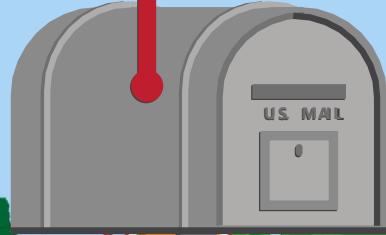


How to Forward Your Mail With the USPS



HOW DO I CHANGE MY ADDRESS?

Online (MoversGuide.USPS.com), at your local post office, or ask your mail carrier for a form.



WHEN SHOULD I FILE MY COA?

At least 2 weeks BEFORE your move. You'll want to notify EVERYONE who sends you mail (even if you pay bills or receive statements online: insurance, IRS, doctor...)



WHO'S MOVING?

Individual, Family or Entire Business?

You might have to complete more than one change-of-address type if your household has different last names, you're known by another name or you're moving to separate addresses.



HOW MUCH DOES IT COST?

There is a \$1.05 ID verification fee to change your address ONLINE with a credit/debit card and valid email. This is to prevent fraud. NO CHARGE for doing the COA in-person at the Post Office.



HOW DO I KNOW THE CHANGE WAS ACCEPTED?

You'll receive a Confirmation Code by email (if the COA was submitted online), a COA Confirmation Letter/Welcome Kit at your new address & a Move Validation Letter at your OLD address.



WHEN DOES MAIL START FORWARDING?

Mail should arrive at your new address within 7-10 postal business days after your move effective date OR your file date, whichever is later.



WHAT IF I NEED TO CANCEL OR MODIFY MY COA?

You'll need your Confirmation Code and new zip code to edit your COA online. If you don't have it you'll need to visit your Post Office in-person to request changes.



HOW LONG DOES FORWARDING LAST?

Generally 12 months with magazines and newspapers for only 60 days. Don't rely on the USPS to ensure delivery of items, you'll need to contact anyone who sends you mail and make the change with them.



WHAT IF I MOVE & DON'T DO A COA?

Your mail carrier will leave you a notice that mail is available for you to pick up at your Post Office. They'll hold accumulated mail for up to 10 DAYS, then return to the sender.



+ 1 IMPORTANT TIP!

Don't forget — within 10 DAYS of your move, be sure to change the address on your driver's license or other applicable identification card. Don't delay as penalties can be assessed.