

NCOA Link® Processing Acknowledgement Form (PAF)

INSTRUCTIONS

STEP 1 - Fill out the top box titled "LIST OWNER" on the Processing Acknowledgement Form (PAF) with:

- Company Name = Your Parish Name
- Address, City, State, Zip+4 = Your Parish Address, City, State, Zip+4
- Telephone Number = Your Parish Telephone Number
- E-mail Address = Your Parish E-mail Address

STEP 2 - Disregard the N/A fields. These fields are ***not*** applicable to Our Sunday Visitor Customers.

STEP 3 - Sign and date form in the "LIST OWNER" section only.

STEP 4 - Fax this form back to Our Sunday Visitor at 800-442-0669. Please make the attention to the Customer Service Department.

STEP 5 - Go to www.osvenvelopes.com and click the "Address Quality Services" link to view the Required Text Document from the USPS®. This document contains facts about NCOA and is for your information. If you do not have access to the internet, please call our customer service department at 800-348-2886 and we will send you a copy for your reference.