

Before you send your notice

- Check state statutes for how to send it (CM, CMRR, electronic filing, etc)

- Research your recipients. Do you have reasonable evidence that the name and address are accurate and up to date?

- Keep receipts, tracking numbers, and recipient signatures stored in a safe place



Don't want to deal with tracking mail?
Let Levelset do it for you.

Call us at **866-720-5436** to find out
what else we can take off of your plate.

When mail gets returned

Undeliverable

- Double check that postage and address are correct
- Find an alternative address for the recipient and resend
- Post a copy of the notice at the jobsite

Unclaimed

- Send the notice again via First Class Mail
- Post a copy of the notice at the jobsite

Other Reasons

- Double check that address is correct
- If incorrect, follow steps as if it was undeliverable
- If correct, follow steps as if it was unclaimed

Undeliverable

Attempted-Not Known

Delivery attempted, recipient not known at place of address.

Moved, Left No Address

Recipient moved and did not file a forwarding address.

Insufficient Address

Missing essential info such as #, street, box #, city. Correct address unknown.

Illegible

Address not readable.

No Such Number/Street

Addressed to nonexistent number or street and correct number not known.

Not Deliverable As Addressed –Unable to Forward

Mail undeliverable at address given; forwarding address expired or not given.

Returned for Postage

Mail without postage or indication that postage fell off.

Unclaimed

Refused

Recipient refused to accept mail or pay postage charges on it.

Unclaimed

Mail abandoned.

Box Closed – No Order

Post office box closed for nonpayment.

No Mail Receptacle

Recipient failed to provide a receptacle for receipt of mail.

Other Reasons

Temporarily Away

Recipient temporarily away and period for holding mail expired.

Vacant

House, apartment, office, or building not occupied.

Deceased

Recipient is deceased and mail can't be delivered to another person.

Mail addressed in care of another is marked to show which person is deceased.