

Premium Forwarding Service Residential™ (PFS-Residential™) Application

Instructions

PLEASE READ CAREFULLY **BEFORE** YOU COMPLETE THIS FORM.

Instructions for completing this form are printed on the reverse of Copy 3 — Origin Post Office Delivery Unit ("Copy 3 [card stock]") of this form. Press firmly and legibly when completing this form — you are making three copies.

The Terms and Conditions governing	this service	e are printed on the revers	se of Copy 2 — Customer			
By providing your signature in item 1						
Submit this application only to the Pos	st Office™ t	hat serves your primary a	ddress (including any of it	s stations or branches). Only the Post Office		
(including any of its stations or branche	es) that serv	es your primary address	for this service may accep	ot and process this application.		
Shaded items 19–22 are for Official I	Jse Only.	Only Postal Service™ per	sonnel may complete thes	se items.		
Customer Information						
1. Premium Forwarding Service Residential™		2. Customer Name (Las	t, First, MI)	3. Customer E-mail Address (Optional)		
(PFS-Residential™) requested for:						
☐Individual ☐Entire Househ	old					
Primary and Temporary Addr	ese Info	rmation				
4. Primary Local Address (Number, str			4a. Primary Contact Telephone Number(s), including Area Code (<i>Plus</i>			
	001, 00.110, 1	extension if appropria		. , , , , , , , , , , , , , , , , , , ,		
5. City	6. State	7. ZIP+4®	8. For Puerto Rico addre	ess only, print Urbanization Name, if appropriate		
				,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
9. Temporary Address (Number, stree	t suite ant	P O Box™ etc.)	9a Temporary Contact	Telephone Number(s), including Area Code (Plus		
o. Temperary Address (Number, Sires	i, dano, api	., r . O. DOX , C.O.)	extension if appropriate)			
10. City 11. State		12. ZIP+4®	13. For Puerto Rico address only, print Urbanization Name, if appr			
1.5.5.4				, , , ,		
				ays. Indicate dates with format MM/DD/YYYY.)		
14. Start Hold Date 15. First Shipmo	ent Date*	16. Last Shipment Date*	nt Date* 17. Resume Mail Delivery Date (Before completing this date, please			
			read the Instruction for item 17 on the reverse of Copy 3 (card stock).)			
18. Customer Signature						
By signing this form, you acknowled						
and Conditions of the PFS-Residential program as printed on the reverse of Copy 2 – Customer.			Signature	nature Application Date		
Privacy Notice						
	nd to chin w	our mail to a now location	Collection is authorized b	by 39 U.S.C. 404. Filing this form is voluntary, but		
we cannot provide Premium Forwardin						
circumstances: to government agencie	s or bodies	as required to perform of	ficial duties; to mailers, on	ly if they already possess your old address; in legal		
			riminal investigation; or to	contractors who help fulfill the service. For more		
information on our privacy policies, see	our privac	/ IINK on <i>usps.com</i> ®.				
Postal Service Official Use O	nly					
19. Last Shipment Date		(MM/DD/YYYY)		lease record the type of ID — e.g., driver's license,		
(Must be a Wednesday. Enter the date that			passport, etc. — but do not record the number. Only government-issued photo IDs are acceptable — credit cards or IDs issued by private			
appears in item 16 — confirm that the date is a Wednesday.)			companies are not acceptable.)			
,			,			
21. Origin Post Office Name and Address	(Please pri	int or use address stamp)	22 Postal Service Empl	oyee (Please verify that you have received the		
21. Origin 1 03t Office Name and Address	i icase pri	in or use address starrip.)	-	d shipment fees), indicate the total amount		
			received, and initial and			
			Enrollment Fee (AIC 109	R)· \$		
			Enrollment Fee (AIC 108	3): \$		

Shipment Fee (AIC 159): \$

Total amount received:

Initials

Date Received (MM/DD/YYYY)

SERVICE TERMS AND CONDITIONS

This document identifies the Terms and Conditions under which the United States Postal Service[®] makes this service available to you. By signing the application, you are stating that you have read and understand this document, and you agree to be bound by its terms and conditions. Submit this application *only* to the Post Office[™] that serves your primary address (including any of its stations or branches).

SERVICE DEFINITION

USPS® Premium Forwarding Service Residential™ (PFS-Residential™) is a personalized service for shipping mail using a Priority Mail® shipment from a primary residential address (or P.O. Box with certain restrictions) to a temporary address. Some mailpieces, such as those requiring a delivery scan or signature, Priority Mail Express™ items, and pieces required to be sent separately as "outsides," are rerouted piece by piece (see rules 10 and 11 below).

Service Rules for Retail Signup

- 1. PFS-Residential is available only to and from domestic addresses, not including APOs, FPOs, DPOs, and other destinations requiring a customs declaration, such as ZIP Code™ prefix 969 (international mail).
- 2. An official temporary or permanent Change of Address Order (PS Form 3575) cannot be active simultaneously with PFS-Residential
- 3. This service ships mail for an entire household or for an individual addressee *from* a primary address. Business addresses and centralized delivery points are generally ineligible.
- 4. Customers can have all their mail delivered to a temporary address for a minimum of 2 weeks up to a maximum of 1 year. All mail is shipped regardless of mailpiece endorsements.
- 5. Shipments are mailed once a week on Wednesday except for those pieces required to be shipped separately. PFS-Residential is not a guaranteed service; no refunds are allowed for delayed shipments.
- 6. Ask the Retail Associate or refer to Notice 123, *Price List*, for the nonrefundable enrollment fee and the weekly shipment fee. Customers must pay for the entire period of service at the time of application. The customer may pay for the service with cash, check, credit card, or debit card.
- 7. When applying, customers must provide two types of identification; one must contain a photo and cannot be a credit card or private ID. Customers must provide evidence of residency at the primary address.
- 8. The **start hold date** is the first day the customer wants the Postal Service to hold the mail for shipment.
- 9. The **first shipment date** is the first Wednesday the customer wants the Postal Service to ship mail. The **last shipment date** is the last Wednesday the customer wants the Postal Service to ship mail.
- 10. Mail requiring a scan, signature, or additional postage at delivery will be rerouted separately. Examples of such mail include Priority Mail Express delivery, mail bearing USPS Tracking™ service or return receipt, postage due mail, and insured mail see the Disposition of Mail Chart, which is available at Post Offices and also online at *usps.com*® (search "Premium Forwarding Service Residential," click on the entry, and then at the PFS-Residential web page, click on the button for "Conditions of Use").
- 11. Some packages rerouted separately from the weekly shipment to the temporary address will arrive at the temporary address postage due at the appropriate price of postage (see the Disposition of Mail Chart, which is available at Post Offices and also online at *usps.com* search "Premium Forwarding Service Residential," click on the entry, and then at the PFS-Residential web page, click on the button for "Conditions of Use"):
 - a. **Priority Mail Express service:** Priority Mail Express articles are rerouted immediately to the temporary address and will not be included in the PFS-Residential package. No additional charges will apply.
 - b. **Priority Mail service:** Priority Mail articles are *not* held for shipment in the PFS-Residential package, unless doing so would not delay its delivery to the temporary address. No additional charges will apply.
 - c. **First-Class Mail® packages:** First-Class Mail packages that do not fit in the weekly shipment will be rerouted separately at no additional charge.
 - d. Standard Mail® service: Standard Mail pieces will be included in the PFS-Residential package if they fit (after letters, flats or large envelopes, and magazines are inserted). Otherwise, they will be shipped postage due at the 1-pound Parcel Select® Nonpresort rate and the appropriate zone regardless of the initial postage on the piece. Refer to http://postcalc.usps.gov/Zonecharts for information about Postal Service™ mailing zones. The appropriate postage due postage will be collected at the point of delivery.
 - e. **Standard Post™ and Package Services mail** (Bound Printed Matter, Media Mail®, and Library Mail): These pieces will *not* be included in the PFS-Residential package. These mailpieces will be shipped postage due at the same mail class and postage price under which they were originally sent. The appropriate postage due will be collected at the point of delivery.

Note: To avoid additional charges, customers should have the sender of Standard Mail, Standard Post, and Package Services packages send this mail directly to the temporary address (see the Disposition of Mail Chart).

Service Modifications (Extend, Shorten, or Cancel Service)

- 1. Customers must notify the Post Office that serves their primary address of the new end date if there is a change.
- 2. To extend service, the customer must pay for all additional weeks of service before the extension is processed.
- 3. If the customer terminates the service early, an appropriate refund can, upon request, be provided for the weeks not used. Only the weekly fees are refundable. The enrollment fee is not refundable. Refunds are issued by the Origin Post Office (the Post Office that serves the customer's primary address). The Origin Post Office verifies refund requests for unused shipment services by using the "Record of PFS-Residential Mail Shipments" (which is on the back of Copy 3 of PS Form 8176).



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By providing your signature in item 18, you are indicating that you understand and agree to the terms of this service agreement.									
Submit this application	only to the Pos	t Office™ t	hat serves your primary a	ddress (including any of i	ts stations or branches). Only the	e Post Office			
					ot and process this application.				
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Customer Informa	tion								
1. Premium Forwarding Service Residential™			2. Customer Name (Las	2. Customer Name (Last, First, MI)		Optional)			
(PFS-Residential™) requested for:									
☐Individual ☐Entire Household									
Primary and Temp	orary Addre	ess Info	rmation						
4. Primary Local Address				4a. Primary Contact Telephone Number(s), including Area Code (Plus					
			• • • • • • • • • • • • • • • • • • • •	extension if appropriate		•			
5. City		6. State	7. ZIP+4®	8 For Puerto Rico addr	ess only, print Urbanization Nam	ne if annronriate			
o. ony		o. otato	7.2	o. Tot Tuotto Tito uuui	oco omy, print orbanization rtani	ю, п арргориасо			
9. Temporary Address ((Number street	cuite ant	PO PoyTM etc.)	9a Tomporary Contact	t Tolophono Number(s) including	a Aroa Codo (Plus			
9. Temporary Address	(INUITIDEL, SUEEL,	, suite, apt.	., F.O. BOX ***, etc.)	9a. Temporary Contact Telephone Number(s), including Area Code (<i>Plus extension if appropriate</i>)					
				one notes in appropriately					
10. City	10 City 11 State		12. ZIP+4®	13 For Puorto Pico ado	mo if appropriate				
10. City	10. City		12. ZIF +4W	13. For Puerto Rico address only, print Urbanization Name, if app		пте, п арргорпасе			
Relevant Dates	and Custo	mer Si	anature (*Shipment	s are mailed on Wedneso	lays. Indicate dates with format l	MM/DD/YYYY.)			
14. Start Hold Date 1	5. First Shipme	nt Date*	16. Last Shipment Date*	17. Resume Mail Delive	ry Date	y			
14. Start Hold Date 1	5. First Shipme	nt Date*		17. Resume Mail Delive (Before completing this	ery Date date, please				
14. Start Hold Date 1	5. First Shipme	nt Date*		17. Resume Mail Delive (Before completing this read the Instruction for	ry Date date, please item 17 on the	<u>y</u>			
14. Start Hold Date 1	5. First Shipme	nt Date*		17. Resume Mail Delive (Before completing this	ry Date date, please item 17 on the				
14. Start Hold Date 118. Customer Signature By signing this form, y	5. First Shipme	nt Date*	16. Last Shipment Date* u agree to the Terms	17. Resume Mail Delive (Before completing this read the Instruction for	ry Date date, please item 17 on the	<u>y</u>			
14. Start Hold Date 18. Customer Signature By signing this form, y and Conditions of the	5. First Shipme ou acknowled PFS-Residentia	nt Date*	16. Last Shipment Date* u agree to the Terms	17. Resume Mail Delive (Before completing this read the Instruction for reverse of Copy 3 (card	ry Date date, please item 17 on the				
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 - e. **Standard Post™ and Package Services mail** (Bound Printed Matter, Media Mail®, and Library Mail): These pieces will *not* be included in the PFS-Residential package. These mailpieces will be shipped postage due at the same mail class and postage price under which they were originally sent. The appropriate postage due will be collected at the point of delivery.

Note: To avoid additional charges, customers should have the sender of Standard Mail, Standard Post, and Package Services packages send this mail directly to the temporary address (see the Disposition of Mail Chart).

Service Modifications (Extend, Shorten, or Cancel Service)

- 1. Customers must notify the Post Office that serves their primary address of the new end date if there is a change.
- 2. To extend service, the customer must pay for all additional weeks of service before the extension is processed.
- 3. If the customer terminates the service early, an appropriate refund can, upon request, be provided for the weeks not used. Only the weekly fees are refundable. The enrollment fee is not refundable. Refunds are issued by the Origin Post Office (the Post Office that serves the customer's primary address). The Origin Post Office verifies refund requests for unused shipment services by using the "Record of PFS-Residential Mail Shipments" (which is on the back of Copy 3 of PS Form 8176).



Premium Forwarding Service Residential™ (PFS-Residential™) Application

Instructions

PLEASE READ CAREFULLY **BEFORE** YOU COMPLETE THIS FORM.

Instructions for completing this form are printed on the reverse of Copy 3 — Origin Post Office Delivery Unit ("Copy 3 [card stock]") of this form. Press firmly and legibly when completing this form — you are making three copies.

The Terms and Conditions governing this service are printed on the reverse of Copy 2 — Customer.

By providing your signature in item 18	3 , you are i	ndicating that you unders	tand and agree to the te	<u> </u>	
(including any of its stations or branches	s) that serv	es your primary address	for this service may acc		
Shaded items 19–22 are for Official U Customer Information	ise Only. (Only Postal Service™ per	sonnel may complete th	ese items.	
Premium Forwarding Service Reside (PFS-Residential™) requested for:	2. Customer Name (Las	t, First, MI)	3. Customer E-mail Address (Optional)		
☐ Individual ☐ Entire Househo	old				
Primary and Temporary Addre					
4. Primary Local Address (Number, stre	apt., P.O. Box™, etc.)	4a. Primary Contact Telephone Number(s), including Area Code (<i>Plus extension if appropriate</i>)			
5. City	6. State	7. ZIP+4®	8. For Puerto Rico address only, print Urbanization Name, if approp		
9. Temporary Address (Number, street	., P.O. Box™, etc.)	9a. Temporary Contact Telephone Number(s), including Area Code (<i>Plus extension if appropriate</i>)			
10. City	11. State	12. ZIP+4®	13. For Puerto Rico ad	ddress only, print Urbanization Name, if appropriate	
Relevant Dates and Custo	omer Si	⊔ ignature (*Shipment	s are mailed on Wednes	sdays. Indicate dates with format MM/DD/YYYY.)	
14. Start Hold Date 15. First Shipme	16. Last Shipment Date*	17. Resume Mail Deliv (Before completing thing read the Instruction for reverse of Copy 3 (call)	is date, please r item 17 on the		
18. Customer Signature By signing this form, you acknowled and Conditions of the PFS-Residenti.					
reverse of Copy 2 – Customer.			Signature Application Applicat		
Privacy Notice					
we cannot provide Premium Forwarding circumstances: to government agencies	g Service R s or bodies o law enfor	Residential without it. We desidential without it. We desired to perform of cement as needed for a desired it.	do not disclose your info ficial duties; to mailers,	d by 39 U.S.C. 404. Filing this form is voluntary, but brmation, except in the following limited only if they already possess your old address; in legal to contractors who help fulfill the service. For more	
Postal Service Official Use Or	nly				
19. Last Shipment Date (MM/DD/YYYY) (Must be a Wednesday. Enter the date that appears in item 16 — confirm that the date is a Wednesday.)			20. Type of Photo ID (Please record the type of ID — e.g., driver's license, passport, etc. — but do not record the number. Only government-issued photo IDs are acceptable — credit cards or IDs issued by private companies are not acceptable.)		
21. Origin Post Office Name and Address (Please print or use address stamp.)			22. Postal Service Employee (Please verify that you have received the payment (enrollment and shipment fees), indicate the total amount received, and initial and date this form.		
			Enrollment Fee (AIC 108): \$		

Shipment Fee (AIC 159): \$_

Total amount received:

Initials

Date Received (MM/DD/YYYY)

Record of PFS-Residential™ Mail Shipments

Mail Date	USPS® Employee's Initials	USPS Tracking Number	Mail Date	USPS® Employee's Initials	USPS Tracking Number

Instructions for completing the PFS-Residential™ Application form:

- 1. Indicate if this application is for a single individual or the entire household. Check the appropriate box.
- 2. Provide the last name, first name, and middle initial of the PFS-Residential applicant.
- 3. Provide an e-mail address where the PFS-Residential applicant can be reached. This information is optional.
- 4 Provide the primary address *from* where the mail will be shipped.
- 4a Provide a telephone number where the customer can be reached at the primary address. The telephone number can be a land line or cell phone.
- 5 7. Provide the city, state, and ZIP+4® of the primary address from where the mail will be shipped.
- 8. If necessary, follow the specific instructions for Puerto Rico in line 8.
- 9 Provide the temporary address to where the mail will be shipped
- 9a. Provide a telephone number where the customer can be reached at the temporary address. The telephone number can be a land line or cell phone and can also be the same as the primary phone number.
- 10 12. Provide the city, state, and ZIP+4 of the temporary address to where the mail will be shipped.
- 13. If necessary, follow the specific instructions for Puerto Rico in line 13.
- 14. Indicate when the service is to start. The **start hold date** is the first day you want the Postal Service™ to hold the mail for shipment through PFS-Residential.
- 15. Indicate the **first shipment date** (must be a Wednesday).
- 16. Indicate the last shipment date (must be a Wednesday).
- 17. Indicate when you want the Postal Service to resume normal mail delivery at the primary local address. This date must not exceed 2 weeks past the end date of the service.
- 18. Sign and date the application. Your signature confirms your acceptance of the terms and conditions printed on the reverse of Copy 2 Customer.

The Privacy Notice is provided for the customer's information — the customer should read the Privacy Notice.

- 19. **For Official Use Only:** The Postal Service employee enters the customer's **last shipment date** from item 16. This date must be a Wednesday because PFS-Residential Priority Mail shipments are mailed on Wednesdays.
- 20. **For Official Use Only:** The Postal Service employee writes in the type of identification used to verify that the customer's identity and primary address match.
- 21. **For Official Use Only:** The Postal Service employee provides the name and address of the office accepting the application. Only the Post Office™ (including any of its stations or branches) that serves the customer's primary address for this service may accept and process this application.
- 22. **For Official Use Only:** The Postal Service employee does the following: calculates the postage based on the number of Wednesday shipments including the first shipment date and the last shipment date; verifies receipt of payment (enrollment and shipment fees); indicates the total amount received; and provides his/her initials and the date to indicate acceptance of the customer's application and verification that the customer's identity and primary address match.

Distribution: Copy 1 — Origin Post Office.

Copy 2 — Customer.

Copy 3 — Origin Post Office Delivery Unit. Copy 3 includes the "Record of PFS-Residential Mail Shipments" (on the back). When the PFS-Residential order is completed, the Origin Post Office must file Copy 3 with Copy 1.

For more information on PFS-Residential, please see Publication 621, PFS-Residential Guidebook for Employees, available on the Postal Service internal web page at http://blue.usps.gov/cpim/ftp/pubs/pub621.pdf.