

Move Update Verification Acceptance Procedures

Effective January 4, 2010, the Move Update verification will be officially used to evaluate the mailers use of a Move Update method. Mailings that are below the established threshold will have additional postage calculated based on the instructions provided below. All acceptance locations using MERLIN for verification are expected to enforce the Move Update verification according to these instructions.

Acceptance Procedures

All Acceptance Sites

The mailer's signature or that of an agent, and checking the Move Update method box on postage statements submitted in hard copy or in electronic formats, such as Postal Wizard, Mail.xml® or Mail.dat®, is the mailer's certification that the mailing is in compliance with the Move Update standard. Mailers are obligated to comply with the Move Update standard for all First-Class Mail and Standard Mail entered at the presorted (including automation and carrier route) prices.

- Acceptance employees will review postage statements to ensure that a Move Update method box has been checked. If this section is left blank unintentionally, the mailer will be asked to provide the required information before the mail is accepted.
- If, at the time of mailing, a First-Class Mail or Standard Mail mailer is not able to confirm that the mailing has been prepared using an approved Move Update method, the mailing will not be eligible to mail at any discount First-Class or Standard mail prices (automation or non-automation) prices.
- The mailer will have the option to withdraw the mailing or to pay additional postage based on the First-Class Mail single-piece price on every piece in the mailing.
- The mailer may elect to pay additional postage by submitting a PS Form 3600 at the First-Class single piece price or an adjustment transaction may be processed for the difference between the discount prices and the single piece price and the mailing can be accepted.
- If the mailer elects to submit a Standard Mail prepared mailing at the single piece price, they must understand that the mailing will not be afforded any First-Class Mail services.

Acceptance Sites with MERLIN

- The Move Update verification will be performed during the routine running of a mailing on MERLIN at sites using PostalOne!. The verification is performed on First-Class Mail and Standard Mail letters (including cards) and flats.
- After running the mailing on MERLIN, Move Update results will be displayed on the Address Quality Verification - Move Update Results section in PostalOne!.
- Results are generally returned within a short time after completing the MERLIN verification. If the results have not been received within a reasonable period of time and the mailing must be finalized for release, select a reason for non-performance – Results not received
- Review the results of the verification by clicking on the clipboard icon in the verification results section.
- If the results are below the established threshold additional postage will be calculated by the system and displayed in the verification results section of the statement..
- The mailer will have the option to pay the additional postage or withdraw the mailing.
- If the mailer elects to pay additional postage, select C - Collect Additional Postage from the drop down list. The additional postage may be paid from another account or through the permit imprint account under which the mailing is being made. Process the collection of the additional postage just as is done for any other verification failure.
- If the mailer elects to withdraw the mailing, select R – Return for Rework from the drop down list. The system will close the statement. The mailing must be returned to the mailer.
- In all cases the mailer may be allowed to review the sample pieces to identify the pieces that failed.