



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

As a Licensee of the USPS® Delivery Sequence File (DSF<sup>2™</sup>) service, we are required to provide all our DSF<sup>2™</sup> customers with the attached information packet. It contains the DSF<sup>2™</sup> Processing Acknowledgment Form (PAF) and a description of the DSF<sup>2™</sup> 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 DSF<sup>2™</sup> 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 DSF<sup>2™</sup> 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.anchorcomputer.com](http://www.anchorcomputer.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*.

## DSF<sup>2</sup>™ – Delivery Sequence File 2<sup>nd</sup> 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 DSF<sup>2</sup> 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 DSF<sup>2</sup> processing. Address attributes are specifically considered to include: (Sec 1.2 DSF<sup>2</sup> LIC)

Seasonal indicator  
Vacant indicator  
Delivery mode type indicator  
Residential indicator (ref fig 4 DSF<sup>2</sup> LPR)  
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 DSF<sup>2</sup> LIC)

Licensee may not use and may not permit any of Licensee's customers to use information obtained or derived from the DSF<sup>2</sup> system for any purpose inconsistent with the DSF<sup>2</sup> License Agreement, including but not limited to creating or maintaining any derivative products that incorporate data obtained from use of DSF<sup>2</sup> Licensed Materials in either whole or in part for the benefit of Licensee or its customers. (Sec 2.2 DSF<sup>2</sup> LIC)

Where Licensee or Licensee's customer already possesses the same address attributes that are contained within the DSF<sup>2</sup> data, such attributes must be identified to USPS prior to any update derived from DSF<sup>2</sup> 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 DSF<sup>2</sup> technology and therefore subject to the terms and conditions of the DSF<sup>2</sup> License Agreement. (Sec 2.2.2 DSF<sup>2</sup> LIC)

Neither Licensee nor any of Licensee's customers may use any data derived directly or indirectly from the use of the DSF<sup>2</sup> 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 DSF<sup>2</sup> LIC)

Neither Licensee nor any of Licensee's customers may use the DSF<sup>2</sup> technology to artificially generate address records not already within the possession of Licensee or Licensee's customers. (Sec 2.4 DSF<sup>2</sup> LIC)

In the case where Licensee provides DSF<sup>2</sup> 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 DSF<sup>2</sup> 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 DSF<sup>2</sup> 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 DSF<sup>2</sup> LIC)

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



**DSF<sup>2</sup>™**

Processing Acknowledgement Form

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 DSF<sup>2</sup>™ 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.

**DSF<sup>2</sup>™ Licensee**

**ANCHOR COMPUTER INC.** \_\_\_\_\_ **518210** \_\_\_\_\_

Business Name  \_\_\_\_\_ Customer Standard Industry Code (NAICS) \_\_\_\_\_

**VALERIE MANZO** \_\_\_\_\_ **ACCOUNT MANAGER** \_\_\_\_\_

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:

# SAMPLE



## DSF<sup>2</sup>™ 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 DSF<sup>2</sup>™ service is to provide a mailing list correction service for lists that will be used for preparation of mailings.

### DSF<sup>2</sup>™ 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:

# DSF<sup>2</sup>™ 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.

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2. Describe how you plan to utilize DSF<sup>2</sup>™ processing as part of your business.

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3. Provide a statement of annual mailing list preparation volume that will be processed through DSF<sup>2</sup>™ (estimate number of lists and total of address records processed).

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

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

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

Title: \_\_\_\_\_

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