





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. This includes the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a USPS auditor; to entities, including law enforcement, as authorized by law or in legal proceedings; and to contractors and other entities aiding us to fulfill the service (service providers). For more information on our privacy policies see our privacy link on usps.com.

Requestor's Signature Date
Manager's Signature Date

If you have any questions about this Web Access Request form, please contact Technical Support at: 1-800-331-5746; or send us an e-mail at: ncoamemphis.ncsc@usps.gov. Otherwise, forward this completed form by mail or fax to: MOVE UPDATE SUPPORT GROUP NATIONAL CUSTOMER SUPPORT CENTER UNITED STATES POSTAL SERVICE 6060 PRIMACY PKWY STE 201 MEMPHIS TN 38188-0001 Fax: 901-767-8853
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NCSC Business Account Number
ID Assigned
Password Assigned
Date E-mail Sent to Customer
NCSC Initials
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