

Mailing Address Quick Reference Guide

Did you know **you may not receive your “Summer EBT” card** if your mailing address lacks key information?

My mailpiece was returned to me twice

Postal employees and our high-speed equipment have only a brief second to look at an envelope, read information and enter it for processing. Mail with insufficient information or mail that has insufficient postage is rejected and returned to the sender with the endorsement “Return to Sender.” This endorsement is very prominent and is designed to be eye-catching. For this reason, we ask that any returned mail, upon being mailed again, be enclosed in a separate (new) envelope with new postage to ensure prompt processing. This also helps to avoid mail being returned to the sender a second time.

The image above is credited to: <https://faq.usps.com/s/article/Return-to-Sender-Mail>

A complete mailing address should include all the following information:

Line 1: Street Number and Street Name
Or P.O. Box ## (must be in line one for Sunbucks)

Line 2: Distinctive unit, lot, apartment,
etc. number

Line 3: City, State, and Zip code

Example #1:

123 Main Street,

Apartment 102

Bismarck, North Dakota, 58555

FAQ:

Q: What if I do not know my zip code?

A: If you are uncertain of your zip code, you can use an internet search to find it or contact your local post office. When you include your zip code, ensure you use the correct zip code for your physical or mailing address. Your zip code may vary between physical and mailing addresses; refer to the example below.

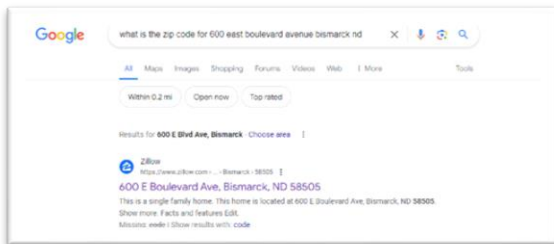


Figure 1

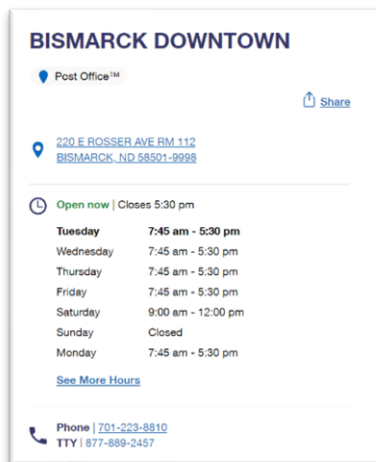


Figure 2

Above, “Figure 1” demonstrates how to use a Google search to find your correct zip code. “Figure 2” indicates that even if you lived at the address in “Figure 1”, you must receive mail using a PO Box; your zip code for your post office box can be different from your physical address.

Q: What if I am unsure if I should give my physical or mailing address?

A: For **“Summer EBT,” your mailing address is always needed.** “Summer EBT” cards will be mailed using the United States Postal Services.

Q: What if I do not know the correct abbreviation?

A: It is best to write all the words in your address. Although the postal service may abbreviate, it is better to write the entire word if you are uncertain of an abbreviation.

Q: Why would my card be returned if I gave the correct address?

A: There is no certain answer for why a card may have been returned. However, if you are sure your address is written correctly, you should also **ensure all residents in the household have their names on the mailbox**. “Summer EBT” cards are mailed in the child’s name. Therefore, if the child is not listed as a resident of the address, it could be presumed that the mail was sent to the wrong address, and then the mail is returned.