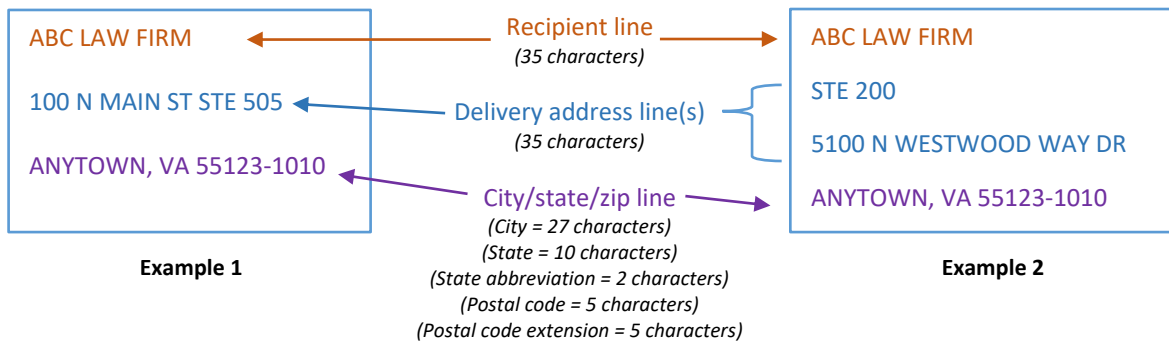


To ensure that all vendors receive timely payment and to reduce the number of returned or canceled checks, it is imperative that all vendor addressing information is properly formatted. These format requirements include U.S. Treasury text limits on address fields and U.S. Postal Service addressing standards.

A properly formatted address includes all required address elements and **uses U.S. Postal Service standard abbreviations**. It is recommended to use a uniform 10- to 12-point font and avoid the use of narrow or scripted fonts. Using **all uppercase letters is recommended**, but the use of upper- and lowercase letters is acceptable. **Eliminating punctuation** also ensures that checks are delivered successfully and avoid cancellations.



Note: The preferred location for suite or apartment numbers is at the end of the delivery address line (Example 1). However, if a second delivery address line is necessary, place secondary address information on the line **immediately above** the delivery address line (Example 2).

| U.S. POSTAL SERVICE STANDARD ABBREVIATIONS | | | |
|--|------|----------|------|
| APARTMENT | APT | BUILDING | BLDG |
| FLOOR | FL | SUITE | STE |
| DEPARTMENT | DEPT | ROOM | RM |