



Purpose: Use this form to create a WEB based account with the National Customer Support Center (NCSC). This account will be used to send and receive (upload/download) files for the business affiliation indicated below to/from the NCSC. Please complete the form and return it by mail or fax using the information at the bottom of this form. We will send you an e-mail you to notify you of approved access.

Select a business affiliation (complete a separate form for each business affiliation request):

- Address Change Service (ACS)
FASTforward
NCOALink
LACSLink
CASS
MASS
FFMUN (FASTforward Move Update Notification)
Other NCSC Applications (Specify):

A. Requestor

1. Name (Please print)
2. Job Title
3. Last 4 Digits of Social Security Number/Tax ID Number
4. Telephone Number (Include area code)
5. E-mail Address
6. Fax Number (Include area code)

B. Manager

1. Name (Please print)
2. Job Title
3. Last 4 Digits of Social Security Number/Tax ID Number
4. Telephone Number (Include area code)
5. E-mail Address
6. Fax Number (Include area code)

C. Address

1. Department
2. Company Name
3. Urbanization Code (Puerto Rico only)
4. Street Address (No., street, ste./apt. no., P.O. box no.)
5. City
6. State
7. ZIP + 4

Privacy Act Statement: Your information will be used to process your request for access to data and/or files on USPS computer systems. Collection is authorized by 39 USC 401, 403, & 404.

Providing the information is voluntary, but if not provided, we may not process your request. We do not disclose your information without your consent to third parties, except to facilitate the request, to act on your behalf or request, or as legally required.

Requestor's Signature
Date
Manager's Signature
Date

Address Management/NCSC Use Only
NCSC Business Account Number
ID Assigned
Password Assigned
Date E-mail Sent to Customer
NCSC Initials
Comments