



# Address Element Correction and AEC II® Processing Request

## 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 AEC Input File Layout located in the [AEC & AEC II User Guide](#) to prepare your file for processing. Each file **must** be submitted electronically. Customer will be billed according to the number of records processed in each file.

File Name	<table border="1"> <tr> <td><b>AEC Processing</b></td> <td>Number of Records Submitted</td> <td>X \$0.033 each =</td> <td>AEC Total Amount Due (\$33 minimum fee)</td> </tr> <tr> <td></td> <td><input type="text"/></td> <td>less and .01 each</td> <td><input type="text"/></td> </tr> </table>	<b>AEC Processing</b>	Number of Records Submitted	X \$0.033 each =	AEC Total Amount Due (\$33 minimum fee)		<input type="text"/>	less and .01 each	<input type="text"/>
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	<input type="text"/>	less and .01 each	<input type="text"/>						
Input Media <input type="checkbox"/> Electronic Transmission	<table border="1"> <tr> <td><b>AEC II Processing</b></td> <td>AEC &amp; AEC II Total Amount Due</td> </tr> <tr> <td></td> <td>\$48.00 minimum fee</td> </tr> </table>	<b>AEC II Processing</b>	AEC & AEC II Total Amount Due		\$48.00 minimum fee				
<b>AEC II Processing</b>	AEC & AEC II Total Amount Due								
	\$48.00 minimum fee								
Processing Request <input type="checkbox"/> AEC <input type="checkbox"/> AEC and AEC II	USPS® Use Only, Fee Computation Verified								
AEC II Processing Window <input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input type="checkbox"/> 90 days	<b>Payment Method</b>								
AECII Frequency <input type="checkbox"/> Weekly <input type="checkbox"/> Daily	Make check or money order payable to "United States Postal Service"								
AEC Confidence Option (see description on page 2) <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Check <input type="checkbox"/> USPS® Money Order <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> ACH Credit <input type="checkbox"/> American Express <input type="checkbox"/> USPS EPS Account <input type="checkbox"/> EPS Gateway Number								
<b>NOTE: All address lists submitted for AEC and/or AEC II are considered confidential between the U.S. Postal Service® and the list owner.</b>	Card/Account Number/EPS Number								
<b>For a brief product description of AEC and AEC II see page 2 of this request form.</b>	<input type="text"/>								
	Card expiration date: _____ / _____ (MM/YY)								

## Submission Information

**Do not send credit card information via email!**

**Mail AEC & AEC II Address Files/Payments to:**

ACCOUNTS RECEIVABLE  
ADDRESSING & RETAIL TECHNOLOGY  
UNITED STATES POSTAL SERVICE 225  
N HUMPHREYS BLVD STE 501  
MEMPHIS TN 38188-1099

**Fax AEC & AEC II Processing Requests to:**

ATTN: Accounts Receivable  
Fax: 901-681-4409

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

The **person signing this request form** accepts total responsibility governing the use of this card/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 Addressing & Retail Technology.

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 by electronic transmission.
- AEC provides a carrier return and line feed after each record for electronic files.
- Submit only records with fixed length fields. Do not 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 Deliver Point Validate at a primary address level (this is dependent on the CASS™ software you use and the frequency of its 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.