

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

BULK MAIL ADDRESS VERIFICATION FORM

All University "Bulk" or "Standard" mail delivered directly to the Post Office by the department or processed by Mail Services MUST have all address labels verified correct within 95 days of each mail out. This form, certifying that all addresses are correct, MUST be completed and signed by the Department Head. If the mail is going directly to the Post Office, a copy of this form MUST be sent to Mail Services for file. If Mail Services is processing the mail, the signed copy of this form MUST be attached. **NO BULK OR STANDARD MAIL WILL BE PROCESSED BY THE POST OFFICE OR UAHuntsville MAIL SERVICES THAT DOES NOT HAVE THIS COMPLETED AND PROPERLY SIGNED FORM ATTACHED.**

DEPARTMENT NAME _____

DEPARTMENT OFFICE LOCATION (building & room number) _____

DATE OF MAIL OUT: _____ NUMBER OF PIECES IN MAIL OUT: _____

DATE OF VERIFICATION OF ALL ADDRESS LABELS: _____

Valid Department Account Number for Payment of any Handling Fees or USPS Penalties: _____

I, (please print) _____, Department Head of _____, confirm that all addresses in this standard bulk mailing have been verified correct within 95 days of the date of this mailing.

I accept full responsibility for any errors that may result in any USPS Standard Mail violations.

Signature: _____

Department Head

Date