

United States Postal Service®

# INDUSTRYALERT

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## New Processes for Bulk Hold Mail and Forwarding Requests by Businesses

The United States Postal Service has implemented two new processes to allow businesses to submit Hold Mail requests in bulk (10 or more), as well as requests to forward mail from many locations (10 or more) to one.

The new processes allow businesses with 10 or more requests to provide the Postal Service with an Excel spreadsheet with the addresses and relevant information for their hold or forwarding requests. Businesses must provide the information in a specific Excel file format. The Sales Representative will coordinate directly with the customer to obtain the required information.

There are currently no changes to the maximum timeframe for holding mail (30 days). Businesses should contact their Sales Representative if they would like to request Bulk Hold Mail (10 or more) for 30 Days or to Forward Mail from many locations (10 or more) to one.

For more information on these new processes, please contact your Sales Representative or email [ShippingServices@usps.gov](mailto:ShippingServices@usps.gov).

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