

ORIGIN OF ADDRESSES

NON-PROFIT or FIRST-CLASS PRESORTED MAILING

THIS FORM MUST ACCOMPANY THE APPROPRIATE USPS FORM FOR THE MAIL ROOM AT THE TIME OF THE PICKUP – NO EXCEPTIONS.

See Samples that follow to help you in filling out this form.

NO MAILING CAN BE PROCESSED WITHOUT THIS FORM.

DATE _____

DEPARTMENT _____

MAILING DESCRIPTION _____

ORIGIN OF ADDRESSES

YOUR MAILING MUST BE NCOA COMPLIANT IF YOU WISH TO USE ONU'S PERMIT NUMBER - PLEASE CONTACT PRINTING SERVICES OR THE MAIL ROOM IF THE LIST IS NOT COMPLIANT.

Each mailing must have this filled out - ONE BOX OR THE OTHER - NOT BOTH

Data file pulled from Banner -
specify origin _____

Date file pulled _____

OR

Data file from other source - specify

The source must be NCOA Compliant.
 VERIFICATION / CERTIFICATION IS ATTACHED

DEPARTMENT SIGN-OFF _____

Print your name -
REQUIRED _____

**ONU MAIL ROOM TO
FILL IN FINAL QUANTITY:**

SAMPLE 1 - ENTIRE MAILING ADDRESSES ARE FROM ONU'S BANNER DATA BASE
ORIGIN OF ADDRESSES

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DATE January 15, 2010

DEPARTMENT Printing Services

MAILING DESCRIPTION Event in Hawaii

ORIGIN OF ADDRESSES

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Each mailing must have this filled out - ONE BOX OR THE OTHER - NOT BOTH

Data file pulled from Banner -
specify origin _____
ONU Development Office

Date file pulled Jan. 5, 2010

OR

Data file from other source - specify

The source must be NCOA Compliant.
 VERIFICATION / CERTIFICATION IS ATTACHED

DEPARTMENT SIGN-OFF Anita Stanley (signature)

Print your name -
REQUIRED Anita Stanley

**ONU MAIL ROOM TO
FILL IN FINAL QUANTITY:**

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DATE January 15, 2010

DEPARTMENT Printing Services

MAILING DESCRIPTION Event in Hawaii

ORIGIN OF ADDRESSES

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Each mailing must have this filled out - ONE BOX OR THE OTHER - NOT BOTH

Data file pulled from Banner - specify origin _____

Date file pulled _____

OR

Data file from other source - specify ABC List Company

The source must be NCOA Compliant.
 VERIFICATION / CERTIFICATION IS ATTACHED

DEPARTMENT SIGN-OFF Anita Stanley (signature)

Print your name - REQUIRED Anita Stanley

ONU MAIL ROOM TO FILL IN FINAL QUANTITY: