

## USPS Changes:

Beginning March 2018, the United States Post Office is changing the way they process Non-Profit Bulk Mailings. For Seattle University to comply with these new changes, departments will need to change the way they prepare bulk mailings.

This March all addresses in a mailing must run through the U.S. Postal System Move Update program. The Move Update program is what corrects and rejects wrong addresses. The Move Update is located within the Intelligent Barcode above or below the address.

For Reprographics to comply with this new Move Update program, departments can no longer address their own mailings that they plan to go out through Bulk Mail (Minimum 200 pieces). Reprographics must receive a correctly formatted excel file from a department so that we can run the address list through the Move Update program. If Reprographics receives a Bulk Mailing from a department with preprinted addresses, the department mailing must go via First-Class mail. This Move Update will apply to Letters, Postcards, and Flats/Magazines.

Please [Email the Reprographics Team](#) with any questions you might have.