

## MISDELIVERED INTERCAMPUS AND FIRST CLASS MAIL

Mail is sorted by department name and address. Please complete this form for mail that is delivered to an individual no longer in your department (but still at Northwestern) or if the mail was delivered to your department in error.

(a) If mail is addressed to your department, but the name on the mail piece is that of an individual no longer with your department, please make the determination whether this mail belongs to the individual or to your department. **If the mail belongs to the individual, and that individual has moved to another location at Northwestern, please return this form and the mail to us with the addressee's new location so that we can update our records.** If the addressee is no longer on campus and you do not wish to continue to receive mail from this sender, please follow the steps on the other side of this sheet. Please do not return the mail to Mail Services as we do not forward mail to off-campus addresses; it is the department's responsibility to forward or discard the mail.

(b) If you received mail in error (i.e., the mail is not for your department), please return this form and the mail to us so that we can redirect it to the appropriate location.

Thank you.

<b>MISDELIVERED MAIL</b>	DEPT: _____
	DATE RECEIVED: _____
RETURN TO:	<input type="checkbox"/> ADDRESSEE HAS MOVED TO ANOTHER LOCATION ON CAMPUS; INDIVIDUAL'S NEW ADDRESS IS: _____ _____
SHERRY SPENCER MAIL SERVICES 2020 RIDGE AVE, 1 <sup>ST</sup> FLOOR EV 4314	<input type="checkbox"/> MAIL WAS DELIVERED TO OUR DEPARTMENT IN ERROR

**IMPORTANT: PLEASE COMPLETE THIS FORM IN ITS ENTIRETY, WRAP THIS SHEET AROUND THE MISDELIVERED MAIL AND EITHER RUBBERBAND OR TAPE BOTH ENDS.**

See the other side of this form for instructions on how to file a change of address.

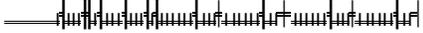
## HOW TO FILE A CHANGE OF ADDRESS

It is the responsibility of the department to inform FASIS (formerly HRIS) and Mail Services in writing of any change of location (i.e. relocations, reorganizations) that may affect the delivery of mail to that Department. To inform FASIS, either update the campus address and phone number using the Online Directory page in FASIS Self Service, available at <https://nuhr.northwestern.edu>, or email [fasishelp@northwestern.edu](mailto:fasishelp@northwestern.edu) with the old and new addresses and the date the change is effective.

Please email [s-spencer@northwestern.edu](mailto:s-spencer@northwestern.edu) to ensure Mail Services is also aware of the change of address. Please note that the U.S. Postal Service will not accept change of address cards or enact forwarding orders for any individual at Northwestern with a ZIP code of 60208; the individual receiving mail must execute all address changes with all potential correspondents. If the department needs to prepare mail intended for individuals who have left Northwestern for forwarding or return, please mark the envelope as follows:

- If the item is to be forwarded then cover the address, except the name, with a label containing the new address and put a line through the barcode. Please note that only first-class mail can be forwarded.
- If the item is to be returned then mark-out or cover the recipient address, except for the name, and any barcodes that are present, and mark the mail “RETURN TO SENDER” in large block letters.

### Forward Mail Format

Sender's Name Sender's Address Sender's City, State, ZIP		
Recipient's Name		
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Recipient's New Address Recipient's New City, State, and Zip</div>		
<b>MOVED – PLEASE FORWARD</b>		
		

### Return to Sender Format

Sender's Name Sender's Address Sender's City, State, ZIP		
Recipient's Name <del>Recipient's Address</del> <del>Recipient's City, State, and Zip</del>		
<b>RETURN TO SENDER</b>		
		