MIS-SORTED

• Mail that does not belong to MSU, your Residence Hall or business
• This is strictly mis-delivered mail
• Does not require any marking!
• Separate letters from flats
• Identify with a MIS-SORTED placard
LOOP MAIL
(mail with handwritten forwarding address)

• First-Class, Priority or Foreign Mail
• Requires:
  – You supply forwarding address
  – You must line out ONLY the barcode with a grease pencil
• Separate letters from flats
• Identify with a LOOP MAIL placard

Mary Smith
14583 Main
Allen Park Mi 48101

Elizabeth Smith
Resident Hall
123 Elm
East Lansing MI 48824
Allen Park MI 48101
UTF

If you do not have a forwarding address:

- Use Abbreviation UTF
- Do Not Cross Out Address
- Do Not Cross Out Barcode
- Annotate on the LEFT
  as shown below (if there is no room on the left, you may mark on the right of the address)
- Use Blue or Black Ink preferably
- Separate letters from flats
- Use a UTF placard

Mary Smith
14583 Main
Allen Park Mi 48101

Elizabeth Smith
UTF Resident Hall
East Lansing MI 48824