N/S/E/W/NW/NE/SW/SE.
OLD-PRIMARY-NAME	Contains the primary street name.
OLD-PRIMARY-NUMBER	Contains the primary number.
OLD-SECONDARY-NUMBER	Contains the secondary number. This number is used in conjunction with the Unit-Designator to provide the appropriate output, such as APT 1.
OLD-STATE	Contains the two character state abbreviation.

FASTforward Move Update Notification (FFMUN)
Fulfillment Record
Data Element Definitions

OLD-SUFFIX	Contains address suffix information.
OLD-UNIT-DESIGNATOR	Contains the descriptor for the secondary number.
OLD-URBANIZATION	Urbanization information for addresses normally located in Puerto Rico.
OLD-ZIP	Contains the 5 digit ZIP Code.
OLD-ZIP-PLUS-4	Contains the ZIP+4 Code.
PARTICIPANT-CHECK	Contains the check digit for the participant code.
PARTICIPANT-CODE	<i>FASTforward</i> Move Update participant code. Code used to identify the owner of the mail.
PREFIX-TITLE	Additional name information.
RECORD-TYPE	Contains the literal 'F'.
SEQUENCE-NUMBER	Contains the sequence number which identifies a specific record in the fulfillment file.
SUBMITTED-NAME-1	Contains the optically lifted name information from the mailpiece. Note: Optically lifted names may not correctly read or interpret all characters.
SUBMITTED-NAME-2	Contains the optically lifted name information from the mailpiece. Note: Optically lifted names may not correctly read or interpret all characters.
SUFFIX-TITLE	Additional name information.
TRANSACTION-DATE	Contains the date the transaction was created.
TRANSACTION-TIME	Contains the time the transaction was created.

FASTforward Move Update Notification (FFMUN)
Output Fulfillment Record Example

Field Reference Number	Field Description	Example Data
1	RECORD-TYPE	F
2	SEQUENCE-NUMBER	00000001
3	PARTICIPANT-CODE	BWNCXC
4	PARTICIPANT-CHECK	Y
5	TRANSACTION-DATE	20020102
6	TRANSACTION-TIME	15462372
7	MOVE-EFFECTIVE-DATE	200009
8	MOVE-TYPE	F
9	DNF-CODE	O
10	COA-SITE	999
11	SUBMITTED-NAME-1	CHARLES ANYONE
12	SUBMITTED-NAME-2	MICHELLE ANYBODY
13	LAST-NAME	ANYBODY
14	FIRST-NAME	RANDY
15	PREFIX-TITLE	
16	SUFFIX-TITLE	
17	OLD-ADDRESS-TYPE	V
18	OLD-URBANIZATION	
19	OLD-PRIMARY-NUMBER	21
20	OLD-PRE-DIRECT	
21	OLD-PRIMARY-NAME	HC 86
22	OLD-SUFFIX	
23	OLD-POST-DIRECT	
24	OLD-UNIT-DESIGNATOR	
25	OLD-SECONDARY-NUMBER	
26	OLD-CITY-NAME	MANHATTAN
27	OLD-STATE	KS
28	OLD-ZIP	42633
29	OLD-ZIP-PLUS-4	2633
30	NEW-ADDRESS-TYPE	V
31	NEW-URBANIZATION	
32	NEW-PRIMARY-NUMBER	36
33	NEW-PRE-DIRECT	
34	NEW-PRIMARY-NAME	HC 86
35	NEW-SUFFIX	
36	NEW-POST-DIRECT	
37	NEW-UNIT-DESIGNATOR	
38	NEW-SECONDARY-NUMBER	
39	NEW-CITY-NAME	MONTICELLO
40	NEW-STATE	KY
41	NEW-ZIP	42633
42	DASH	-
43	NEW-PLUS-4-CODE	9304
44	NEW-DPBC	367
45	FF-PLATFORM-ID	-BB
46	FF-SERIAL-NUMBER	00000000007000
47	FF-CUSTOMER-ID	-BBTEST2233 BWNCXCY
48	MAILPIECE-ID	00000095
49	FF-LICENSE	9999
50	FF-BOX-NUMBER	01
51	AUX-MATCH-INFO	
52	FILLER	

FASTforward Move Update Notification (FFMUN)
Output Fulfillment Record Example

Field Reference Number	Field Description	Example Data
1	RECORD-TYPE	F
2	SEQUENCE-NUMBER	00000002
3	PARTICIPANT-CODE	BWNCXC
4	PARTICIPANT-CHECK	Y
5	TRANSACTION-DATE	20020102
6	TRANSACTION-TIME	15462372
7	MOVE-EFFECTIVE-DATE	200201
8	MOVE-TYPE	I
9	DNF-CODE	O
10	COA-SITE	999
11	SUBMITTED-NAME-1	CHARLES WHO
12	SUBMITTED-NAME-2	MICHELLE WHO
13	LAST-NAME	WHO
14	FIRST-NAME	MICHELLE
15	PREFIX-TITLE	
16	SUFFIX-TITLE	
17	OLD-ADDRESS-TYPE	S
18	OLD-URBANIZATION	
19	OLD-PRIMARY-NUMBER	105
20	OLD-PRE-DIRECT	N
21	OLD-PRIMARY-NAME	AVENUE Q
22	OLD-SUFFIX	
23	OLD-POST-DIRECT	
24	OLD-UNIT-DESIGNATOR	#
25	OLD-SECONDARY-NUMBER	4
26	OLD-CITY-NAME	DOWNERS GROVE
27	OLD-STATE	IL
28	OLD-ZIP	76634
29	OLD-ZIP-PLUS-4	1515
30	NEW-ADDRESS-TYPE	S
31	NEW-URBANIZATION	
32	NEW-PRIMARY-NUMBER	109
33	NEW-PRE-DIRECT	N
34	NEW-PRIMARY-NAME	AVENUE R
35	NEW-SUFFIX	
36	NEW-POST-DIRECT	
37	NEW-UNIT-DESIGNATOR	APT
38	NEW-SECONDARY-NUMBER	701
39	NEW-CITY-NAME	CLIFTON
40	NEW-STATE	TX
41	NEW-ZIP	76634
42	DASH	-
43	NEW-PLUS-4-CODE	1245
44	NEW-DPBC	093
45	FF-PLATFORM-ID	-BB
46	FF-SERIAL-NUMBER	000000000007000
47	FF-CUSTOMER-ID	-BBTEST2233 BWNCXC
48	MAILPIECE-ID	00000090
49	FF-LICENSE	9999
50	FF-BOX-NUMBER	01
51	AUX-MATCH-INFO	
52	FILLER	

FASTforward Move Update Notification (FFMUN)
Output Fulfillment Record Example

Field Reference Number	Field Description	Example Data
1	RECORD-TYPE	F
2	SEQUENCE-NUMBER	00000003
3	PARTICIPANT-CODE	BWNCXC
4	PARTICIPANT-CHECK	Y
5	TRANSACTION-DATE	20020102
6	TRANSACTION-TIME	15462372
7	MOVE-EFFECTIVE-DATE	200201
8	MOVE-TYPE	F
9	DNF-CODE	O
10	COA-SITE	999
11	SUBMITTED-NAME-1	TO THE BODY FAMILY
12	SUBMITTED-NAME-2	
13	LAST-NAME	BODY
14	FIRST-NAME	STAR
15	PREFIX-TITLE	
16	SUFFIX-TITLE	
17	OLD-ADDRESS-TYPE	X
18	OLD-URBANIZATION	
19	OLD-PRIMARY-NUMBER	130
20	OLD-PRE-DIRECT	
21	OLD-PRIMARY-NAME	RR 2
22	OLD-SUFFIX	
23	OLD-POST-DIRECT	
24	OLD-UNIT-DESIGNATOR	
25	OLD-SECONDARY-NUMBER	
26	OLD-CITY-NAME	AUGUSTA
27	OLD-STATE	ME
28	OLD-ZIP	04330
29	OLD-ZIP-PLUS-4	9506
30	NEW-ADDRESS-TYPE	X
31	NEW-URBANIZATION	
32	NEW-PRIMARY-NUMBER	144
33	NEW-PRE-DIRECT	
34	NEW-PRIMARY-NAME	RR 3
35	NEW-SUFFIX	
36	NEW-POST-DIRECT	
37	NEW-UNIT-DESIGNATOR	
38	NEW-SECONDARY-NUMBER	
39	NEW-CITY-NAME	AUGUSTA
40	NEW-STATE	ME
41	NEW-ZIP	04330
42	DASH	-
43	NEW-PLUS-4-CODE	9506
44	NEW-DPBC	442
45	FF-PLATFORM-ID	-BB
46	FF-SERIAL-NUMBER	00000000007000
47	FF-CUSTOMER-ID	-BBTEST2233 BWNCXCY
48	MAILPIECE-ID	00000090
49	FF-LICENSE	9999
50	FF-BOX-NUMBER	01
51	AUX-MATCH-INFO	
52	FILLER	

FASTforward Move Update Notification (FFMUN)
Output Fulfillment Record Example

Field Reference Number	Field Description	Example Data
1	RECORD-TYPE	F
2	SEQUENCE-NUMBER	00000004
3	PARTICIPANT-CODE	BWNCXC
4	PARTICIPANT-CHECK	Y
5	TRANSACTION-DATE	20020102
6	TRANSACTION-TIME	15462372
7	MOVE-EFFECTIVE-DATE	200201
8	MOVE-TYPE	B
9	DNF-CODE	O
10	COA-SITE	999
11	SUBMITTED-NAME-1	SOFTWARE EXPRESS
12	SUBMITTED-NAME-2	TIM CRASH
13	LAST-NAME	SOFTWARE EXPRESS
14	FIRST-NAME	
15	PREFIX-TITLE	
16	SUFFIX-TITLE	
17	OLD-ADDRESS-TYPE	P
18	OLD-URBANIZATION	
19	OLD-PRIMARY-NUMBER	9515
20	OLD-PRE-DIRECT	
21	OLD-PRIMARY-NAME	PO BOX
22	OLD-SUFFIX	
23	OLD-POST-DIRECT	
24	OLD-UNIT-DESIGNATOR	
25	OLD-SECONDARY-NUMBER	
26	OLD-CITY-NAME	DOWNERS GROVE
27	OLD-STATE	IL
28	OLD-ZIP	60515
29	OLD-ZIP-PLUS-4	9515
30	NEW-ADDRESS-TYPE	P
31	NEW-URBANIZATION	
32	NEW-PRIMARY-NUMBER	515
33	NEW-PRE-DIRECT	
34	NEW-PRIMARY-NAME	PO BOX
35	NEW-SUFFIX	
36	NEW-POST-DIRECT	
37	NEW-UNIT-DESIGNATOR	
38	NEW-SECONDARY-NUMBER	
39	NEW-CITY-NAME	PEKIN
40	NEW-STATE	IL
41	NEW-ZIP	61555
42	DASH	-
43	NEW-PLUS-4-CODE	0515
44	NEW-DPBC	367
45	FF-PLATFORM-ID	-BB
46	FF-SERIAL-NUMBER	00000000007000
47	FF-CUSTOMER-ID	-BBTEST2233 BWNCXCY
48	MAILPIECE-ID	00000090
49	FF-LICENSE	9999
50	FF-BOX-NUMBER	01
51	AUX-MATCH-INFO	
52	FILLER	

FASTforward Move Update Notification (FFMUN)
Output Fulfillment Record Example

Field Reference Number	Field Description	Example Data
1	RECORD-TYPE	F
2	SEQUENCE-NUMBER	00000005
3	PARTICIPANT-CODE	BWNCXC
4	PARTICIPANT-CHECK	Y
5	TRANSACTION-DATE	20020102
6	TRANSACTION-TIME	15462372
7	MOVE-EFFECTIVE-DATE	200201
8	MOVE-TYPE	B
9	DNF-CODE	O
10	COA-SITE	999
11	SUBMITTED-NAME-1	ARU LOST
12	SUBMITTED-NAME-2	LOST GAIN INVESTMENT COMPANY
13	LAST-NAME	LOST
14	FIRST-NAME	ARU
15	PREFIX-TITLE	
16	SUFFIX-TITLE	
17	OLD-ADDRESS-TYPE	V
18	OLD-URBANIZATION	
19	OLD-PRIMARY-NUMBER	21
20	OLD-PRE-DIRECT	
21	OLD-PRIMARY-NAME	HC 86
22	OLD-SUFFIX	
23	OLD-POST-DIRECT	
24	OLD-UNIT-DESIGNATOR	
25	OLD-SECONDARY-NUMBER	
26	OLD-CITY-NAME	MANHATTAN
27	OLD-STATE	KS
28	OLD-ZIP	42633
29	OLD-ZIP-PLUS-4	9304
30	NEW-ADDRESS-TYPE	S
31	NEW-URBANIZATION	
32	NEW-PRIMARY-NUMBER	N9079
33	NEW-PRE-DIRECT	
34	NEW-PRIMARY-NAME	COUNTY ROAD PP
35	NEW-SUFFIX	
36	NEW-POST-DIRECT	
37	NEW-UNIT-DESIGNATOR	
38	NEW-SECONDARY-NUMBER	
39	NEW-CITY-NAME	RIPON
40	NEW-STATE	WI
41	NEW-ZIP	54971
42	DASH	-
43	NEW-PLUS-4-CODE	9545
44	NEW-DPBC	795
45	FF-PLATFORM-ID	-BB
46	FF-SERIAL-NUMBER	00000000007000
47	FF-CUSTOMER-ID	-BBTEST2233 BWNCXCY
48	MAILPIECE-ID	00000090
49	FF-LICENSE	9999
50	FF-BOX-NUMBER	01
51	AUX-MATCH-INFO	
52	FILLER	

FASTforward Move Update Notification (FFMUN)
Output Fulfillment Record Example

Field Reference Number	Field Description	Example Data
1	RECORD-TYPE	F
2	SEQUENCE-NUMBER	00000006
3	PARTICIPANT-CODE	BWNCXC
4	PARTICIPANT-CHECK	Y
5	TRANSACTION-DATE	20020102
6	TRANSACTION-TIME	15462372
7	MOVE-EFFECTIVE-DATE	200201
8	MOVE-TYPE	I
9	DNF-CODE	O
10	COA-SITE	999
11	SUBMITTED-NAME-1	CHARLES AND MICHELLE NOBODY
12	SUBMITTED-NAME-2	LISA SOMEBODY
13	LAST-NAME	SOMEBODY
14	FIRST-NAME	LISA
15	PREFIX-TITLE	
16	SUFFIX-TITLE	
17	OLD-ADDRESS-TYPE	V
18	OLD-URBANIZATION	
19	OLD-PRIMARY-NUMBER	21
20	OLD-PRE-DIRECT	
21	OLD-PRIMARY-NAME	HC 86
22	OLD-SUFFIX	
23	OLD-POST-DIRECT	
24	OLD-UNIT-DESIGNATOR	
25	OLD-SECONDARY-NUMBER	
26	OLD-CITY-NAME	MANHATTAN
27	OLD-STATE	KS
28	OLD-ZIP	42633
29	OLD-ZIP-PLUS-4	9304
30	NEW-ADDRESS-TYPE	B
31	NEW-URBANIZATION	
32	NEW-PRIMARY-NUMBER	732
33	NEW-PRE-DIRECT	
34	NEW-PRIMARY-NAME	PSC 42
35	NEW-SUFFIX	
36	NEW-POST-DIRECT	
37	NEW-UNIT-DESIGNATOR	
38	NEW-SECONDARY-NUMBER	
39	NEW-CITY-NAME	APO
40	NEW-STATE	AA
41	NEW-ZIP	34042
42	DASH	-
43	NEW-PLUS-4-CODE	0732
44	NEW-DPBC	795
45	FF-PLATFORM-ID	-BB
46	FF-SERIAL-NUMBER	00000000007000
47	FF-CUSTOMER-ID	-BBTEST2233 BWNCXCY
48	MAILPIECE-ID	00000090
49	FF-LICENSE	9999
50	FF-BOX-NUMBER	01
51	AUX-MATCH-INFO	
52	FILLER	

FASTforward Move Update Notification (FFMUN)
Output Fulfillment Record Example

Field Reference Number	Field Description	Example Data
1	RECORD-TYPE	F
2	SEQUENCE-NUMBER	00000007
3	PARTICIPANT-CODE	BWNCXC
4	PARTICIPANT-CHECK	Y
5	TRANSACTION-DATE	20020102
6	TRANSACTION-TIME	15462372
7	MOVE-EFFECTIVE-DATE	200201
8	MOVE-TYPE	I
9	DNF-CODE	O
10	COA-SITE	999
11	SUBMITTED-NAME-1	SHAWN GRAVY
12	SUBMITTED-NAME-2	ELISE GRAVY
13	LAST-NAME	GRAVY
14	FIRST-NAME	ELISE
15	PREFIX-TITLE	
16	SUFFIX-TITLE	
17	OLD-ADDRESS-TYPE	V
18	OLD-URBANIZATION	
19	OLD-PRIMARY-NUMBER	21
20	OLD-PRE-DIRECT	
21	OLD-PRIMARY-NAME	HC 86
22	OLD-SUFFIX	
23	OLD-POST-DIRECT	
24	OLD-UNIT-DESIGNATOR	
25	OLD-SECONDARY-NUMBER	
26	OLD-CITY-NAME	MANHATTAN
27	OLD-STATE	KS
28	OLD-ZIP	42633
29	OLD-ZIP-PLUS-4	9304
30	NEW-ADDRESS-TYPE	A
31	NEW-URBANIZATION	
32	NEW-PRIMARY-NUMBER	
33	NEW-PRE-DIRECT	
34	NEW-PRIMARY-NAME	PSC 43
35	NEW-SUFFIX	
36	NEW-POST-DIRECT	
37	NEW-UNIT-DESIGNATOR	
38	NEW-SECONDARY-NUMBER	
39	NEW-CITY-NAME	RIPON
40	NEW-STATE	WI
41	NEW-ZIP	54971
42	DASH	-
43	NEW-PLUS-4-CODE	9545
44	NEW-DPBC	795
45	FF-PLATFORM-ID	-BB
46	FF-SERIAL-NUMBER	00000000007000
47	FF-CUSTOMER-ID	-BBTEST2233 BWNCXCY
48	MAILPIECE-ID	00000090
49	FF-LICENSE	9999
50	FF-BOX-NUMBER	01
51	AUX-MATCH-INFO	
52	FILLER	

FASTforward Move Update Notification (FFMUN)
Output Fulfillment Record Example

Field Reference Number	Field Description	Example Data
1	RECORD-TYPE	F
2	SEQUENCE-NUMBER	00000008
3	PARTICIPANT-CODE	BWNCXC
4	PARTICIPANT-CHECK	Y
5	TRANSACTION-DATE	20020102
6	TRANSACTION-TIME	15462372
7	MOVE-EFFECTIVE-DATE	200201
8	MOVE-TYPE	F
9	DNF-CODE	O
10	COA-SITE	999
11	SUBMITTED-NAME-1	SGT FISHER CAREY
12	SUBMITTED-NAME-2	CHARLES SOMEONE
13	LAST-NAME	CAREY
14	FIRST-NAME	
15	PREFIX-TITLE	
16	SUFFIX-TITLE	
17	OLD-ADDRESS-TYPE	V
18	OLD-URBANIZATION	
19	OLD-PRIMARY-NUMBER	21
20	OLD-PRE-DIRECT	
21	OLD-PRIMARY-NAME	HC 86
22	OLD-SUFFIX	
23	OLD-POST-DIRECT	
24	OLD-UNIT-DESIGNATOR	
25	OLD-SECONDARY-NUMBER	
26	OLD-CITY-NAME	MANHATTAN
27	OLD-STATE	KS
28	OLD-ZIP	42633
29	OLD-ZIP-PLUS-4	9304
30	NEW-ADDRESS-TYPE	Z
31	NEW-URBANIZATION	
32	NEW-PRIMARY-NUMBER	7611
33	NEW-PRE-DIRECT	
34	NEW-PRIMARY-NAME	CMR 470
35	NEW-SUFFIX	
36	NEW-POST-DIRECT	
37	NEW-UNIT-DESIGNATOR	
38	NEW-SECONDARY-NUMBER	
39	NEW-CITY-NAME	APO
40	NEW-STATE	AE
41	NEW-ZIP	09165
42	DASH	-
43	NEW-PLUS-4-CODE	7611
44	NEW-DPBC	795
45	FF-PLATFORM-ID	-BB
46	FF-SERIAL-NUMBER	00000000007000
47	FF-CUSTOMER-ID	-BBTEST2233 BWNCXCY
48	MAILPIECE-ID	00000090
49	FF-LICENSE	9999
50	FF-BOX-NUMBER	01
51	AUX-MATCH-INFO	
52	FILLER	

FASTforward Move Update Notification (FFMUN)
Output Fulfillment Record Example

Field Reference Number	Field Description	Example Data
1	RECORD-TYPE	F
2	SEQUENCE-NUMBER	00000009
3	PARTICIPANT-CODE	BWNCXC
4	PARTICIPANT-CHECK	Y
5	TRANSACTION-DATE	20020102
6	TRANSACTION-TIME	15462372
7	MOVE-EFFECTIVE-DATE	200201
8	MOVE-TYPE	F
9	DNF-CODE	O
10	COA-SITE	999
11	SUBMITTED-NAME-1	WILSON WORLD
12	SUBMITTED-NAME-2	
13	LAST-NAME	WILSON
14	FIRST-NAME	
15	PREFIX-TITLE	
16	SUFFIX-TITLE	
17	OLD-ADDRESS-TYPE	V
18	OLD-URBANIZATION	
19	OLD-PRIMARY-NUMBER	21
20	OLD-PRE-DIRECT	
21	OLD-PRIMARY-NAME	HC 86
22	OLD-SUFFIX	
23	OLD-POST-DIRECT	
24	OLD-UNIT-DESIGNATOR	
25	OLD-SECONDARY-NUMBER	
26	OLD-CITY-NAME	MANHATTAN
27	OLD-STATE	KS
28	OLD-ZIP	42633
29	OLD-ZIP-PLUS-4	9304
30	NEW-ADDRESS-TYPE	Y
31	NEW-URBANIZATION	
32	NEW-PRIMARY-NUMBER	
33	NEW-PRE-DIRECT	
34	NEW-PRIMARY-NAME	CMR 478
35	NEW-SUFFIX	
36	NEW-POST-DIRECT	
37	NEW-UNIT-DESIGNATOR	
38	NEW-SECONDARY-NUMBER	
39	NEW-CITY-NAME	APO
40	NEW-STATE	AE
41	NEW-ZIP	09165
42	DASH	-
43	NEW-PLUS-4-CODE	8239
44	NEW-DPBC	795
45	FF-PLATFORM-ID	-BB
46	FF-SERIAL-NUMBER	00000000007000
47	FF-CUSTOMER-ID	-BBTEST2233 BWNCXCY
48	MAILPIECE-ID	00000090
49	FF-LICENSE	9999
50	FF-BOX-NUMBER	01
51	AUX-MATCH-INFO	
52	FILLER	

FASTforward Move Update Notification (FFMUN)
Output Fulfillment Record Example

Field Reference Number	Field Description	Example Data
1	RECORD-TYPE	F
2	SEQUENCE-NUMBER	00000010
3	PARTICIPANT-CODE	BWNCXC
4	PARTICIPANT-CHECK	Y
5	TRANSACTION-DATE	20020102
6	TRANSACTION-TIME	15462372
7	MOVE-EFFECTIVE-DATE	200201
8	MOVE-TYPE	I
9	DNF-CODE	O
10	COA-SITE	999
11	SUBMITTED-NAME-1	CAPUCINE TERRELL
12	SUBMITTED-NAME-2	
13	LAST-NAME	CAPUCINE
14	FIRST-NAME	TERRELL
15	PREFIX-TITLE	
16	SUFFIX-TITLE	
17	OLD-ADDRESS-TYPE	V
18	OLD-URBANIZATION	
19	OLD-PRIMARY-NUMBER	21
20	OLD-PRE-DIRECT	
21	OLD-PRIMARY-NAME	HC 86
22	OLD-SUFFIX	
23	OLD-POST-DIRECT	
24	OLD-UNIT-DESIGNATOR	
25	OLD-SECONDARY-NUMBER	
26	OLD-CITY-NAME	MANHATTAN
27	OLD-STATE	KS
28	OLD-ZIP	42633
29	OLD-ZIP-PLUS-4	9304
30	NEW-ADDRESS-TYPE	D
31	NEW-URBANIZATION	
32	NEW-PRIMARY-NUMBER	266
33	NEW-PRE-DIRECT	
34	NEW-PRIMARY-NAME	UNIT 29001
35	NEW-SUFFIX	
36	NEW-POST-DIRECT	
37	NEW-UNIT-DESIGNATOR	
38	NEW-SECONDARY-NUMBER	
39	NEW-CITY-NAME	APO
40	NEW-STATE	AE
41	NEW-ZIP	09007
42	DASH	-
43	NEW-PLUS-4-CODE	9001
44	NEW-DPBC	795
45	FF-PLATFORM-ID	-BB
46	FF-SERIAL-NUMBER	00000000007000
47	FF-CUSTOMER-ID	-BBTEST2233 BWNCXCY
48	MAILPIECE-ID	00000090
49	FF-LICENSE	9999
50	FF-BOX-NUMBER	01
51	AUX-MATCH-INFO	
52	FILLER	

FASTforward Move Update Notification (FFMUN)
Output Fulfillment Record Example

Field Reference Number	Field Description	Example Data
1	RECORD-TYPE	F
2	SEQUENCE-NUMBER	00000011
3	PARTICIPANT-CODE	BWNCXC
4	PARTICIPANT-CHECK	Y
5	TRANSACTION-DATE	20020102
6	TRANSACTION-TIME	15462372
7	MOVE-EFFECTIVE-DATE	200201
8	MOVE-TYPE	F
9	DNF-CODE	O
10	COA-SITE	999
11	SUBMITTED-NAME-1	CHARLES SMITH
12	SUBMITTED-NAME-2	
13	LAST-NAME	SMITH
14	FIRST-NAME	
15	PREFIX-TITLE	
16	SUFFIX-TITLE	
17	OLD-ADDRESS-TYPE	V
18	OLD-URBANIZATION	
19	OLD-PRIMARY-NUMBER	21
20	OLD-PRE-DIRECT	
21	OLD-PRIMARY-NAME	HC 86
22	OLD-SUFFIX	
23	OLD-POST-DIRECT	
24	OLD-UNIT-DESIGNATOR	
25	OLD-SECONDARY-NUMBER	
26	OLD-CITY-NAME	MANHATTAN
27	OLD-STATE	KS
28	OLD-ZIP	42633
29	OLD-ZIP-PLUS-4	9304
30	NEW-ADDRESS-TYPE	C
31	NEW-URBANIZATION	
32	NEW-PRIMARY-NUMBER	
33	NEW-PRE-DIRECT	
34	NEW-PRIMARY-NAME	UNIT 29001
35	NEW-SUFFIX	
36	NEW-POST-DIRECT	
37	NEW-UNIT-DESIGNATOR	
38	NEW-SECONDARY-NUMBER	
39	NEW-CITY-NAME	APO
40	NEW-STATE	AE
41	NEW-ZIP	09007
42	DASH	-
43	NEW-PLUS-4-CODE	9001
44	NEW-DPBC	795
45	FF-PLATFORM-ID	-BB
46	FF-SERIAL-NUMBER	00000000007000
47	FF-CUSTOMER-ID	-BBTEST2233 BWNCXCY
48	MAILPIECE-ID	00000090
49	FF-LICENSE	9999
50	FF-BOX-NUMBER	01
51	AUX-MATCH-INFO	
52	FILLER	

FASTforward Move Update Notification (FFMUN)
Output Fulfillment Record Example

Field Reference Number	Field Description	Example Data
1	RECORD-TYPE	F
2	SEQUENCE-NUMBER	00000012
3	PARTICIPANT-CODE	BWNCXC
4	PARTICIPANT-CHECK	Y
5	TRANSACTION-DATE	20020102
6	TRANSACTION-TIME	15462372
7	MOVE-EFFECTIVE-DATE	200201
8	MOVE-TYPE	F
9	DNF-CODE	O
10	COA-SITE	999
11	SUBMITTED-NAME-1	GENERAL LATONYA WOMAN
12	SUBMITTED-NAME-2	
13	LAST-NAME	WOMAN
14	FIRST-NAME	
15	PREFIX-TITLE	
16	SUFFIX-TITLE	
17	OLD-ADDRESS-TYPE	V
18	OLD-URBANIZATION	
19	OLD-PRIMARY-NUMBER	21
20	OLD-PRE-DIRECT	
21	OLD-PRIMARY-NAME	HC 86
22	OLD-SUFFIX	
23	OLD-POST-DIRECT	
24	OLD-UNIT-DESIGNATOR	
25	OLD-SECONDARY-NUMBER	
26	OLD-CITY-NAME	MANHATTAN
27	OLD-STATE	KS
28	OLD-ZIP	42633
29	OLD-ZIP-PLUS-4	9304
30	NEW-ADDRESS-TYPE	E
31	NEW-URBANIZATION	
32	NEW-PRIMARY-NUMBER	
33	NEW-PRE-DIRECT	
34	NEW-PRIMARY-NAME	USS SEA DEVIL
35	NEW-SUFFIX	
36	NEW-POST-DIRECT	
37	NEW-UNIT-DESIGNATOR	
38	NEW-SECONDARY-NUMBER	
39	NEW-CITY-NAME	APO
40	NEW-STATE	AE
41	NEW-ZIP	09007
42	DASH	-
43	NEW-PLUS-4-CODE	9001
44	NEW-DPBC	795
45	FF-PLATFORM-ID	-BB
46	FF-SERIAL-NUMBER	00000000007000
47	FF-CUSTOMER-ID	-BBTEST2233 BWNCXCY
48	MAILPIECE-ID	00000090
49	FF-LICENSE	9999
50	FF-BOX-NUMBER	01
51	AUX-MATCH-INFO	
52	FILLER	

UNITED STATES POSTAL SERVICE NATIONAL CUSTOMER SUPPORT CENTER WEB ACCESS REQUEST FORM

This form will be used to create a WEB based account with the National Customer Support Center (NCSC) which will be utilized to send/receive (upload/download) files for the business affiliation indicated below to/from the NCSC. Please complete the form and return via mail or fax utilizing the information at the bottom of this form. Your Email address will be used to notify you of approved access.

Select a business affiliation (Complete a separate form for each business affiliation request):

- | | |
|--|--|
| <input type="checkbox"/> Address Change Service (ACS) | <input type="checkbox"/> Coding Accuracy Support System (CASS) |
| <input type="checkbox"/> FASTforward [®] | <input type="checkbox"/> Multi-Line Accuracy Support System (MASS) |
| <input type="checkbox"/> National Change of Address (NCOA) | <input type="checkbox"/> Other _____ |

Requestor's Name (Please print):		Job Title:	
Last 4 digits of Social Security Number/Tax ID Number:	E-mail Address:	Telephone Number:	Fax Number:
Manager's Name (Please print):		Job Title:	
Last 4 digits of Social Security Number/Tax ID Number:	E-mail Address:	Telephone Number:	Fax Number:
Department:			
Company Name:			
Urbanization:			
Address:			
City:		State:	ZIP+4 Code:
Telephone Number:		Fax Number:	

Privacy Act Statement

The collection of this information is authorized by 39 U.S.C. 401 and Public Law 100-235, Computer Security Act of 1987. This Information will be used to assign computer access to data and or/files on computer systems limited to authorized persons through the use of computer security access control products. As a routine use, this information may be disclosed to a congressional office at your request; to OMB for review of private relief legislation; to a labor organization as required by the NLRA; where pertinent, in a legal proceeding to which the USPS is a party; to an appropriate law enforcement agency for investigative or prosecutorial purposes; to a government agency where relevant to a hiring, contracting or licensing decision by the requesting agency; to a government agency in order to elicit information relevant to a hiring, contracting, or licensing decision by the USPS; to an expert or consultant under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Equal Employment Opportunity Commission for investigating a formal EEO complaint filed against the USPS under 29 CFR 1613; and to the Merit Systems Protection Board of Offices of Special Counsel for proceedings involving possible prohibited personnel practices. Completion of this form is voluntary; however, if this information is not provided, you may not be granted computer access.

Requestor's Signature:	Date:
Manager's Signature:	Date:

If you have any questions regarding this Web Access Request Form, please contact Technical Support at 800-232-3443 or email us at nnscsc@email.usps.gov; otherwise, forward this completed form by mail or fax to:

MOVE UPDATE SUPPORT GROUP
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001

Fax: 901-767-8853



Address Management/NCSC Use Only

NCSC Business Account ID:
ID Assigned:
Password Assigned:
Date E-mailed Customer:
NCSC Initials::
Comments:

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FASTforward® Move Update Notification (FFMUN) Service Application

Contact Info.	Attention:		Company:		
	Address:				
	City:		State:	ZIP+4:	-
	Telephone: () -	Ext:	Fax: () -		
	Email Address:				

Additional Info.	Presort Vendor:		Contact:		
	Address:				
	City:		State:	ZIP+4:	-
	Telephone: () -	Ext:	Fax: () -		
	Email Address:				

Billing Info.	Attention:		Tax Payer ID:		
	Address:				
	City:		State:	ZIP+4:	-
	Telephone: () -	Ext:	Fax: () -		
	Email Address:				

Participant Code Information

Please obtain the following information from your *FASTforward* vendor for those files/lists you are requesting FFMUN participant codes. **You must inform your *FASTforward* vendor each time that you want a run to collect FFMUN data, or establish a frequency.** You will be notified of the FFMUN participant codes within 10 days of receipt of your application.

Presort Vendor's Customer ID(s) for this process/list	Your Company identifier or name for this list	FFMUN Participant Code (USPS Use Only)
_____	_____	_____
_____	_____	_____
_____	_____	_____

Fulfillment File Option File Format: Bulletin Board	Delivery Schedule: Within 48 hours of run
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Registration Pricing Information

\$100 yearly registration fee for each code for service until January 2003. Changes may occur based on participation and handling costs. Fees are prorated by calendar quarter after January 2003.

Authorization

I hereby authorize the United States Postal Service (USPS) to provide change-of-address information for the customer ID(s) listed, under the prescribed terms and conditions of the *FASTforward* program. I understand that FFMUN is an electronic enhancement to and not a replacement of the traditional manual address correction process. FFMUN is designed to reduce the volume of manual address corrections provided on properly forwarded mail. I understand that a Processing Acknowledgement Form (PAF) must be in place before any transaction may occur.

Name:	Title:
Signature:	Date:

Payment Method

Make Check or money order payable to "United States Postal Service"	
<input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express Credit Card #:	_____ Authorized Personnel (please print) _____ Signature & Date: <i>The signature above accepts total responsibility governing the use of this card and agrees to comply with the terms of the issuer.</i>

Please return this completed application and payment to: ACCOUNTS RECEIVABLE NATIONAL CUSTOMER SUPPORT CENTER UNITED STATES POSTAL SERVICE 6060 PRIMACY PKWY STE 201 MEMPHIS TN 38188-0001	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: black; color: white; padding: 2px;">For USPS Use Only</th> </tr> <tr> <td>Application: _____</td> </tr> <tr> <td>Payment: _____</td> </tr> <tr> <td>Initials: _____</td> </tr> </table>	For USPS Use Only	Application: _____	Payment: _____	Initials: _____
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