

Address Element Correction and AEC II® Processing Request for Vendors

Customer Information (Please Pl	RINT clearly)					
Customer ID				USPS® U	Jse Only	
Primary Contact	Telephone Number (include	area code)	Fax Number (include are	ea code)	Email Addre	ess
Secondary Contact	Telephone Number (include	area code)	Fax Number (include are	ea code)	Email Addre	ess
Company Name						
Street Address (Number, street, suite, a	apt., etc.)					
City				State	ZIP + 4®	
Processing Information						
Use the Header Record Layout for processing. Your EPS accousubmitted.						
NOTE: All files submitted for AE confidential between the U.S. P				cords re	eceived ar	re considered
For a brief product description o	of AEC, AEC II, and AEC	Confide	nce, see page 2 of th	nis reque	est form.	
Submission Information		Payme	nt Method			
Mail AEC & AEC II Address Files/Payments to: OFFICE SERVICES ADDRESSING & RETAILTECHNOLOGY UNITED STATES POSTAL SERVICE 225 N HUMPHREYS BLVD STE 501 MEMPHIS TN 38188-1099 Fax AEC & AEC II Processing Requests to: ATTN: Office Services Fax: 901-681-4409		The person account a by submitt furnished signing to behalf; (3) in the US AEC II by	DOTA SIGNING THE REPORT OF THE	n accepts to erms of the warrants th is is accura d to sign an to the terms I) Mailer a ddressing &	otal responsible issuer, and the efollowing to te, truthful and is and condition grees to pay a Retail Techn	illity governing the use of this e US Postal Service. Mailer, the USPS: (1) all information d complete; (2) the person form and files on the Mailer's ns for USPS service set forth all fees assessed for AEC/lology.
		I understand that anyone who furnishes false or misleading information or who omits information requested on this processing request or attachment(s) may be subject to criminal sanctions (including fines and imprisonment), a nd/or civil sanctions (including multiple damages and civil penalties). The rights and remedies set forth in 18 U.S.C. 1001 shall be incorporated as if fully set forth herein.				
For Technical Support Call 1-800-238-3150.		Authorized Personnel (please print)				
		Signature				
		Company	Name			
		Address (Number, street, suite, apt., et	c.)		
		City			State	ZIP + 4

AEC203, December 2023, *Page 1 of 2*

Product Descriptions

AEC

- AEC and AEC II cannot process packed data or foreign addresses.
- A separate processing request and fee are required for each file submitted on CD-ROM, DVD, or by electronic transmission.
- AEC provides a carrier return and line feed after each record for CDs and electronic files.
- Submit only records with fixed length fields. Do no submit records with comma-delimited fields.

AEC II®

- Customers must submit a \$48.00 minimum payment to initiate AEC II processing, in addition to the \$33.00 minimum AEC processing fee, and agree to make this initial payment and all subsequent payments through either a U.S. Postal Service® Enterprise Payment System (EPS) account or valid credit card.
- Customers electing to use AEC II will receive all records resolved electronically.
- The initial \$48.00 fee includes resolution of up to the first 100 records resolved through Delivery Force Knowledge™.
- After the initial 100 records are resolved, each additional record resolved is charged at a rate of \$0.48 each. In this case, weekly invoices/packing slips totaling less than \$5 will be deferred until the \$5 threshold is met. This delayed charge will be noted on your packing slip as Previous Charge. If the \$5 threshold is not met after 15 days, the deferred amount will be charged to your account.
- All fees for AEC II resolved records must be pre-paid before updated address information is returned to the customer.
- ZIP® Codes are required on all records submitted for resolution by the AEC II program.
- Customers may request fulfillment (Weekly or Daily). Payment method for Daily requires USPS® EPS account.
- Customers may request a processing window of 30, 60, or 90 days for their file.

AEC Confidence Option

The AEC Confidence option can assist in minimizing the analysis of AEC returned corrections. This option is used to return only the AEC corrections where the AEC enhanced computer logic indicates a high confidence in the returned correction. These records usually result in a DPV[®] confirmation code of SS, P1, P2, or P4 and should Delivery Point Validate at a primary address level (this is dependent on the CASS™ software you use and the frequency of it's USPS data source). All records that do not have the highest level of confidence (usually resulting in an AEC return code 'SS' or 'P4') as determined through our logic will be sent through AEC II for resolution based on Delivery Force Knowledge.

- SS Exact Match
- P1 Secondary Address Invalid
- P2 Secondary Address Missing
- P4 Mail is dropped; final distribution to end recipient not provided through the USPS; Secondary information may or may not be necessary.

AEC203, December 2023, *Page 2 of 2*