

Ancillary Endorsement Flowchart:

Do you want the mail forwarded if the addressee has moved?

YES

NO

Do you want to be advised that the addressee has moved so your database can be updated?

Do you want the mail returned to you?

YES

NO

YES

NO

Address Service Requested

Forwarding Service Requested

Return Service Requested

Do you want to be advised that the addressee has moved so your database can be updated?

Mail Piece Forwarded
New Address Provided
Move Update Compliant

Mail Piece Forwarded
New Address not Provided
Not Move Update Compliant

Mail Piece Returned
New Address Provided
Move Update Compliant

YES

NO

Change Service Requested

Do not use any endorsement

Mail Piece Destroyed
New Address Provided
Move Update Compliant