

## Address Entry Guidelines

for People Soft Users at Frostburg State University

**Purpose:** *To provide data entry personnel with guidelines for consistent entry of address information in People Soft (PS). Using the correct address format allows FSU to take advantage of reduced postal rates, and the successful delivery of communications to the destination address.*

If you have any question about the correct format of any delivery address, you can check the address using the USPS zip code verification site at <http://zip4.usps.com/zip4/welcome.jsp>. This site will also provide the Zip+4.  
*Hint: Bookmark this location in your favorites for future reference.*

**Enter the Delivery Address in the [Address1] field in People Soft.** The street address and Unit fields can be maintained in one field. Processing through *Smartmailer* (barcoding) automatically separates this information into Street and Unit fields for mail processing.

Example: 345 Alphabet St Apt 4

*NOTE: When entering business addresses in Contributor Relations, use the work experience screen to enter the company name and job title. Do not enter the company name in the [Address1] field. This field must be maintained as the delivery address field.*

**DO NOT abbreviate words within the street address UNLESS** it is a street suffix. This rule also applies to city names.

Examples:

INCORRECT

3 Piney Mtn Road SW

5 St Andrews Street

St Marys MD

Pr Frederick MD

CORRECTED

3 Piney Mountain Rd SW

5 Saint Andrews St

Saint Marys MD

Prince Frederick MD

**DO NOT use all capitals.** *Reason: The post office does prefer all capital letters. However, this function can be accomplished through the Smartmailer process. This maintains the integrity of the original information for use in letters and other mail merge document processing for professional purposes.*

**DO NOT use any punctuation** including commas, periods, apostrophes, colons or semi-colons, etc. *Reason: Punctuation can often affect the successful outcome of downloading database information into tables and mail merge processing.*

**DO NOT use a hyphen when entering all (9) digits of a zip code.** The zip code is formatted automatically by PS. If you are unsure of the +4 digits on the end of a zip code, check the [USPS Zip Code Look-up site](#) listed above OR enter four zero's. EXAMPLE: Frostburg MD = 215320000)

### REFERENCE:

**Standard Street Suffixes** (i.e. Drive = Dr, Circle = Cir, Parkway = Pkwy)

For a complete listing: <http://www.usps.com/ncsc/lookups/abbreviations.html#suffix>

**State Abbreviations:** <http://www.usps.com/ncsc/lookups/abbreviations.html#states>

**Secondary Unit Designators:** (ie. Suite = Ste, Floor = Fl, Room = Rm, Apartment = Apt)

For a complete listing: <http://www.usps.com/ncsc/lookups/abbreviations.html#secunitdesig>