

# **NCOA GUIDELINES**

## **Guidelines for mailings out of Ada only.**

***If you wish to mail at the reduced rates of non-profit or first-class presorted using ONU's permit number, you will need to review the following:***

YOUR MAILING CONSISTS OF ONLY ADDRESSES THAT ARE IN ONU'S BANNER DATA BASE:

1. Fill out the Origin of Addresses form and indicate where the mailing list came from.
2. Submit the form to the mail room when you submit your mailing.

YOUR MAILING CONSISTS OF ADDRESSES FROM A LISTING THAT IS NCOA COMPLIANT:

1. Fill out the Origin of Addresses form and indicate where the mailing list came from.
2. Attach the verification / certification form that must be provided to you to verify the listing is NCOA compliant.
3. Submit the form to the mail room when you submit your mailing.

YOUR MAILING CONSISTS OF ADDRESSES FROM A PURCHASED LIST:

1. Please check to see if the list is NCOA compliant - the age of the list is the key as all addresses must be processed every 95 days - this is a postal regulation.
2. Fill out the Origin of Addresses form and indicate where the mailing list came from.
3. Attach the verification / certification form that must be provided to you to verify the listing is NCOA compliant.
4. Submit the form to the mail room when you submit your mailing.

### ***PLEASE NOTE:***

The use of the ancillary postal endorsements will no longer be used by ONU for mailing under the non-profit or first-class presorted permit number for those mailings originating out of Ada.

If you cannot provide the certification for the NCOA compliance, please contact Anita Stanley in Printing Services PRIOR to your mailing being printed / prepared.

***March 15, 2010***