PARISH DATA SYSTEM, INC.
REQUEST FOR CASS CERTIFICATION

PDS Office Use: Printed From Web

Organization: _____

Address: _____

City/State: _____ Zip: _____

Phone(Voice) _____ Contact: _____

Fax: _____ E-mail: _____

How the CASS Certification Process Works: The post office requires that your family addresses be checked for accuracy before you send your mailings at the discounted bulk mailing rates. This is called CASS Certification. To do this, you need to save your addresses to a file and send it to PDS so we can compare them with the post office records. We then return a file of updated/corrected family addresses and a Form 3553 which verifies the percentage of corrected addresses. PDS has 3 reports you can use to send information to a file and update your data: Zip Certification in Census 17, Zip+4 or E-Z Mail Please indicate below which one of the following reports you plan to use or buy:

CASS Created By:	**Program (circle one)**				
☐ Zip+4 version 3.0	School	RE	Census 16		
☐ E-Z Mail version 1.0	School	RE	Census 16		
☐ Zip Certification	Census 17 only				
☐ Backup* (see Note below)	School	RE	Census 16	☐ Zip+4($35)	☐ E-Z Mail($90)

***Note: Send a backup of your data using the Backup/Restore option from the Main Menu of your program if you do not have E-Z Mail or at least version 3.0 of Zip+4.** If you are doing the process for the first time, we will send the new report with the corrected address file so you can update your data. If you have Zip+4 version 1.0 or 2.0, we will automatically send you Zip+4 version 3.0 with your corrected addresseses and charge the difference between the current cost(see above) and what you originally paid for Zip+4.

Sending the file:
Follow the instructions that come with E-Z Mail, Zip+4 or Census 17 Zip Certification to EXPORT the family information to a file (or run the backup process if applicable*). Traditionally, the file has been saved to a diskette and mailed. However, we now have an option for sending the file via e-mail. If you choose to e-mail, please contact us for more detailed instructions. Which way will you be sending the file?

☐ Disk(s) via Mail Type you are sending: ☐ 3½ ☐ 5¼ Number of disk(s):
Type PDS should return: ☐ 3½ ☐ 5¼

☐ File via E-mail Fax this request form to (602)789-0597

Indicate the total number of families saved in the file: _____

The post office requires strict compliance in the address format. If addresses are not in the proper format, sometimes we cannot correct the addresses. We highly recommend checking the addresses before creating the file to send to us. The higher the percentage of correct addresses, the less you have to pay in bulk mailing.

How should we return the updated file?

☐ U.S. Mail ($10) ☐ UPS 2 Day Air (much higher than regular mail)
☐ E-mail ($5) ☐ UPS Next Day Air (much higher than regular mail)

If boxes are not checked, your data will be returned via regular mail on the same size disks as submitted.

While waiting for PDS to return your CASS Certified Data, **DO NOT delete families, change ID numbers, or change any addresses.** However, you can use your program to add new families and members, look up data and print reports. Please call technical support at (602)789-0595 if you have any questions.

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(prices subject to change wihtout notice)