



U.S.P.S. PROCESSING ACKNOWLEDGMENT FORM (PAF) REQUIREMENTS

NCOA and DSF2* Licensees are required by the United States Postal Service (USPS) to obtain a completed Processing Acknowledgment Form (PAF) from customers before we may process orders. For NCOA/DSF2 services the form must be completed by the List Owner whose list is being processed. Note that brokers, service bureaus, or any other business which is obtaining NCOA/DSF2 service on behalf of another must also provide information about themselves. In either case an original signed form or a completely legible faxed copy with the required signatures must be on file at J&A before the job can be processed. The completed agreement is valid for one year.

Please review the entire document before you begin filling out the required information.

If you are not sure about if you are the List Owner, a Broker/Agent, or List Administrator see the included document titled "NCOA/DSF2 Processing Acknowledge Form".

If you are a List Owner and expect to have J&A perform NCOA or DSF2 processing on any of your mailing lists, you must send a completed PAF following the instructions below.

- Completely fill out the top portion of the PAF including company name and address, company representative's name, signature, title, and date, phone number, and email address. Provide NAICS code when it is known.
- Add your signature.
- Return original copy of the completed form to your J&A representative.

OR

Fax it to your J&A representative 319-395-7894

If you are a Broker/Agent or List Administrator for NCOA/DSF2 complete the bottom section and then please forward the PAF to the end user and have them complete the top section. Have your customer return the PAF to you and then:

- Return original copy of the completed form to your J&A representative.

OR

Fax it to your J&A representative 319-395-7894



NCOA^{Link}® 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^{Link} Licensee have a completed NCOA^{Link} PAF for each of their NCOA^{Link} customers prior to providing the NCOA^{Link} 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 hardcopy document or equivalent alternative.

LIST OWNER

I, the undersigned, an authorized representative of:

Company Name

Address

City

State

ZIP+4

Telephone Number

NAICS

USPS Mailer ID (optional)

E-mail Address (optional)

Parent Company Name

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

Company Website (optional)

Name (Please print)

Title

Signature

Date

do hereby acknowledge that I have received and reviewed the NCOA^{Link} Information Package supplied to me by Bell and Howell BCC LLC an NCOA^{Link} Service Provider. I also understand that the sole purpose of the NCOA^{Link} service is to provide a mailing list correction service for lists that will be used for preparation of mailings. Furthermore, I understand that NCOA^{Link} may not be used to create or maintain new movers' lists.

LICENSEE

Bell and Howell BCC LLC

Business Name (Please print)

Name (Please print)

Data Services

Title

Signature

Date

800-337-0372

Telephone Number

585-272-7778

Fax Number

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

Business Name (Please print)

Address

City/State/ZIP+4

Name (Please print)

Title

Signature

Date

Telephone Number

NAICS

Company Website (optional)