

**Fax your completed form to (435) 940-9124**

We cannot provide NCOA<sup>Link</sup> services until we receive your form

## Kit Contents

Page 1.....This **Instruction** page  
Page 2.....The required NCOA<sup>Link</sup> **Processing Acknowledgement Form (PAF)** which you must fax  
Pages 3 & 4....The NCOA<sup>Link</sup> **“Information Package”** referenced in the PAF

## Definitions

**NCOA<sup>Link</sup>™** = A USPS National Change of Address service which Links old addresses with new ones

**PAF** = Processing Acknowledgement Form

**Information Package** = General NCOA<sup>Link</sup> information that the USPS requires every enrollee to receive

**NAICS/SIC ID** = North American Industry Classification System (formerly SIC) used by US Government

## Form Completion Instructions

1. **Print** this 4 page Kit to Add NCOA<sup>Link</sup> Address Updating Service
2. **Complete** NCOA<sup>Link</sup> Processing Acknowledgement Form (page 2) LIST OWNER section only.  
Note, the **NAICS/SIC ID field is required** - we cannot enroll you in NCOA<sup>Link</sup> without it. For your convenience, we have listed some common NAICS/SIC codes below.
3. **Fax** completed Processing Acknowledgement Form to 435-940-9124. (*Keep Information Package*)

## Common NAICS/SIC ID Codes

### Business:

541219 Billing Services

511210 Software Publishers

### Healthcare:

621111 Offices of Physicians/Surgeons

621210 Offices of Dentists/Surgeons

621320 Offices of Optometrists

621391 Offices of Podiatrists

622110 General Medical and Surgical Hospitals

621498 All Other Outpatient Care Centers

### Utility:

221119 Power Generation, Electric

221310 Water Treatment and Distribution

221320 Sewage Treatment Facilities

454312 Liquefied Petroleum Gas Dealers

517110 Telephone Carriers, Wired

517212 Telephone Carriers, Wireless

562212 Solid Waste Landfill

If one of these industry classification codes does not cover your business type, please refer to <http://www.census.gov/epcd/naics02/naico602.htm> for a complete list of codes.

## Questions

If you have any questions on how to fill out the form correctly, please contact either:

**Your Local BillFlash Reseller/Dealer**

**Or BillFlash**

435-940-9123

[support@billflash.co](mailto:support@billflash.co)



# NCOA<sup>Link</sup>™ 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<sup>Link</sup> Licensee have a completed NCOA<sup>Link</sup> PAF for each of their NCOA<sup>Link</sup> customers prior to providing the NCOA<sup>Link</sup> 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 original or a photocopy or facsimile representation of the original document.

## LIST OWNER

I, the undersigned, an authorized representative of:

Company Name

Address

City \_\_\_\_\_ State \_\_\_\_\_ ZIP+4 \_\_\_\_\_

Telephone Number \_\_\_\_\_ **NA** Postal ID (for future use) \_\_\_\_\_ Tax Identification Number (TIN) \_\_\_\_\_ NAICS/SIC \_\_\_\_\_

Parent Company Name

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

Name (Please print) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

do hereby acknowledge that I have received and reviewed the NCOA<sup>Link</sup> Information Package supplied to me by Datamatx, an NCOA<sup>Link</sup> Limited Service Provider Licensee. I also understand that the sole purpose of the NCOA<sup>Link</sup> service is to provide a mailing list correction service for lists that will be used for preparation of mailings. Furthermore, I understand that NCOA<sup>Link</sup> may not be used to create or maintain new movers lists.

## LICENSEE

### Datamatx

Business Name (Please print)

**Harry P. Stephens**  
Name (Please print)

**President**  
Title

Signature

Date

**707-936-5600**  
Telephone Number

**58-1309189**  
Tax Identification Number (TIN)

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

### Nextrust BillFlash

Business Name (Please print)

**9100 Upper Lando Lane, Suite 200**  
Address

**Park City UT 84098-5822**  
City/State/ZIP+4

**Tyler Walton**  
Name (Please print)

**President**  
Title

Signature

Date

**435-940-9123**  
Telephone Number

**46-0483794** **323115**  
Tax Identification Number (TIN) NAICS/SIC

## For Licensee Use Only

PAF ID: CBM

Broker/Agent ID:

List Administrator ID:

## NCOA<sup>Link™</sup> LIMITED SERVICE PROVIDER REQUIRED TEXT DOCUMENT

Datamatx, Inc. is a non-exclusive Licensee of the USPS<sup>®</sup> (United States Postal Service<sup>®</sup>) to provide Limited Service NCOA<sup>Link™</sup> processing.

It is important to note that not all Service Providers can offer the same level of service. Data quantity differs based on license level. Full Service Providers receive the full 48 month data set while Limited Service Providers receive an 18 month data set. All data fulfillments to Service Providers are provided weekly under direct license from the USPS.

The full NCOA<sup>Link</sup> file is a consolidated file of move information that on average contains approximately 160 million permanent changes-of-address (COAs) filed with the United States Postal Service (USPS). These COAs are retained on the file for a four-year period from the move-effective date and the file is updated weekly. The data set provided to Limited Service Providers contains approximately 60 million COAs covering the most recent 18 months.

Before being added to the NCOA<sup>Link</sup> file, the **Old** address supplied by the Postal customer must be ZIP + 4<sup>®</sup> coded. The **New** addresses must be ZIP + 4 coded and validated using the USPS' proprietary database of actual delivery points. (NOTE: The delivery point database does not include NAMES or COA information.) Each delivery point confirmed **New** address is included on the NCOA<sup>Link</sup> file. If unable to validate the **New** address, the NCOA<sup>Link</sup> process will indicate that a move exists but will not provide the undeliverable **New** address.

**New** address information is provided only when a match to the input name and address is attained. The typical profile of the **New** address information contained on the NCOA<sup>Link</sup> file is as follows:

- 80.92% Forwardable moves containing delivery point confirmed **New** addresses –  
**New** address provided
- 1.18% Moves containing unconfirmed **New** addresses – **New** address not provided
- 13.80% Moved, left no address
- 3.92% PO Box Closed
- 0.18% Foreign moves

When possible, postal customers who move multiple times within the NCOA<sup>Link</sup> time period are “linked” or “chained” to ensure that the latest address is furnished when an NCOA<sup>Link</sup> match is attained. This is not always possible if subsequent COAs are not filed in exactly the same manner as a COA filed previously (e.g., name spelling differences or conflicting secondary information).

The provision of change of address information is controlled by strict name and address matching logic. NCOA<sup>Link</sup> processing will only provide new address information when queried with a specific algorithm of the name and input address from a mailers address list which matches the information on the NCOA<sup>Link</sup> Product. Data contained in and information returned by NCOA<sup>Link</sup> is determined by the name and move type (Business, Individual, or Family) indicated on a Postal customer's Change of Address form.

The data contained within the NCOA<sup>Link</sup> Product is comprised of approximately 40% family moves, 54% individual moves, and 6% business moves.

All matches made to the NCOA<sup>Link</sup> file require a ZIP + 4 coded, parsed input address. For name matching, Standard Processing Mode requires inquiries in the following order:

- Business:** Match on business name.
- Individual:** Match on first name, middle name, surname and title required. Gender is checked and nickname possibilities are considered.
- Family:** Match on surname only.

**Under no circumstances shall there be a “Family” match only option.**

## **NCOA<sup>Link</sup>™ LIMITED SERVICE PROVIDER REQUIRED TEXT DOCUMENT**

The NCOA<sup>Link</sup> customer may choose to omit all “Family” match inquiries and allow only “Individual” and “Business” matches to be acceptable. This processing mode is known as BI Processing Mode.

The NCOA<sup>Link</sup> customer may also choose to omit “Business” match inquiries when processing individual names for mailing lists that contain no business addresses under Individual Processing Mode.

The NCOA<sup>Link</sup> customer may choose to process for only “Business” matches when processing a “Business-to-Business” mailing list which contains no personal (Individual or Family) addresses under Business Processing Mode.

All nickname possibilities are derived from a standard USPS nickname list. In considering alternate presentations of an input name, only reasonable derivatives of the original input name are acceptable. If an input name and address do not match to NCOA<sup>Link</sup> and alternative queries are attempted, any variations which obtain NCOA<sup>Link</sup> matches will be provided to the NCOA<sup>Link</sup> customer for analysis.

When a match or a near match of an input name and address to NCOA<sup>Link</sup> is identified, a standard NCOA<sup>Link</sup> return code is provided indicating the type of match made or reason that a match could not be made.

The standard output of a USPS NCOA<sup>Link</sup> process is:

- a) Each original unaltered input name and address as it was presented.
- b) The standardized input address appended with the correct ZIP + 4/DPC, other postal values and any other intelligence flags or footnotes that result from the CASS<sup>™</sup> processing segment.
- c) For each mailing address for which there is a match to the NCOA<sup>Link</sup> Product, a standardized new address with 11-digit Delivery Point Barcode (DPBC) and standard return codes.
- d) When a match is made, the following elements must be returned: the move effective date, the specific name and address utilized in the query that obtained the match, and the move type. The move type is determined by the Interface based on the specific name inquiry utilized to obtain the match.
- e) For each mailing address for which there is not a match to the NCOA<sup>Link</sup> Product, the Interface shall return all elements as appropriate under items a and b as well as any standard return codes as may be appropriate.
- f) The urbanization name information, when applicable.
- g) The carrier route information for new (updated) addresses.
- h) Processing summary report containing information to identify the specific list and the statistics resulting from the NCOA<sup>Link</sup> process performed on the list.

An NCOA<sup>Link</sup> customer with questions about the specific results returned from an NCOA<sup>Link</sup> process must first contact the processor for explanation and resolution.

Prior to the processing of NCOA<sup>Link</sup> data, every customer must have completed and returned to their NCOA<sup>Link</sup> Licensee the “NCOA<sup>Link</sup> PROCESSING ACKNOWLEDGEMENT FORM” provided to them by their Licensee or Agent.

The following trademarks are owned by the United States Postal Service<sup>®</sup>: CASS, NCOA<sup>Link</sup>, United States Postal Service, USPS and ZIP + 4.