UNITED STATES POSTAL SERVICE®

Address Element Correction and AEC II® Processing Request *for Vendors*

Customer Information *(Please PRINT clearly)*

Customer ID			USPS® Use Only
Primary Contact	Telephone Number *(include area code)*	Fax Number *(include area code)*	Email Address
Secondary Contact	Telephone Number *(include area code)*	Fax Number *(include area code)*	Email Address

Company Name

Street Address *(Number, street, suite, apt., etc.)*

City	State	ZIP + 4®

Processing Information

Use the Header Record Layout and the AEC Input File Layout located in the AEC & AEC II User Guide to prepare your file for processing. Your CAPS account will be charged according to the values you provide in the Header Record for each file submitted.

NOTE: *All files submitted for AEC and/or AEC II must be submitted electronically. Records received are considered confidential between the U.S. Postal Service® and the list owner.*

For a brief product description of AEC, AEC II, and AEC Confidence, see page 2 of this request form.

Submission Information

Mail AEC & AEC II Address Files/Payments to:

OFFICE SERVICES
NATIONAL CUSTOMER SUPPORT CENTER
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

For Technical Support Call 1-800-238-3150.

Payment Method

USPS® CAPS Account Number / EPS Gateway Number

The **person signing this request form** accepts total responsibility governing the use of this account and agrees to comply with the terms of the issuer, **and the US Postal Service**. Mailer, by submitting this form, represents and warrants the following to the USPS: (1) all information furnished in this form and attachments is accurate, truthful and complete; (2) the **person signing this request form** is authorized to sign and deliver this form and files on the Mailer's behalf; (3) Mailer has read and agrees to the terms and conditions for USPS service set forth in the USPS AEC User Guide; and (4) **Mailer agrees** to pay all fees assessed for AEC/AEC II by the USPS as published by the NCSC.

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)*, and/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.

Authorized Personnel *(please print)*

Signature

Company Name

Address *(Number, street, suite, apt., etc.)*

City	State	ZIP + 4

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 $36.00 minimum payment to initiate AEC II processing, in addition to the $28.00 minimum AEC processing fee, and agree to make this initial payment and all subsequent payments through either a U.S. Postal Service® CAPS account or valid credit card.
- Customers electing to use AEC II will receive all records resolved electronically.
- The initial $36.00 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 $0.36 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® CAPS 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.