UNITED STATES POSTAL SERVICE

CASS™ Summary Report

This form may be generated as the output of address matching processing using CASS Certified™ software in conjunction with current USPS® address database files. Any facsimile must contain the same information in the same format as the printed form.

See DMM™ Section 708 *for more information.*

A. Software

CASS A1	1. CASS Certified Company Name	2. CASS Certified Software Name & Version	3. Configuration
	4. Z4Change Certified Company Name	5. Z4Change Certified Software Name & Version	6. Configuration
	7. DirectDPV™ Certified Company Name	8. DirectDPV Certified Software Name & Version	9. Configuration
	10. eLOT™ Certified Company Name	11. eLOT Certified Software Name & Version	12. Configuration
MASS A2	1. MASS™ Certified Company Name	2. MASS Certified Software Name, Version & Model No.	3. Configuration 4. MLOCR Serial No.

B. List

1. List Processor's Name	2. Date List Processed	3. Date of Database Product Used
	a. Master File	a. ZIP + 4® File
	b. Z4Change	b. Z4Change
	c. DirectDPV	c. DirectDPV
	d. eLOT	d. eLOT
	e. CRIS	e. CRIS
4. List Name or ID No. (*If using ID No., number must start with ID #*)	5. Number of Lists	6. Total Records Submitted for Processing

C. Output

Output Rating	1. Total Coded	2. Validation Period	Output Rating	1. Total Coded	2. Validation Period
a. ZIP + 4/DPV Confirmed ▶		From To	d. 5-Digit Coded ▶		From To
b. Z4Change Processed ▶			e. CRRT Coded ▶		From To
c. DirectDPV ▶		From To	f. eLOT Assigned ▶		From To

D. Mailer

I certify that the mailing submitted with this form has been coded *(as indicated above)* using CASS Certified software meeting all of the requirements listed in the DMM Section 708.

1. Mailer's Signature	2. Date Signed

3. Name and Address of Mailer

E. Qualitative Statistical Summary (QSS)

For informational Purposes Only: QSS is solely made available for the list processor's review and analysis. This information is not to be considered by the Postal Service™ personnel in determining rate eligibility under any circumstances. See reverse for a detailed explanation.

High Rise Default	High Rise Exact	RR Default	RR Exact	LACS^{Link}™	EWS	Suite^{Link}™

Privacy Notice: For information regarding our Privacy Policy, visit *www.usps.gov*.

Instructions

A. Software

A1.1, 1.4, 1.7, & A2.1 – Company Name: Enter the name for *each kind of software* as it appears on the CASS/MASS certificate.
A1.2, 1.5, 1.8, & A2.2 – Software Name and Version: Enter name and version for *each kind of software* as it appears on the CASS/MASS certificate.
A1.3, 1.6, 1.9, & A2.3 – Configuration: Enter the specific software configuration parameter settings as it appears on the CASS/MASS certificate.
A2.4 – MLOCR: Enter the MLOCR Serial Number as it appears on the MASS Certificate.

NOTE: If information entered in this section represents the list processing of more than one certified company, attach a list of company names, software names and versions, as well as the configuration to code the address information used in the mailing.

B. List

1. List Processor's Name: Enter the company name that coded the address list(s) and/or performed ZIP + 4/DPV confirmation using CASS-Certified software. Attach a list if additional space is required.
2. Date List Processed: Enter the processing date for each list. If multiple lists, enter the oldest date from the list.
3. Date of Database Product Used: Enter the version date of each database package used for processing. If multiple lists, enter the oldest version date from the lists.
4. List Name or ID No.: Print the name or identification number of the address list. If more than one list is used, leave blank. If the identification number is used, the number MUST be preceded by "ID#".
5. Number of Lists: Enter the number of lists used to produce the mailing.
6. Total Records Submitted for Processing: Enter the total number of address records *(from all lists in item B5)* submitted at the time the list(s) was coded.

C. Output

1. Total Coded: Enter the total number coded.
2. Validation Period: Enter the effective dates as shown below:

Product Name	From Date	To Date
ZIP + 4/DPV Confirmed	30 days before *(the 15th of each month or bi- monthly)* or no later than 105 days after the file date.	180 days after the ZIP + 4 valid "From" date.
Total Delivery Point Barcoded	30 days before *(the 15th of each month or bimonthly)* or no later than 105 days after the ZIP + 4 product file date.	180 days after the DPBC valid "From" date.
Five-Digit Coded	30 days before *(the 15th of each month or bimonthly)* or no later than 105 days after the ZIP + 4, Five-digit ZIP, or the Carrier Route product date.	365 days after the Five-Digit Valid "From" date.
Total Carrier Route Coded	30 days before or up to 105 days after the ZIP + 4, Five-Digit ZIP, or the Carrier Route product date *(the 15th of each month or bimonthly)* or up to 105 days after the file date.	90 days after the Carrier Route Valid "From" date.
eLOT™ Sequence No. Assigned	30 days before or up to 105 days after the eLOT file product date *(the 15th of each month or bimonthly)*.	90 days after the eLOT valid "From" date.

D. Mailer

1. Signature: Signature of individual who processed the list, or the mailer's representative.
2. Date Signed: Enter the date this form is signed.
3. Name & Address of Mailer: Enter the name and address of the individual whose signature appears in item D1.

E. Qualitative Statistical Summary (QSS)

This information allows mailers and list processors to evaluate the quality of their address list processed through CASS software before its contents enter the mailstream. A significant number of Highrise default/rural route default matches, although these addresses remain eligible for postal automation rate discounts at this time, increase the costs and reduce the efficient delivery of this mail. Mailer's should research to obtain secondary unit designator address information or highrise addresses and specific box number information for rural route addresses which are coded to default records on the National ZIP + 4 File.

Highrise Default/RR Default

Entries in this box show the number of addresses that were default matched. Defaults are matches made to addresses that contain invalid/missing secondary address or box information. A highrise default contains the building street address in the primary range field and spaces in the secondary range field. A rural route default contains the route number in the primary name but also has spaces in the primary address range.

LACS^{Link}™ System

Entries in this box show the number of addresses which have been converted through the LACS^{Link} process. LACS^{Link} is a data product provided by the Postal Service to allow addresses that have been converted due to USPS changes or for 911 emergency systems to be linked with their new address.

Early Warning System (EWS)

Entries in this box show the number of addresses on the processed address list that are new addresses not in the current US Postal Service ZIP + 4 File. These addresses are, however, valid addresses as formatted and should not be changed in any way since the Postal Service will assign ZIP + 4's to these addresses on the next monthly ZIP + 4 File.

Suite^{Link}™ System

Entries in this box show the number of ZIP+4/DPV confirmed addresses that matched to a highrise default, and the Suite^{Link} process returned the appropriate suite number. Only Suite^{Link} enabled software will return a value in this box *(Check with your software vendor for obtaining this option)*. These address records are valid delivery points by the US Postal Service. Addresses that are not confirmed by DPV are either new addresses not available on the current Delivery Sequence File, or are not valid and the list holder should further investigate to determine the accuracy of these addresses. Mailers should make every effort to ensure the quality of their address list(s).