

United States Postal Service®

# INDUSTRYALERT

April 13, 2021

## UPDATE: Temporary Business Bulk Forwarding

On April 9, 2020, the United States Postal Service announced a new process that allowed businesses to request to forward mail from many locations (10 or more) to one. This service is known as new Temporary Business Bulk Forwarding. The Postal Service is reminding commercial customers who utilize Temporary Business Bulk Forwarding that according to DMM 507.2.1.3, temporary forwards may not exceed 12 months (364 total consecutive days).

If you are interested in extending your Temporary Business Bulk Forwarding service beyond 12 months, please consider one of the following options:

### • Premium Forwarding Service Commercial

The Premium Forwarding Service Commercial (PFSC) program allows business customers with an active PO Box™ or street address to temporarily forward all mail to a domestic business address using Priority Mail Express® or Priority Mail® services.

One of the key reasons that business customers use PFSC is to reduce time in transit to a subsequent delivery address. This enables businesses to consolidate their operations and plan for any additional staff they may require for processing incoming mail volume.

The available pricing options include:

- \$20.90 annual enrollment fee plus
- Priority Mail Express
  - Half Tray 58.35
  - Full Tray 115.10
- Priority Mail
  - Half Tray 25.35
  - Full Tray 46.25

All mail, regardless of mail class or Ancillary Endorsement, will be sent to the new address indicated.

Commercial customers interested in using PFSC can either go through the Business Customer Gateway or contact their local USPS® sales representative. Commercial customers can request forwarding service with options online through the Business Customer Gateway.

### • Change Temporary Change-of-Address to Permanent

The current timeframe for permanent Change-of-Address (COA) request includes 12 months of mail forwarding to the indicated new address plus an additional six months of mail being returned to the sender if mail is still being sent to the customer's old address.

Extended Mail Forwarding is available for permanent COA requests. Extended Mail Forwarding provides customers with the ability to receive forwarded mail beyond 12 months by allowing them to request an

extension of their COA request in six-month increments, not to exceed an additional 18 months, for a fee. The available pricing options include:

- \$19.95 for six (6) months
- \$29.95 for twelve (12) months
- \$39.95 for eighteen (18) months

If a customer selects the six- or 12-month option, they will have the opportunity to extend again at the six-month rate, up to a total of 18 months.

Commercial customers interested in PFSC can go through the Business Customer Gateway or contact their local USPS® sales representative.

In order to change your Temporary Change-of-Address to a Permanent Change-of-Address, you must visit <https://managemymove.usps.com>.

For more information on this update, please contact your Sales Representative.

##

*Please visit us on the USPS [Industry Outreach](#) website.  
Thank you for your support of the United States Postal Service.  
Industry Engagement & Outreach/USPS Marketing*

*To subscribe or unsubscribe to Industry Alerts, please hit reply and send us your request. Or mail your request to:  
Attn: Industry Engagement & Outreach  
475 L'Enfant Plaza, RM 4411  
Washington DC 20260*

**Privacy Notice:** For information regarding our privacy policies, visit [www.usps.com/privacypolicy](http://www.usps.com/privacypolicy)