



## How to Complete (SMART MOVERID) NCOA<sup>Link™</sup> Processing Acknowledgement Form (PAF)

Attached is the PAF for processing files through Saturn's Smart MoverID using NCOA<sup>Link</sup> 18 months database. Please complete, sign (and have the list owner sign, as required), and date the PAF and return immediately.

**Important: For your convenience, this is an interactive PDF that should be filled out online. Please provide all required information, print, sign, and fax to (301) 386-4538. Everything on the form can now be typed resulting in more legible documents and faster processing of these forms for you and your clients. Please note: You must provide both the Tax Identification number and North American Industry Classification (NAICS) number on the form in order for us to process your file.**

Please fill out information in the top (List Owner) and/or bottom sections (Broker/Agent or List Administrator) of the PAF only. **Please do not fill in any information in the area reserved for licensee.**

Are you a List Owner, a Broker/Agent, or a List Administrator? If the file belongs to you, all you need to do is fill in the top section. If you are processing the file on behalf of your client, please check the appropriate box for Broker/Agent or List Administrator and fill out the bottom section. Your client fills out the top section. **The same company name should not be in both the top and bottom sections.**

**Broker/Agent:** A third party participant who provides an interface between the List Owner (client) and the licensee. The Broker/Agent receives the addresses back from the licensee and returns the addresses to the client.

**List Administrator:** A company who handles address list management operations for the list owner on an outsourced basis. A List Administrator differs from a Broker/Agent in that they do not return the address files back to the List Owner.

**List Owner:** The owner of the address list.

If you have any questions on how to fill out the form correctly, please feel free to contact us at 1-800-USA-0090, ext. 4570 or email: [orders@saturncorp.com](mailto:orders@saturncorp.com)



# NCOA<sup>Link</sup>™ PROCESSING ACKNOWLEDGEMENT FORM

The collection of information on this Processing Acknowledgement Form (PAF) is required by the Privacy Act of 1974. The United States Postal Service (USPS) requires that each NCOA<sup>Link</sup> Licensee have a completed NCOA<sup>Link</sup> PAF for each of their NCOA<sup>Link</sup> customers prior to providing the NCOA<sup>Link</sup> service. The Licensee is also required by the USPS to retain a copy of the completed form for each of its customers and to obtain an updated PAF from each of its customers at minimum once per year. Any signature upon this PAF shall be considered valid for all purposes and have the same effect whether it is an ink-signed original or a photocopy or facsimile representation of the original document.

## LIST OWNER

I, the undersigned, an authorized representative of:

Company Name

Address

City

State

ZIP+4

Telephone Number

Postal ID (for future use)

Tax Identification Number (TIN)

NAICS/SIC

Parent Company Name

Marketing or "DBA" Company Name or Primary Affiliate Company Name

Name (Please print)

Title

Signature

Date

do hereby acknowledge that I have received and reviewed the NCOA<sup>Link</sup> Information Package supplied to me by \_\_\_\_\_, an NCOA<sup>Link</sup> Limited Service Provider Licensee. I also understand that the sole purpose of the NCOA<sup>Link</sup> service is to provide a mailing list correction service for lists that will be used for preparation of mailings. Furthermore, I understand that NCOA<sup>Link</sup> may not be used to create or maintain new movers lists.

## LICENSEE

Business Name (Please print)

Name (Please print)

Title

Signature

Date

Telephone Number

Tax Identification Number (TIN)

**BROKER/AGENT**  **LIST ADMINISTRATOR** (Check applicable box)

Business Name (Please print)

Address

City/State/ZIP+4

Name (Please print)

Title

Signature

Date

Telephone Number

Tax Identification Number (TIN)

NAICS/SIC

## For Licensee Use Only

PAF ID:

Broker/Agent ID:

List Administrator ID:

**NCOA<sup>Link™</sup> LIMITED SERVICE PROVIDER WITH ANK<sup>Link™</sup>  
REQUIRED TEXT DOCUMENT**

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Saturn Corporation is a non-exclusive Licensee of the USPS<sup>®</sup> (United States Postal Service<sup>®</sup>) to provide Limited Service NCOA<sup>Link™</sup> processing.

It is important to note that not all Service Providers can offer the same level of service. Data quantity differs based on license level. Full Service Providers receive the full 48 month data set while Limited Service Providers receive an 18 month data set. All data fulfillments to Service Providers are provided weekly under direct license from the USPS.

The full NCOA<sup>Link</sup> file is a consolidated file of move information that on average contains approximately 160 million permanent changes-of-address (COAs) filed with the United States Postal Service (USPS). These COAs are retained on the file for a four-year period from the move-effective date and the file is updated weekly.

Before being added to the NCOA<sup>Link</sup> file, the **Old** address supplied by the Postal customer must be ZIP + 4 coded. The **New** addresses must be ZIP + 4 coded and validated using the USPS' proprietary database of actual delivery points. (NOTE: The delivery point database does not include NAMES or COA information.) Each delivery point confirmed **New** address is included on the NCOA<sup>Link</sup> file. If unable to validate the **New** address, the NCOA<sup>Link</sup> process will indicate that a move exists but will not provide the undeliverable **New** address.

**New** address information is provided only when a match to the input name and address is attained. The typical profile of the **New** address information contained on the NCOA<sup>Link</sup> file is as follows:

- 80.92% Forwardable moves containing delivery point confirmed **New** addresses –  
**New** address provided
- 1.18% Moves containing unconfirmed **New** addresses – **New** address not  
provided
- 13.80% Moved, left no address
- 3.92% PO Box Closed
- 0.18% Foreign moves

When possible, postal customers who move multiple times within the NCOA<sup>Link</sup> time period are “linked” or “chained” to ensure that the latest address is furnished when an NCOA<sup>Link</sup> match is attained. This is not always possible if subsequent COAs are not filed in exactly the same manner as a COA filed previously (e.g., name spelling differences or conflicting secondary information).

The provision of change of address information is controlled by strict name and address matching logic. NCOA<sup>Link</sup> processing will only provide new address information when queried with a specific algorithm of the name and input address from a mailers address list which matches the information on the NCOA<sup>Link</sup> Product. Data contained in and information returned by NCOA<sup>Link</sup> is determined by the name and move type (Business, Individual, or Family) indicated on a Postal customer's Change of Address form.

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The data contained within the NCOA<sup>Link</sup> Product is comprised of approximately 40% family moves, 54% individual moves, and 6% business moves.

All matches made to the NCOA<sup>Link</sup> file require a ZIP + 4 coded, parsed input address.

The five types of processing modes are Standard (S); Business and Individual (C); Individual (I); Business (B); and Residential (R).

## **Standard Processing Mode (S)**

- Standard Processing Mode requires inquiries in the following order:
  - Business – Match on business name.
  - Individual – Match on first name, middle name, surname and title required. Gender is checked and nickname possibilities are considered.
  - Family – Match on surname only.
- **Under no circumstances shall there be a “Family” match only option.**

## **Business and Individual Processing Mode (C)**

- The NCOA<sup>Link</sup> customer may choose to omit all “Family” match inquiries and allow only “Individual” and “Business” matches to be acceptable. This matching process is also known as C Processing Mode.

## **Individual Processing Mode (I)**

- The NCOA<sup>Link</sup> customer may also choose to omit “Business” match inquiries when processing individual names for mailing lists that contain no business addresses.

## **Business Processing Mode (B)**

- The NCOA<sup>Link</sup> customer may choose to process for only “Business” matches when processing a “Business-to-Business” mailing list which contains no residential (Individual or Family) addresses.

## **Residential Processing Mode (R)**

- The NCOA<sup>Link</sup> customer may choose to omit “Business” match inquiries and allow only “Individual” and “Family” matches to be acceptable under Residential Processing Mode. This matching process is also known as R Processing Mode.

The USPS has opted to remove soundex from the matching logic process. Consequently, the USPS has established a process called the “Rules Table.” This process will produce matches that otherwise would not be possible, i.e. JOHNY and JOHNNY, without the risks associated with soundex.

All nickname possibilities are derived from a standard USPS nickname list. In considering alternate presentations of an input name, only reasonable derivatives of the original input name are acceptable. If an input name and address do not match to NCOA<sup>Link</sup> and alternative queries are attempted, any variations which obtain NCOA<sup>Link</sup> matches will be provided to the NCOA<sup>Link</sup> customer for analysis.

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When a match or a near match of an input name and address to NCOA<sup>Link</sup> is identified, a standard NCOA<sup>Link</sup> return code is provided indicating the type of match made or reason that a match could not be made.

The standard output of a USPS NCOA<sup>Link</sup> process is:

- a) Each original unaltered input name and address as it was presented.
- b) The standardized input address appended with the correct ZIP + 4/DPC, other postal values and any other intelligence flags or footnotes that result from the CASS<sup>™</sup> processing segment.
- c) For each mailing address for which there is a match to the NCOA<sup>Link</sup> Product, a standardized new address with 11-digit Delivery Point Barcode (DPBC) and standard return codes.
- d) When a match is made, the following elements must be returned: the move effective date, the specific name and address utilized in the query that obtained the match, and the move type. The move type is determined by the Interface based on the specific name inquiry utilized to obtain the match.
- e) For each mailing address for which there is not a match to the NCOA<sup>Link</sup> Product, the Interface shall return all elements as appropriate under items a and b as well as any standard return codes as may be appropriate.
- f) The urbanization name information, when applicable.
- g) The carrier route information for new (updated) addresses.
- h) Processing summary report containing information to identify the specific list and the statistics resulting from the NCOA<sup>Link</sup> process performed on the list.

Although every record must be returned, the format of the records returned by a Service Provider to their clients is determined by a separate agreement between the processor and the customer.

NCOA<sup>Link</sup> processing has the potential to reduce returned mail, yet the USPS does not make any guarantees, express or implied, on the reduction of such mail. Thus any costs associated with returned mail are the Licensees' and/or their customers' sole responsibility.

An NCOA<sup>Link</sup> customer with questions about the specific results returned from an NCOA<sup>Link</sup> process must first contact the processor for explanation and resolution.

Prior to the processing of NCOA<sup>Link</sup> data, every customer must have completed and returned to their NCOA<sup>Link</sup> Licensee the "NCOA<sup>Link</sup> PROCESSING ACKNOWLEDGEMENT FORM" provided to them by their Licensee or Agent. It is inappropriate to misrepresent any of the information on the form. Punitive action will be taken by the USPS if the customer, agent or licensee is found to have knowingly supplied false information. Depending on the severity of the offense, actions may include litigious or even criminal charges being brought against the offender.

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The ANK<sup>Link</sup> option is available through Limited Service Provider Licensees to enable mailers to make informed choices regarding a specific customer contact. If the data indicates a move, the mailer may choose to suppress the record from their list or attempt to determine the actual new address by engaging the services of an NCOA<sup>Link</sup> Full Service Provider (FSP) Licensee.

Mailers choosing to engage the services of an FSP Licensee may submit only those ANK<sup>Link</sup> matches for which they need additional processing provided that:

- 1) The mailer informs the FSP Licensee that the list is derived from a prior ANK<sup>Link</sup> process.
- 2) The list submitted to the FSP for processing meets the mailing list requirement of at least 100 unique names and addresses.
- 3) The final results are incorporated back into the original list.
- 4) The records separated for processing are not used to create a derivative product.

The following trademarks are owned by the United States Postal Service<sup>®</sup>: ANK<sup>Link</sup>, CASS, NCOA<sup>Link</sup>, United States Postal Service, USPS and ZIP + 4.

**2002 NAICS (North American Industry Classification System) Codes and Titles  
(6-digit Codes Only)**

Abbreviated List by Saturn Corporation (for use with NCOA<sup>Link</sup> PAF)  
Copied from <http://www.census.gov/epcd/naics02/naico602.txt>

**Most commonly used NAICS**

**NAICS**

<b><u>Code</u></b>	<b><u>NAICS Title/Description</u></b>
323110	Commercial Lithographic Printing
323114	Quick Printing
323115	Digital Printing
323117	Books Printing
323119	Other Commercial Printing
323122	Prepress Services
445110	Supermarkets and Other Grocery (except Convenience) Stores
445120	Convenience Stores
445299	All Other Specialty Food Stores
491110	Postal Service
511110	Newspaper Publishers
511120	Periodical Publishers
511130	Book Publishers
511140	Directory and Mailing List Publishers
511210	Software Publishers
518210	Data Processing, Hosting, and Related Services
522110	Commercial Banking
522120	Savings Institutions
522130	Credit Unions
541430	Graphic Design Services
541490	Other Specialized Design Services
541613	Marketing Consulting Services
541810	Advertising Agencies
541820	Public Relations Agencies
541840	Media Representatives
541860	Direct Mail Advertising
541910	Marketing Research and Public Opinion Polling
561410	Document Preparation Services
561422	Telemarketing Bureaus
561431	Private Mail Centers
561439	Other Business Service Centers (including Copy Shops)
611210	Junior Colleges
611310	Colleges, Universities, and Professional Schools
712110	Museums
712120	Historical Sites
713210	Casinos (except Casino Hotels)
713910	Golf Courses and Country Clubs
713940	Fitness and Recreational Sports Centers
713950	Bowling Centers
713990	All Other Amusement and Recreation Industries
721110	Hotels (except Casino Hotels) and Motels
813110	Religious Organizations
813212	Voluntary Health Organizations
813311	Human Rights Organizations
813312	Environment, Conservation and Wildlife Organizations
813410	Civic and Social Organizations
813910	Business Associations
813920	Professional Organizations
813940	Political Organizations

## Other Commonly used NAICS

### **NAICS**

<u>Code</u>	<u>NAICS Title/Description</u>
221122	Electric Power Distribution
221210	Natural Gas Distribution
236118	Residential Re-modelers
238210	Electrical Contractors
238220	Plumbing, Heating, and Air-Conditioning Contractors
311811	Retail Bakeries
334611	Software Reproducing
335228	Other Major Household Appliance Manufacturing
336111	Automobile Manufacturing
336112	Light Truck and Utility Vehicle Manufacturing
336612	Boat Building
336999	Other Transportation Equipment Manufacturing
425110	Business to Business Electronic Markets
441110	New Car Dealers
441120	Used Car Dealers
441210	Recreational Vehicle Dealers
441221	Motorcycle Dealers
441222	Boat Dealers
441229	All Other Motor Vehicle Dealers
441310	Automotive Parts and Accessories Stores
442110	Furniture Stores
442299	All Other Home Furnishings Stores
443111	Household Appliance Stores
443112	Radio, Television, and Other Electronics Stores
443120	Computer and Software Stores
444110	Home Centers
444130	Hardware Stores
444210	Outdoor Power Equipment Stores
444220	Nursery, Garden Center, and Farm Supply Stores
446130	Optical Goods Stores
448310	Jewelry Stores
451110	Sporting Goods Stores
451120	Hobby, Toy, and Game Stores
451140	Musical Instrument and Supplies Stores
451211	Book Stores
452111	Department Stores (except Discount Department Stores)
452112	Discount Department Stores
452910	Warehouse Clubs and Super-centers
452990	All Other General Merchandise Stores
453210	Office Supplies and Stationery Stores
454111	Electronic Shopping
454113	Mail-Order Houses
454390	Other Direct Selling Establishments
511199	All Other Publishers
516110	Internet Publishing and Broadcasting
517110	Wired Telecommunications Carriers
517212	Cellular and Other Wireless Telecommunications
517310	Telecommunications Resellers
517910	Other Telecommunications
518111	Internet Service Providers
518112	Web Search Portals
519190	All Other Information Services
522291	Consumer Lending
522292	Real Estate Credit
523110	Investment Banking and Securities Dealing
523999	Miscellaneous Financial Investment Activities
524113	Direct Life Insurance Carriers
524114	Direct Health and Medical Insurance Carriers
524126	Direct Property and Casualty Insurance Carriers



# Smart MoverID (NCOA<sup>Link</sup> ANK<sup>Link</sup>) including DPV<sup>TM</sup> and Return Codes

Over 40 million Americans change addresses annually. NCOA<sup>Link</sup> matches mailing list addresses to either 48 or 18 months of change of address information for families, individuals and businesses. NCOA<sup>Link</sup> is a mailing list correction service provided by licensees of the United States Postal Service®. At Saturn Corporation, you can order 18 months of NCOA<sup>Link</sup> change-of-address data along with ANK<sup>Link</sup> to identify 19-48mo change-of-address data (note that ANK<sup>Link</sup> does not provide the actual move data only the move effective date).

Data processed through NCOA<sup>Link</sup> is first standardized to conform to USPS requirements, including the ZIP + 4<sup>®</sup> code. Once the address has been standardized and the ZIP + 4 code applied, an attempt is made to match the address against the NCOA<sup>Link</sup> file, which contains permanent address changes. Address change information is derived from the PS Form 3575, Change-of-Address Order, filed by relocating postal customers. If an exact match is made with the old address, the move information (new address) is provided to the mailer. NCOA<sup>Link</sup> helps reduce undeliverable-as-addressed mail by correcting input addresses prior to mailing. Since 1986, NCOA<sup>Link</sup> and its predecessors have saved mailers millions of dollars that otherwise would have been wasted in materials and postage.

**A word about Return Codes (formerly known as Nixies)** - Return codes indicate a match was close but not good enough to meet the strict USPS® matching guidelines. The Return Code indicates the reason a match could not be made with the NCOA<sup>Link</sup> file, and a mailer can investigate the address record and provide necessary corrections. A no-match to the NCOA<sup>Link</sup> file does NOT return the new address - the Return codes when provided may give an indication why.

## DPV

DPV indicates if an address is complete and correct. Going beyond the capabilities of CASS<sup>TM</sup>, which simply assigns ZIP + 4 codes based on address block range data, DPV will detect incomplete addresses such as missing apartment numbers. It will also flag CMRA (Commercial Mail Receiving Agencies).

## Acknowledgement Form

A completed [Processing Acknowledgement Form](#) must be received prior to processing. The form may be faxed to us at 301-386-4538.

# Smart MoverID (NCOA<sup>Link</sup> ANK<sup>Link</sup>) Appendage 306-Layout

Field Name	Length	Description
STD_Prim_Address	30	Complete, standardized, primary address line (for example, 100 Main St.).
STD_Sec_Address	30	Complete secondary address (for example, Apt 10).
STD_Urb_Address	30	Standardized Urbanization name; produced only when the address is in Puerto Rico.
STD_City	20	Standardized city name.
STD_State	2	Standard USPS abbreviation for the state (AK, AL, AR, and so on)
STD_Zip	5	Standardized Zip code.
STD_Zip4	4	Standardized Zip+4 add-on
STD_DPBC	2	Standardized Delivery Point Barcode
STD_CHK_DIGIT	1	Standardized Check Digit for 11-digit DPBC
STD_CART	4	Standardized Carrier-route number
STD_LOT	4	Standardized Line-of-Travel number
STD_LOT_Order	1	Standardized Line-of-Travel number(sortation) <b>A</b> Ascending order. <b>D</b> Descending order.

Field Name	Length	Description
STD_Congress	3	Standardized District Number for US House of Reps. May be blank for any of four reasons: 1. Only available when the address is fully assigned. 2. Only available in areas that have cong. Reps. 3. Are not assigned to offshore military addresses. 4. USPS data on cong. Districts in not complete.
LACSCODE	1	LACS(Locatable Address Conversion System) indicator <b>T</b> Address needs 9-1-1 conversion. <b>F</b> Address does not need conversion. <i>blank</i> if address was not assigned.
DPV_Status	1	DPV Return Code (See Note 4)
DPV_CMRA	1	CMRA Flag (See Note 5)
DPV_Ftnote	12	DPV Footnotes (See Note 6)
Err_Stat_Code	6	Error code if unassigned or stat code if assigned
Move_Flag	1	<b>Y</b> if new move, <b>A</b> if ANK <sup>Link</sup> new move, <i>blank</i> if not a move rec
Move_Undel_Code	1	NCOA <sup>Link</sup> ANK <sup>Link</sup> Undeliverable Code (See Note 1)
Move_TYPE	1	Move type (See Note 2)
Move_Retcode	2	NCOA <sup>Link</sup> Return Code (See Note 3)
Move_ANKL_Ret	2	ANK <sup>Link</sup> Return Code (See Note 7)
Move_Eff_Date	6	Effective date of the move record, in <b>YYYYMM</b> format
Move_Prim_Address	30	Mover complete standardized address line
Move_Sec_Address	30	Mover Complete, standardized secondary address line (for example, Apt 10)
Move_URB_Address	30	Mover PR urbanization
Move_City	20	Mover Standardized city name for the new (forwarding) address.
Move_State	2	Mover Standard USPS abbreviation for the state
Move_Zip	5	Mover Standardized ZIP code
Move_ZIP4	4	Mover Standardized ZIP + 4
Move_DPBC	2	Mover Standardized DPBC
Move_CHK_DIGIT	1	Mover Standardized Check Digit for 11-digit DPBC
Move_CART	4	Mover CART
Move_LOT	4	Mover LOT code
Move_LOT_Order	1	Mover LOT order code
Move_Congress	3	Mover Congressional District Number

# NOTES To Smart MoverID (NCOA<sup>Link</sup> ANK<sup>Link</sup>) Appendage Layout

## Note 1 (Undeliverable Code)

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**F** = foreign move (no new address available)

**G** = box closed (no new address available)

**K** = moved, left no forwarding address (no new address available)

**P** = High Probability Undeliverable, code based on CASS generated Error Codes. (See Note 7)

## Note 2 (Move Type)

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**I** = individual move

**F** = family move

**B** = business move

## Note 3 NCOA<sup>Link</sup> ANK<sup>Link</sup> Return Code (Formerly "Nixies")

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**Primary Return Codes** - Codes that indicate either a high level of confidence of deliverability or non-deliverability.

**A - COA Match** - The Input record matched to a Business, Individual or Family Move and a New Address is provided. The Move Type and Move Effective Date are provided.

**00 - No Match** - The Input record did not match to the COA database. A New Address could not be furnished. Secondary Return Codes may be present.

**01 – Match to Undeliverable: Foreign Move** - The Input record matched to Business, Individual or Family COA record but the New Address was outside USPS delivery area. The Move Type and Move Effective Date are provided.

**02 – Match to Undeliverable: Moved Left No Address (MLNA)** - The Input record matched to a Business, Individual or Family COA record, but the Postal Customer did not file a Change of Address with the USPS so no New Address is available. The Move Type and Move Effective Date are provided.

**03 – Match to Undeliverable: Box Closed No Order (BCNO)** - The Input record matched to a Business, Individual or Family COA record which contains an old PO BOX address that has been closed without a forwarding address provided. The Move Type and Move Effective Date are provided.

**05 - Found COA: New 11-digit DPBC is Ambiguous** - The Input record matched to a business, individual, or family type master file record. The New Address on the master file record could not be converted to a deliverable address because the DPBC represents more than one delivery point. The Move Type and Move Effective Date are provided. A near certainty that the Individual on the Input record has actually moved.

**14 - Found COA: New Address Would Not Convert at Run Time** - The Input record matched to a master file (business, individual, or family type) record, but there was more than one possible New Address so none could be provided. The Move Type and Move Effective Date are provided. A near certainty that the Individual on the Input record has actually moved.

**19 - Found COA: New Address Not ZIP + 4 Coded** - There is a change of address on file but the New Address cannot be ZIP + 4 coded and therefore there is no 11-digit DPBC to store or return. The Move Type and Move Effective Date are provided. A near certainty that the Individual on the Input record has actually moved.

**Match Qualifier Return Codes** - Codes indicating a match to the COA file using some qualifying criteria. Typically records with these codes have a high level of confidence in deliverability.

**91 - COA Match: Secondary Number Ignored on COA** - The Input record was missing Secondary Address data and matched to a COA record that had a Secondary Address. The records successfully matched using Individual matching logic and COA Address information has been provided. The Move Type and Move Effective Date are provided.

**92 - COA Match: Secondary Number Ignored on Input Address** - The Input record contained Secondary Address data and matched to a COA record that did not have a Secondary Address. The records successfully matched using Individual matching logic and COA Address information has been provided. The Move Type and Move Effective Date are provided.

**Secondary Return Codes** - Secondary Return Codes will be present when there was a match on name and address, but subsequent testing failed to yield an acceptable match, or a New Address could not be provided. The Secondary Return Codes indicate the condition that prevented COA information from being returned.

Secondary Return Codes indicate that there may have been a Change of Address for the Input record so you may want to delete them from certain Mailings. For example, in the case of multiple COA records matching to an Input record, the chances are very high that one of the records is the correct match. That means that you probably do not want to send mail to that record, unless you are paying for Forwarding and/or are using ACS or one of the Ancillary Endorsements.

**04 - Cannot match COA: Street Address with Secondary** - The Input record matched to a Family record type. The old address contained Secondary information but the Input record did not. This address match situation requires individual name matching logic to obtain a match and individual names do not match. The Move Type and Move Effective Date are not returned. The chances are good that the Individual on the Input record has actually moved.

**06 - Cannot Match COA: Multiple Matches: Middle Name Related** – The Input record matched to more than one COA record and the middle names or initials on the COAs are different. Therefore, a single match result could not be determined. The Move Type and Move Effective Date are not returned. A near certainty that the Individual on the Input record has actually moved.

**07 - Cannot Match COA: Multiple Matches: Gender Related** – The Input record matched to more than one COA record and the genders of the names on the COAs are different. Therefore, a single match result could not be determined. The Move Type and Move Effective Date are not returned. A near certainty that the Individual on the Input record has actually moved.

**08 - Cannot Match COA: Multiple Matches: Address Related** - The Input record matched to more than one COA record and the New Addresses on the COAs are different. Since there is no way to know which New Address relates to the Input record, no New Address can be returned. The Move Type and Move Effective Date are not returned. A near certainty that the Individual on the Input record has actually moved.

**09 - Cannot Match COA: Highrise Default** - The Input record matched to a Family record type in a Highrise address ZIP + 4 coded to the building default. This address match situation requires individual name matching logic to obtain a match and individual names do not match. The Move Type and Move Effective Date are not returned. The chances are good that the Individual on the Input record has actually moved.

**10 - Cannot Match COA: Rural Default** - The Input record matched to a family record on the master file from a Rural Route or Highway Contract Route address ZIP + 4 coded to the route default. The address situation requires individual name matching logic to obtain a match and individual names do not match. The Move Type and Move Effective Date are not returned. The chances are fair that the Individual on the Input record has actually moved.

**11 - Cannot Match COA: Individual Match: Insufficient COA Name for Match** - There is a master file (Individual or Family type) record with the same surname and address but there is insufficient name information on the master file record to produce a match using individual matching logic. The Move Type and Move Effective Date are not returned. The chances are good that the Individual on the Input record has actually moved.

**12 - Cannot Match COA: Middle Name Test Failed** - The Input record matched to an Individual or Family record on the master file with the same address and surname. However, a match cannot be made because the input name contains a conflict with the middle name or initials on the master file record. The Move Type and Move Effective Date are not returned. The chances are good that the Individual on the Input record has actually moved.

**13 - Cannot Match COA: Gender Test Failed** - The Input record matched to a master file (Individual or Family type) record. A match cannot be made because the gender of the name on the Input record conflicts with the gender of the name on the master file record. The Move Type and Move Effective Date are not returned. The chances are good that the Individual on the Input record has actually moved.

**15 - Cannot Match COA: Individual Name Insufficient** - There is a master file record with the same address and surname. A match cannot be made because the Input record does not contain a first name or contains initials only. The Move Type and Move Effective Date are not returned. The chances are good that the Individual on the Input record has actually moved.

**16 - Cannot Match COA: Secondary Number Discrepancy** - The Input record matched to a street level Individual or Family type record. However, a match is prohibited based on one of the following reasons: 1) There is conflicting secondary information on the input and master file record; 2) the Input record contained secondary information and matched to a family record that does not contain secondary information. In item 2, this address match situation requires individual name matching logic to obtain a COA match and individual names do not match. The Move Type and Move Effective Date are not returned. The chances are fair that the Individual on the Input record has actually moved.

**17 - Cannot Match COA: Other Insufficient Name** - The Input record matched to an Individual or Family master file record. The input name is different or not sufficient enough to produce a match. The Move Type and Move Effective Date are not returned. The chances are fair that the Individual on the Input record has actually moved.

**18 - Cannot Match COA: General Delivery** - The Input record matched to a family record on the master file from a General Delivery address. This address situation requires individual name matching logic to obtain a match and the individual names do not match. The Move Type and Move Effective Date are not returned. The chances are fair that the Individual on the Input record has actually moved.

**20 - Cannot Match COA: Conflicting Directions after Re-chaining** - Multiple master file records were potential matches for the Input record. The master file records contained different New Addresses and a single match result could not be determined. The Move Type and Move Effective Date are not returned. A near certainty that the Individual on the Input record has actually moved.

**66 - Daily Delete** - The Input record matched to a Business, Individual or Family type master file record with an old address that is present in the daily delete file. The presence of an address in the daily delete file means that a COA with this address is pending deletion from the master file and that no mail may be forwardable from this address. The Move Type and Move Effective Date are not returned. The chances are low that the Individual on the Input record has actually moved.

#### **Note 4 (DPV Return Code)**

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**D** valid primary (or RR) number; secondary number (or RR box) missing on input  
**N** no delivery point validation  
**S** valid primary (or RR) number; secondary number (or RR box) present but not confirmed  
**Y** delivery point validated; primary number valid and secondary number (if present) valid  
*Blank* address not presented to DPV table

#### **Note 5 (CMRA Flag)**

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**N** address is not for a CMRA  
**Y** address is for a CMRA  
*blank* address not presented for CMRA lookup

## Note 6 - DPV Footnotes

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**AA** Input address matches to the ZIP+4 file

**A1** Input address does not match to the ZIP+4 file.

**BB** All input address components match to DPV (DPV Return Code = Y).

**CC** Input address primary number matches to DPV but the secondary number does not match (DPV Return Code = S: The secondary is present but invalid).

**M1** Input address primary number is missing

**M3** Input address primary number is invalid

**N1** Input address primary number matches to DPV but the high-rise address is missing the secondary number (DPV Return Code = D).

**P1** Input address is missing the PO, RR, or HC Box number

**P3** Input address has invalid PO, RR, or HC number.

**RR** Input address matches to CMRA (DPV\_CMRA = Y).

**R1** Input address matches to CMRA but the secondary number is not present.

## Note 7 (ANKLINK Return Code)

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**77** Input address matches the Address Not Known File (19-48mos).

*Blank* address did not match to ANKLINK File

## Note 7 – CASS Error Codes

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**E101** - Last Line is bad or missing

**E212** - No city and bad ZIP/postal code

**E213** - Bad city, valid state/province, and no ZIP/postal code

**E214** - Bad city and bad ZIP/postal code

**E216** - Bad ZIP, can't determine which city match to select

**E302** - No primary address line parsed

**E428** - Bad ZIP, can't select an address match

**E429** - Bad city, can't select an address match

**E502** - Input record entirely blank

**E600** - Marked by USPS as unsuitable for delivery of mail