

LICENSING ANNOUNCEMENTS

MARCH 21, 2008

Reporting Using the Updated PAF

Primary Audience: NCOA^{Link®} Full and Limited Service Licensees

What: On March 7, 2007, notification was sent concerning the removal of the 'Tax Identification Number (TIN)' field from the Licensee section of the NCOA^{Link} Processing Acknowledgement Forms (PAF). This field was replaced with the Fax Number field.

As a follow up, users of the updated PAF must report positions 322-333 on the PAF Customer Information Log as filler. Positions 166-177 of the Broker/Agent/List Administrator Information Log must also be reported as filler. The positions should be zero-filled.

Licensees who are still using the old PAF document must still capture the Tax Identification Number in the positions 322-333 on the PAF Customer Information Log and positions 166-177 on the Broker/Agent/List Administrator Log.

When: Present

Impact: Licensees using the current PAF must report the TIN field as filler, where appropriate. Licensees using the old PAF must continue to capture the TIN field in the reports.

What you need to do: Licensees should make sure their reports are completed accordingly.

Reminders

- If your customers are ACSTM participants, be sure to let them know about OneCode ACSTM and its many advantages over traditional ACS. For more information, visit <http://www.ribbs.usps.gov/files/ACS/PUB8B.pdf>. If you have questions regarding OneCode ACS, submit them to acsmail.ncsc@usps.gov.
- If you have any questions concerning NCOA^{Link} announcements, submit them to ncoalink@usps.gov.
- If you have personnel changes, please forward an updated Key Personnel Form to ncoalink@usps.gov or fax it to 901-681-4579.
- For any changes made to licenses and supporting documents, check the Modifications document under the appropriate product name.
- All monthly reports are due by the 7th of each calendar month. Please submit these reports to ncoastat@usps.gov.