HWS Information Technology Services Bulletin

Number: 2012-04

Date: January 17, 2012

Title: Proper USPS return addressing

Description:
The USPS requires that all HWS departments/employees use an appropriate return address when sending mail.

Your return address must include:
Name
Department
Street Address (found below)
Geneva, NY 14456

To avoid any mail being delayed or returned to sender due to insufficient funds, please be sure to provide the correctly formatted return address.

Proper addresses:
- 615 South Main St  Alumni House
- 629 South Main St  Admissions
- 639 South Main St  Communications
- 51 St Clair St  College Store
- 99 St Clair St  Hubbs Infirmary
- 119 St Clair St  Center for Counseling and Student Wellness
- 101 St Clair St  Residential Education
- 288 Pulteney St  Academic Opportunity Programs and HEOP
- 300 Pulteney St  Scandling Center
- 311 Pulteney St  Buildings and Grounds
- 334 Pulteney St  Library
- 337 Pulteney St  Coxe Hall

Those not located in any of the above departments or buildings, should use 300 Pulteney St. as the return address.

If you have any questions please call the HWS Post Office at 315-781-3504 or Mastellar@hws.edu.

Contact: Current information about this bulletin may be found at http://www.hws.edu/itservices/bulletins.aspx.
Scheduled

**Category:**
Notification

**Distribution:**
hwsnetworkaccounts@hws.edu