

# ANCILLARY SERVICE ENDORSEMENTS

<b>Address Service Requested</b> <i>Forwarding and return. New address notification provided.</i>			
<b>Mailer Endorsement and USPS Action</b>	<b>Priority Mail and 1st Class Mail</b>	<b>Standard Mail</b>	<b>Package Services</b>
Months 1 through 12: mailpiece forwarded; separate notice of new address provided (manual \$0.70, electronic \$0.20 each)	Forwarded at no charge.	Forwarded 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 <i>if undeliverable at any time</i> : 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>			
<b>Mailer Endorsement and USPS Action</b>	<b>Priority Mail and 1st Class Mail</b>	<b>Standard Mail</b>	<b>Package Services</b>
Mailpiece returned with new address or reason for nondelivery attached.	No charge.	Appropriate single-piece 1st 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>			
<b>Mailer Endorsement and USPS Action</b>	<b>Priority Mail and 1st Class Mail</b>	<b>Standard Mail</b>	<b>Package Services</b>
Separate notice of new address or reason for nondelivery provided; mailpiece disposed of by USPS.	Electronic notice: \$0.20 each. Manual notice: N/A	Electronic notice: \$0.20 each. Manual notice: \$0.70 each.	Electronic notice: \$0.20 each. Manual notice: \$0.70 each.

<b>Forwarding Service Requested</b> <i>Forwarding and return. New address notification provided only with return.</i>			
<b>Mailer Endorsement and USPS Action</b>	<b>Priority Mail and 1st Class Mail</b>	<b>Standard Mail</b>	<b>Package Services</b>
Months 1 through 12: mailpiece forwarded.	Forwarded at no charge.	Forwarded 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 <i>if undeliverable at any time</i> : 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>			
<b>Mailer Endorsement and USPS Action</b>	<b>Priority Mail and 1st Class Mail</b>	<b>Standard Mail</b>	<b>Package Services</b>
Piece returned with new address or reason for nondelivery attached. If temporary change of address, piece forwarded; no separate notice of temporary change of address provided.	No charge.	N/A	N/A

<b>No Endorsement</b>			
<b>Mailer Endorsement and USPS Action</b>	<b>Priority Mail and 1st Class Mail</b>	<b>Standard Mail</b>	<b>Package Services</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," except Bound Printed Matter disposed of by USPS. Parcel Post, Media Mail, and Library Mail with no endorsement obligates the mailer to pay any applicable forwarding and return postage charges at a single-piece rate Bound Printed Matter disposed of by USPS.

<sup>1</sup>Weighted fee is the appropriate single-piece 1<sup>st</sup> Class or Priority Mail rate for the piece plus the nonmachinable surcharge if it applies, multiplied by 2.472 and rounded up to the next whole cent.

<sup>2</sup>For 1<sup>st</sup> 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).

*This guide is an overview only.  
For the specific standards applicable to this category of mail, consult the DMM (Domestic Mail Manual) and the general sections within each DMM module.*