

Mail Authorization Form

The form below is required when sending out bulk mailings.



Mail Authorization Form

This form must be submitted with any of the following:

- 200 or more letter sized (dimensions) envelopes.
- 10 or more flat sized (8.5"x11") envelopes.
- Any standard bulk mailing.

Dept. Name: _____

Date: _____

Department Contact: _____

Dept. Phone: _____

FOAP: _____

Mail Type 1st Class Non-Profit Standard / Bulk Regular Standard / Bulk

Address List Received From Banner Millennium Department
(Alumni or Development)

National Change of Address (NCOA)

_____ Date of last NCOA database check

_____ Last date address list was used with Ancillary Endorsement (Address Service Requested or Return Service Requested)

Any questions, please contact Mail Services at mailsrvs@gvsu.edu or 616-331-3858.
