

AN IMPORTANT ANNOUNCEMENT FROM MAIL SERVICES

Effective immediately, Mail Services is implementing the use of University Mail Stop Codes (MSCs). These department-specific four-digit numbers will be added to the end of the ZIP code for all University addresses.

New address format:

Employee Name	<i>Example:</i> Gina Harris
Department	Mail Services
University of Denver	University of Denver
Building Address (Do not include room/suite numbers.)	2467 S. Vine St.
Denver, CO 80208-XXXX (Insert Mail Stop Code.)	Denver, CO 80208-1901

Instructions for DU faculty and staff members:

1. Distribute the new address format with your unique MSC to all contacts. For your convenience, a letter template is available for download at www.du.edu/mail. To reduce paper waste, please notify contacts via e-mail when possible.
2. Update your business address with your new MSC online at www.webCentral.du.edu > MyWeb > Banner Self-Service > Personal Information > Update Addresses and Phones.

* If you have already added your business, under the business header, click on Current and add your mail stop code to your zip code (-xxxx), click on submit.

* If you have not added a business address, choose business in the drop down menu at the bottom of the page, under type. Click submit, fill in required information, click submit.

3. Continue using your current stationery, letterhead and business cards; your new MSC will be automatically added to materials on your next order.

For a full list of University Mail Stop Codes, FAQs and other information, please visit Mail Services online at www.du.edu/mail.

Please feel free to contact Gina Harris at ext. 3179 for information not found on our Web site. Thank you. We appreciate your cooperation.

MAIL STOP CODE FAQs

Why is the University implementing Mail Stop Codes (MSCs)?

Implementing the use of Mail Stop Codes will allow Mail Services to improve its sorting accuracy and decrease time spent on researching unclear and old DU addresses.

Instituting MSCs also cooperates with the U.S. Postal Service's (USPS) recent effort to improve address accuracy.

NOTE: USPS will be imposing fees on inaccurate addresses used consistently in bulk mailing lists that use DU Permit 321. This new program is called "Move Update." If your department currently uses mailing lists with DU permit 321, presorted or nonprofit mail, please use USPS-approved software or a Mail Services preferred vendor for bulk mailings. Keeping your mailing lists clean and up-to-date will keep your department's bulk mailing postage costs as low as possible and ensure your mail arrives in a timely manner.

How were the numbers chosen for our Mail Stop Codes?

The first two digits of all MSCs are building-specific numbers assigned by Purchasing Services. The last two digits are assigned by Mailing Services and are related to floor and delivery stop within the building, respectively.

Are MSCs required for ALL incoming mail?

Mail Stop Codes are not required for intercampus mail or deliveries to Central Receiving, including UPS and FedEx.

Why aren't we required to include a room or suite number on our addresses?

Mail Services sorts incoming mail according to department name rather than a room or suite number.

When I need to order more stationery, letterhead and/or business cards, how will I know which Mail Stop Code to use?

Dilley Printing will add your MSC to your online orders.

Why do I need to update myWeb on webCentral to reflect my Mail Stop Code?

Updating your business address will help DU keep its employee records accurate.

What if my department is housed in a dormitory or off-campus location?

Regardless of physical location, all University departments must use an 80208 University business address and MSC. The U.S. Postal Service will not transfer business mail to Mail Services if an address does not include the 80208 ZIP code.

What happens if my department moves?

If your department is moving within its current building (i.e., simply changing room numbers or floors), your Mail Stop Code will not change. If your department is moving to another building, a new MSC will be issued.