



**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF REVENUE**

**ACCOUNT INFORMATION
INPUT/MAILING STANDARDS**

USER'S GUIDE

INTRODUCTION

This guide has been prepared and produced for use in standardizing the input of account names and addresses. These same guidelines must be followed when addressing mail manually. Standardization facilitates prompt delivery of mail by the US Postal Service (USPS) at reduced postage rates.

The information contained in this guide is designed to assist you. Use of the information is required if the Department is to receive the lower postage rate advantage.

The most common and frequently used abbreviations, sanctioned by the USPS, have been included, however, should a word or a situation arise which is not covered by this guide, please consult your supervisor.

Your cooperation is anticipated and appreciated.

NAME STANDARDS AND MISCELLANEOUS ADDRESS INSTRUCTIONS

NAME STANDARDS

- Eliminate: Apostrophes, commas, periods and hyphens.
- DO NOT use "The" as the first word in a title except for Cigarette Tax accounts OR in the case of a two-word title (e.g. "The Boutique").
- Always use the corporate or business name as the legal name. Use the trade name only in instances when a legal name is not available.

ADDRESS INSTRUCTIONS

- Eliminate: Apostrophes, commas, periods and hyphens, except the hyphen in a ZIP + 4.
- Use only RR (Rural Route) and HC (Highway Contract) abbreviations. All others (Star Route, Mountain Route, Rural Delivery, etc.) have been converted to RR or HC. If confronted with an abbreviation other than RR or HC, consult with your supervisor.
- Corner Addresses, i.e. "Corner Smith and Duke", will be replaced by numerical street addresses. Examples of the new format would be "1700 DUKE ST" or "1 N SMITH ST".
- Combining two types of addresses is acceptable, like "24 N GREEN ST PO BOX 10", however, the USPS preference is to put the actual delivery address on the line immediately above the city, state and zip code.

PREFERRED ADDRESS STANDARDS

LINE TITLE

DESCRIPTION

1. Non-Address Line Logos, account numbers, subscription codes, etc.
2. Informational/Attention Line Used to direct mail to the attention of a specific person or unit when a business name is placed on the "Name of Recipient Line".
3. Name of Recipient Line The name of the business or individual of the intended recipient.
4. Delivery Address Line Street address, post office box number or rural route number or a combination of post office box number and rural route or highway contract number.

Exception: Combining a street address with a post office box. The **preferred delivery address** must appear on this line with the other address on the line above.

Example: ATTN CUSTOMER SERVICE
HILLS DEPT STORE
123 MAIN HWY
PO BOX 4567
ANYTOWN PA 17111

5. Post Office, State and Zip Code Line For domestic mail, the Post Office (City), State and Zip Code should appear **in that order** on the bottom line of the address. If all three elements will not fit on this line, the Zip (+ 4) may be placed immediately below, aligned with the left edge of the address block

Example:

21-674980 - Non-Address Line
ATTN JOHN DOE - Attention Line
ABC CO - Recipient Line
1234 S WEST ST - Delivery Address Line
ANYTOWN PA 17000 - City, State and Zip Code

CANADIAN AND INTERNATIONAL ADDRESSES

GENERAL REQUIREMENTS

The bottom lines of the address should show only the country name, written in full (no abbreviations) and preferably in capital letters. **DO NOT PLACE THE POST CODES (ZIP CODES) OF FOREIGN COUNTRY DESTINATIONS ON THE LAST LINE OF THE ADDRESS.** An example of a correct foreign address follows:

INGE DIETRICH FISCHER		
HARTMANNSTRASSE 7	or	117 RUSSELL DR
5300 BONN 1		LONDON W1PGHQ
FEDERAL REPUBLIC OF GERMANY		ENGLAND

FOR CANADA ONLY

Either of the following address formats may be used when the postal address delivery zone number is included in the address:

MS HELEN SAUNDERS		MS HELEN SAUNDERS
1010 CLEAR ST	or	1010 CLEAR ST
OTTAWA ONT K1A OB1		OTTAWA ONT CANADA
CANADA		K1A OB1

DOMESTIC ADDRESS FORMAT EXAMPLES

The following examples illustrate various formats that include ZIP + 4 Codes. Use them as a guide in preparing address lists.

1. **PO BOX**

MISS SALLY SMITH
PO BOX 34
DULUTH MN 55806-0034

2. **RURAL ROUTE OR HIGHWAY CONTRACT ROUTE**

H E BROWN	L E DOE
RR 3 BOX 194C	RR 5 BOX 87
CANTON OH 44730-9615	CANTON OH 44730-9613

L G GREEN	B G LIGHT
HC 2 BOX 297	HC 2 BOX 293A
DULUTH MN 55811-9612	DULUTH MN 55811-9615

3. **BUILDING/BUSINESS/PERSONAL NAME**

ATTN SUE MOBLEY
SOUTHERN CORP
LOUISIANA INDUSTRIAL PK
1725 E BEAUREGARD AVE
NEW ORLEANS LA 70124-1299

4. **STANDARD STREET ADDRESS NUMERIC**

MISS K JONES	MR JOHN DOE
5765 E 53RD ST APT 221	605 1ST ST
CHICAGO IL 60615-1234	DETROIT MI 48226-1234

5. **STANDARD STREET ADDRESS ALPHABETIC**

MR A HOOP	MS H HOWE	MR B BASS
603 MAIN ST	4417 BROOKS ST NE APT 666	APT 306
DETROIT MI 48226-3107	WASHINGTON DC 20019-4606	1234 MASSACHUSETTS AVE NW
		WASHINGTON DC 20019-4606

DELIVERY ADDRESS LINE ABBREVIATIONS

ABBREVIATIONS FOR STREET DESIGNATORS (STREET SUFFIXES)

AlleyALY	EstatesEST	LandingLNDG	RoadRD
AnnexANX	ExpresswayEXPY	LaneLN	RowROW
ArcadeARC	ExtensionEXT	LightLGT	RunRUN
AvenueAVE	FallFALL	LoafLF	ShoalSHL
BayouBYU	FallsFLS	LocksLCKS	ShoalsSHLS
BeachBCH	FerryFRY	LodgeLDG	ShoreSHR
BendBND	FieldFLD	LoopLOOP	ShoresSHRS
BluffBLF	FieldsFLDS	MallMALL	SpringSPG
BottomBTM	FlatsFLT	ManorMNR	SpringsSPGS
BoulevardBLVD	FordFRD	MeadowsMDWS	SpurSPUR
BranchBR	ForestFRST	MillML	SquareSQ
BridgeBRG	ForgeFRG	MillsMLS	StationSTA
BrookBRK	ForkFRK	MissionMSN	StravenueSTRA
BuildingBLDG	ForksFRKS	MountMT	StreamSTRM
BurgBG	FortFT	MountainMTN	StreetST
BypassBYP	FreewayFWY	NeckNCK	SummitSMT
CampCP	GardensGDNS	OrchardORCH	TerraceTER
CanyonCYN	GatewayGTWY	OvalOVAL	TraceTRCE
CapeCPE	GlenGLN	ParkPARK	TrackTRAK
CausewayCSWY	GreenGRN	ParkwayPKY	TrafficwayTRFY
CenterCTR	GroveGRV	PassPASS	TrailTRL
CircleCIR	HarborHBR	PathPATH	TrailerTRLR
CliffsCLFS	HavenHVN	PikePIKE	TunnelTUNL
ClubCLB	HeightsHTS	PinesPINES	TurnpikeTPKE
CornerCOR	HighwayHWY	PlacePL	UnionUN
CornersCORS	HillHL	PlanPLN	ValleyVLY
CourseCRSE	HillsHLS	PlansPLNS	ViaductVIA
CourtCT	HollowHOLW	PlazaPLZ	ViewVW
CourtsCTS	InletINLT	PointPT	VillageVLG
CoveCV	IslandIS	PortPRT	VillaVL
CreekCRK	IslandsISS	PrairiePR	VistaVS
CrescentCRES	IsleISLE	RadialRADL	WalkWALK
CrossingXING	JunctionJCT	RanchRNCH	WayWAY
DaleDL	KeyKY	RapidsRPDS	WellsWLS
DamDM	KnollsKNLS	RestRST		
DivideDV	LakeLK	RidgeRDG		
DriveDR	LakesLKS	RiverRV		

TWO LETTER STATE AND POSSESSION ABBREVIATIONS

ALABAMAAL	KANSASKS	NORTHERN MARIANA ISLANDSMP
ALASKAAK	KENTUCKYKY	OHIOOH
ARIZONAAZ	LOUISIANALA	OKLAHOMAOK
ARKANSASAR	MAINEME	OREGONOR
AMERICAN SAMOAAS	MARSHALL ISLANDSMH	PALAUPW
CALIFORNIACA	MARYLANDMD	PENNSYLVANIAPA
COLORADOCO	MASSACHUSETTSMA	PUERTO RICOPR
CONNECTICUTCT	MICHIGANMI	RHODE ISLANDRI
DELAWAREDE	MINNESOTAMN	SOUTH CAROLINASC
DISTRICT OF COLUMBIADC	MISSISSIPPIMS	SOUTH DAKOTASD
FEDERATED STATES OF MICRONESIAFM	MISSOURIMO	TENNESSEETN
FLORIDAFL	MONTANAMT	TEXASTX
GEORGIAGA	NEBRASKANE	UTAHUT
GUAMGU	NEVADANV	VERMONTVT
HAWAIIHI	NEW HAMPSHIRENH	VIRGINIAVA
IDAHOID	NEW JERSEYNJ	VIRGIN ISLANDSVI
ILLINOISIL	NEW MEXICONM	WASHINGTONWA
INDIANAIN	NEW YORKNY	WEST VIRGINIAWV
IOWAIA	NORTH CAROLINANC	WISCONSINWI
	NORTH DAKOTAND	WYOMINGWY

GEOGRAPHICAL DIRECTIONAL ABBREVIATIONS

NORTHN	EASTE	NORTHEASTNE	SOUTHWESTSW
SOUTHS	WESTW	SOUTHEASTSE	NORTHWESTNW