

# Mail Forwarding Form

Name: \_\_\_\_\_

Box#: \_\_\_\_\_

ID#: \_\_\_\_\_

*Forwarding Address:*

*(Please Print)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Liberty University Postal Services is a department of Liberty University and ***not*** a branch of the United States Post Office. We do not use an automated forwarding system therefore, a ***onetime fee*** of ***\$10.00*** is charged to cover materials and labor costs of forwarding by hand. ***We will forward First class mail and magazine subscription until August 17th. Students who are moving off campus should have their address updated as soon as possible before the forwarding time has expired. It is the students responsibility to notify business, relatives and friends of their address change.*** \*\* THIS SERVICE DOES NOT APPLY TO ANY PACKAGES FROM UPS, FEDEX, DHL OR ANY OTHER CARRIER OTHER THAN THE USPS\*\*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Paid via: Cash  Credit Card  Employee Initials \_\_\_\_\_