

## Post Office Requirements for Addressing

For good mail delivery service, faster reading of addresses and to receive postal discounts, DMB Mailing Services and the U.S. Post Office recommend we follow the requirements below for addresses on the system, invoices, and letters.

Link to United State Post Office for address lookup - <http://zip4.usps.com/zip4/welcome.jsp>

### Please note: Where applicable, use the registered office address codes.

- ☞ Use Arial font
- ☞ All caps
- ☞ No bolded fonts
- ☞ No punctuation or symbols
- ☞ No addressing elements such as lines or text of the document should appear in the address block or appear in the address window of the envelope.
- ☞ Suite numbers, floor numbers and building numbers should be on the same line as the street address or above the street address. See examples below:

ABC COMPANY  
SUITE 39  
165 MICHIGAN AVE  
LANSING MI 48909

ABC COMPANY  
SECOND FL  
164 MICHIGAN AVE  
LANSING MI 48909

ABC COMPANY  
APT 43  
165 HARRIS AVE  
LANSING MI 48909

- ☞ If there is a suite number or floor number listed on the registered office address of the resident agent, attempt to get the name of the business the person works for. The post office will not deliver mail to an individual that is located in a building with several businesses. The name of the business has to be associated with the person. See example below for proper addressing:

DEBORAH FOLSON  
ABC COMPANY  
23309 FORD RD STE 205  
DEARBORN MI 48128

- ☞ Post Office allows for both a street address and P.O. Box in the same address (dual addressing) as long as the zip code corresponds to where the P.O. Box is located. An address that contains a Box number or PMB (Personal mailbox) needs to be above the street address. See examples below:

ABC COMPANY  
126 MICHIGAN AVE  
P O BOX 30054  
LANSING MI 48909

JANE DOE  
BOX 23  
123 MICHIGAN AVE  
LANSING MI 48909

JANE DOE  
PMB 54  
123 MICHIGAN AVE  
LANSING MI 48909

- ☞ Post Office requires the –(dash) be added before the +4 zip code (example: 46656-3243). Our database is one character short in the zip code field and does not allow room for the – (dash). If the +4 zip code is listed on the document or report, do not add it to the database. The mailroom will add the +4 zip code when processing the mail. This will assure that it is an accurate number used for the zip code.