



November 2014

Dear ACS™ Participant:

This letter serves as a reminder that effective January 25, 2015 all ACS fulfillments delivered through EPF will be expanded and improved. Traditional ACS, OneCode ACS®, IMpb™ ACS, and Full Service ACS records provided via SingleSource ACS will be converted to the new ACS File Format Version 1. The new file format contains the same information as the current layout, as well as new information never before provided. A copy of the original announcement can be found on the RIBBS® ACS Fulfillment File Changes web page at: <https://ribbs.usps.gov/index.cfm?page=newACSformat>.

The ACS Department has received several inquiries about the new file format. We have created the attached FAQ to answer the most common questions we have received.

To help you prepare for the transition, the ACS File Format Version 1 Technical Guide has also been updated. We have created a sample ACS Notification file in the new format that you can use to prepare for the new layout. You can download the Technical Guide and the sample file at: <https://ribbs.usps.gov/acs/newACSformat/>. Be sure to subscribe to the RSS feed for this page to be notified as new information becomes available.

Thank you for being a valued ACS customer. We look forward to working with you throughout this change.

IMPORTANT REMINDER: Full Service ACS and COA Reports provided via the Business Customer Gateway are NOT affected by this change. This new file format will only be provided to customers that receive their ACS notices through our secure Electronic Product Fulfillment (EPF) web site.

If you have any questions or need additional information, please contact the ACS Help Desk at acs@usps.gov.

Sincerely,

A handwritten signature in cursive script that reads "James D. Wilson".

James D. Wilson
Manager, Address Management