1900 New Highway, Farmingdale, NY 11735-1509
Phone: 631/293-6100. Fax: 631/293-4113

As a Licensee of the USPS® Delivery Sequence File (DSF²™) service, we are required to provide all our DSF²™ customers with the attached information packet. It contains the DSF²™ Processing Acknowledgment Form (PAF) and a description of the DSF²™ service.

The client completes the top section of the form. Additionally, it is now mandated that Brokers, Agents or List Administrators*, if any, complete the bottom section of the form.

We are not permitted to process a DSF²™ job without a properly executed PAF on file.

Completion requirements:

➢ The form must be legible – all information except signatures must be printed or typed.

➢ All fields must be completed. Tax Identification Number (TIN) is not optional.

➢ Company Name: Full company name of list owner – initials are acceptable only if they are part of the full legal name.

➢ Address: Companies with multiple locations require a separate form for each address processing data.

➢ P.O. Boxes are not acceptable – please use a street address.

➢ Do not use liquid paper to make corrections. Draw a line through the error and print above it, if necessary.

➢ Dates may not be corrected; you must obtain a new form to correct a date.

Please arrange for completion of the PAF as soon as possible so as not to delay DSF²™ processing. Completed forms may be faxed to my attention at (631) 293-4113. (Faxed signatures are now valid to execute the PAF). Additional forms may be downloaded from our website: www.anchorcomptuer.com. Please call me at (631) 293-6100 if you have any questions.

Thank you for your cooperation.

Very Truly Yours,

Valerie Manzo

Valerie Manzo
NCOA Department

*The USPS® has provided the following definitions:
A *broker*, or *agent*, is a third party who provides an interface between the end-user (client) and the licensee. When an end-user (client) outsources its address list management operations to another company, that new company shall be defined as the list *administrator.*

DSF²™ – Delivery Sequence File 2ⁿᵈ Generation

The main purpose of this service is to enhance the processing and delivery of mail and provide mutual cost reduction opportunities through improved efficiency by ensuring that USPS customers have access to the following address list services: (Sec 1.2 DSF² LPR)

- Acceptable standardization and address matching services
- Detection of Undeliverable Addresses (excluding Change of Address)
- Delivery sequence information for existing addresses in the mailer's file.
- Address-level attributes

The term "address attributes" as it is used in this document shall refer to the data elements derived through the use of individual tables supplied by USPS to Licensee to perform DSF² processing. Address attributes are specifically considered to include: (Sec 1.2 DSF² LIC)

> Seasonal indicator
> Vacant indicator
> Delivery mode type indicator
> Residential indicator (ref fig 4 DSF²LPR)
> Business indicator
> Drop indicator
> Drop count
> Locatable Address Conversion System (LACS) indicator
> No-stat(istics) indicator
> Address throwback indicator

The sole purpose and scope of this service is to provide Licensee with access to USPS Licensed Materials for use by Licensee on its computer system to process address lists for address hygiene, address attribute assignment, and address sequencing services on behalf of either Licensee or Licensee's customers in preparation of submitting mailpieces to the United States Postal Service for delivery. (Sec 2.1 DSF² LIC)

Licensee may not use and may not permit any of Licensee's customers to use information obtained or derived from the DSF² system for any purpose inconsistent with the DSF² License Agreement, including but not limited to creating or maintaining any derivative products that incorporate data obtained from use of DSF² Licensed Materials in either whole or in part for the benefit of Licensee or its customers. (Sec 2.2 DSF² LIC)

Where Licensee or Licensee's customer already possesses the same address attributes that are contained within the DSF² data, such attributes must be identified to USPS prior to any update derived from DSF² technology. Failure to provide prior notice to USPS of Licensee's or Licensee's customer's possession of pre-existing data elements shall be deemed a concession by Licensee and/or Licensee's customer that said address attribute data elements were derived solely from processing using the DSF² technology and therefore subject to the terms and conditions of the DSF² License Agreement. (Sec 2.2.2 DSF² LIC)

Neither Licensee nor any of Licensee's customers may use any data derived directly or indirectly from the use of the DSF² Licensed Materials in any data system, product, or technology except specifically for preparing mail that will be delivered by the United States Postal Service. (Sec 2.3 DSF² LIC)

Neither Licensee nor any of Licensee's customers may use the DSF² technology to artificially generate address records not already within the possession of Licensee or Licensee's customers. (Sec 2.4 DSF² LIC)

In the case where Licensee provides DSF² services to itself or its customer(s), Licensee shall cause the resulting business arrangement to constitute a binding agreement to adhere to the requirements of the DSF² License Agreement by both Licensee and all subsequent customers. Without limiting the generality of the foregoing, Licensee shall enter into written agreements with its customers to ensure that all obligations of Licensee's customers referred to in the DSF² License Agreement shall be binding upon Licensee's customers and inure to the benefit of USPS. Upon request of USPS, Licensee shall provide copies of such agreements to USPS. (Sec 3.4 DSF² LIC)

Licensee may not use DSF^2 Licensed Materials provided or obtained under the DSF^2 License for any purpose other than the fulfillment of requirements under the DSF^2 License Agreement. (Sec 3.5 DSF^2 LIC)

Licensee shall use the USPS required text when communicating with their customers to provide industry-wide approach and provide a clear understanding to all customers. (Sec 5.2 DSF^2 LIC)

The following standard footnotes shall be provided to customers upon their request:

AA	Input Address Matched to the ZIP+4 file
A1	Input Address Not Matched to the ZIP+4 file
BB	Input Address Matched to DPV (all components)
CC	Input Address Primary Number Matched to DPV but Secondary Number not Matched (present but invalid)
N1	Input Address Primary Number Matched to DPV but Highrise Address Missing Secondary Number
M1	Input Address Primary Number Missing
M3	Input Address Primary Number Invalid
P1	Input Address PO, RR, or HC Box number Missing
P3	Input Address PO, RR, or HC Box number Invalid
RR	Input Address Matched to CMRA and PMB designator present (PMB 123 or #123)
R1	Input Address Matched to CMRA but PMB designator not present (PMB 123 or #123)

**** No Delivery Type on Match - If you get a DPV confirm (BB) or (CC) Input Address Matched to DPV (all components) and no delivery type, you need to move (N1) Input Address Primary Number Matched to DPV but Highrise Address Missing Secondary Number to the footnote code, replacing BB or CC with N1.

DPV validates the address when there is a Highrise record missing from the database. If there are only records with secondary information and no Highrise default, DPV will make a Highrise default record with no delivery type and validate that record. (Fig 2 DSF^2 LPR)

The following standard information fields shall be provided to customers upon their request:

	Length
Address Sort Sequence Number:	(04)
Address No-Statistic Indicator:	(01)
Delivery Point Business Indicator	(01)
Delivery Point CMRA Indicator	(01)
Delivery Point Drop Indicator	(01)
Delivery Point Residence Indicator	(01)
Delivery Point Seasonal Indicator	(01)
Delivery Point Vacant Indicator	(01)
Delivery Point Throwback Indicator	(01)
Delivery Type Code:	(01)

      1 - Curb
      2 - NDCBU
      3 - Central
      4 - Door-slot

Drop Count:	(03)
Locatable Address Conversion Indicator:	(01)
Record Type Code:	(01)

      S - Street
      H - Highrise
      F - Firm
      P - PO BOX
      R - Rural Route/Highway Contract
      G - General Delivery
      (Fig 3 DSF^2 LPR)

DSF² ™

Processing Acknowledgement Form

www.AnchorComputer.com

I, the undersigned, an authorized representative of:

_____

Company Name

Customer Standard Industry Code (NAICS)

_____

Address

_____

City

State

ZIP+4

_____

Telephone Number

Tax Identification Number (TIN)

_____

Name (Please print)

Title

_____

Signature

Date

I understand that the sole purpose of the DSF²™ service is to provide mailing list services for lists that will be used for preparation of mailings. I also acknowledge receipt of the required text document provided to me by Anchor Computer Inc.

DSF²™ Licensee

ANCHOR COMPUTER INC.

518210

Business Name

Customer Standard Industry Code (NAICS)

NANCY ATWOOD

VICE PRESIDENT, ECOMMERCE SERVICES

Name (Please print)

Title

_____

Signature

Date

631-293-6100

Telephone Number

Tax Identification Number (TIN)

☐ **Broker/Agent**   ☐ **List Administrator** (Check applicable box)

_____

Business Name

Customer Standard Industry Code (NAICS)

_____

Address

City/State/ZIP+4

_____

Name (Please print)

Title

_____

Signature

Date

_____

Telephone Number

Tax Identification Number (TIN)

For Licensee Use Only

Customer ID:	Broker/Agent ID:	List Administrator ID:

UNITED STATES POSTAL SERVICE

DSF²ᵀᴹ PROCESSING ACKNOWLEDGEMENT FORM

I, the undersigned, an authorized representative of:

LIST OWNER INFORMATION

Please complete this section with the LIST OWNER'S information.
    * ALL FIELDS ARE REQUIRED!
    * Company Name: Full company name of LIST OWNER.
    (Initials are only accepted if they are part of the full legal name)
    * Address: Legal address of company; P.O. Boxes are not
    acceptable.
    (Companies with multiple locations require a separate form
    for each address processing data.)
    * Name: Name of the company official signing document.
    (Must be a manager or higher.)

I understand that the sole purpose of the DSF²ᵀᴹ service is to provide a mailing list correction service for lists that will be used for preparation of mailings.

DSF²ᵀᴹ Licensee

ANCHOR COMPUTER, INC.
Business Name (Please Print)

NANCY ATWOOD
Name (Please Print)

VICE PRESIDENT, ECOMMERCE SERVICES
Title

Signature

Date

631-293-6100
Telephone Number

Tax Identification Number (TIN)

[ ] Broker/Agent   **[ ] List Administrator** (Check applicable box)

BROKER/AGENT INFORMATION

Please complete this section if you are processing for a third-party.
    * ALL FIELDS ARE REQUIRED!
    * P.O. Boxes are not acceptable for the address.
    * The list owner must fill out and sign the top portion of this
    form.

For Licensee Use Only

Customer ID:	Broker/Agent ID:	List Administrator ID:

DSF²™ NEW ACCOUNT QUESTIONNAIRE

Company:	_____
Address:	_____
City/State/ZIP:	_____
Phone:	_____

1. Please describe the nature of your business with emphasis on your mailing-related functions and experience in this business.

_____
_____
_____
_____

2. Describe how you plan to utilize DSF²™ processing as part of your business.

_____
_____
_____
_____

3. Provide a statement of annual mailing list preparation volume that will be processed through DSF²™ (estimate number of lists and total of address records processed).

_____
_____
_____
_____

4. Provide a statement of your annual estimated mailing volume (number of pieces).

_____
_____
_____
_____

Customer Name:	_____
Signature:	_____
Title:	_____ Date: _____