

# REPORTS TO KEEP YOUR DATABASE CLEAN, ACCURATE, AND COST EFFICIENT



Our USPS Certified software connects with their nationwide database to help us:

- 1) Standardize your addresses and add the zip+4 for the best automation postage rates
- 2) Update addresses of those who have moved and filed a new address.

**Zip+4** - If the USPS database cannot interpret the address as input, then the address cannot be assigned a zip+4 extension and it won't receive automation rates. SBF may change obvious input errors, but will return this list so you can update your database.

FULLNAME	ADDRESSLINE1	CITY	STATE	ZIPCODE	ERRORDescription
Too many things in the street address field	4213 AUTUMN RIDGE, SAGINAW, MI, USA	SAGINAW	MI	48603	Street name invalid
	5125 N STONY CRK RD ATTN: TOM	MONROE	MI	48162	Street name invalid
Improper spacing	420 CONNOR AVE BRICK HOUSE - BACK DOOR	LOCKPORT	IL	60441	Street name invalid
	649 MARILYNDR (MARILYN_DR)	ROSSFORD	OH	43460	Street name invalid
Misspelling	4437 S9 MILERD (S_9_MILE_RD)	AUBURN	MI	48611	Street name invalid
	6842 104TH ABE (AVE)	SOUTH HAVEN	MI	49090	Street name invalid
Unnecessary punctuation	42381 35-1/2 STREET (35 1/2 ST)	PAW PAW	MI	49079	Primary number invalid
Zeros instead of the letter O	PO BOX 287	MIDLAND	MI	48640	Failed DPV because of invalid PO, RR, or HC box number
Avoid all abbreviations except ST, BLVD, DR, etc	29056 CTY RD 388	GOBLES	MI	49055	Street name invalid

**NCOA Moves with New Addresses** - This report returns those recipients who have filed a change of address with the USPS. If you want the piece to follow the person, this is the appropriate method to use and the piece will be forwarded to the new address. If you want the piece to remain at the address given, then you must instruct us to choose OR CURRENT RESIDENT.

FULLNAME	ADDRESSLINE1	CITY	STATE	ZIPCODE	MOVEEFFECTIVEDATE
	8628 E D AVE	RICHLAND	MI	49083-9757	11/1/2021
	5106 GREEN MEADOW RD	KALAMAZOO	MI	49009-1256	2/1/2024
	1400 N DRAKE RD APT 326	KALAMAZOO	MI	49006-3928	1/1/2023
	968 SASHAY AVE	PORTAGE	MI	49002-4315	10/1/2023
	7936 KILMORY CIR	PORTAGE	MI	49024-4876	12/1/2023

**NCOA Moves with No New Addresses** - This report returns those recipients that the USPS has evidence of a move (returned mail, not at this address, etc.), but have NOT filed a change of address with the USPS. The mailing piece will be sent to the old address unless you instruct us to delete these records.

FULLNAME	ADDRESSLINE1	CITY	STATE	ZIPCODE	MOVEEFFECTIVEDATE
	11335 SUMMER DR	DELTON	MI	49046-8501	
	536 E EAGLE LAKE DR	KALAMAZOO	MI	49009-9715	
	2175 GRAY OAK CV	PORTAGE	MI	49024-6202	
	1620 OLD DEER RUN	KALAMAZOO	MI	49009-9129	12/1/2023
	5080 GREEN MEADOW RD	KALAMAZOO	MI	49009-1254	
	1400 N DRAKE RD	KALAMAZOO	MI	49006-1978	