

Check with your Faculty Support before using Accounts

Give the completed form to your Faculty Support, who
will send this completed form to the Mailroom

Copy this form as needed for each new US Mail account

See a recent MONTHLY POSTAGE REPORT for examples

To add an account for US Mail provide all the information below

8-Digit Account (format 1234-5678) _____

Account Name _____

Ending Date (If Applicable) _____

Sign the form _____

Printed Name _____