

MAIL FORWARDING AGREEMENT

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Source: <http://sedm.org>

1. PURPOSE OF THIS FORM

- 1.1. Purpose of this form is to provide a way for people seeking privacy to have their mail forwarded by a third party.
- 1.2. Third party exists to protect the privacy of the person whose mail they are forwarding.
- 1.3. If the third party forwarder is a private party and not a business, this form allows the Client to ensure that they don't have to fill out a Postal Service Form 1583 revealing a residence or domicile address, or to present government ID to do so.

2. PREPARATION INSTRUCTIONS:

- 2.1. If Special Correspondence is involved, fill in the appropriate state revenue agency in Section 1
- 2.2. Fill in the Party Names in Section 2
- 2.3. Fill in the details in section 2.1.
- 2.4. Fill in the details in section 2.2 as far as the services to be provided.
- 2.5. Fill in the details in section 3.
- 2.6. Both parties sign section 3.

3. RESOURCES FOR FURTHER STUDY:

- 3.1. *Privacy Agreement*, Form #06.014
<https://sedm.org/Forms/FormIndex.htm>
- 3.2. *Postal Service Form 1583 Attachment*, Form #06.018
<https://sedm.org/Forms/FormIndex.htm>
- 3.3. *Postmaster Inquiry Regarding USPS Form 1583*, Form #06.019
<https://sedm.org/Forms/FormIndex.htm>

MAIL FORWARDING AGREEMENT

1 Definitions

Client: Person who has initiated this agreement and requested a postal box.

Mail Forwarding Provider (MFP): The company or human being who has agreed to accept mail, registered mail, and parcels on behalf of Client and agrees to abide fully by the terms of this agreement.

Special Correspondence: Correspondence relating to tax liability and originating from either the Internal Revenue Service (IRS) or from the _____ (state department of revenue name)

2 Terms

This agreement governs the rights and obligations arising out of the business arrangement established on this date between _____ (name), hereinafter referred to as "Client" and _____ (private human or company name), hereinafter referred to as "Mail Forwarding Provider (MFP)".

The purpose of this agreement is to provide the most protection possible under the Constitution and federal law for the privacy of Client.

2.1 Client agrees to:

1. Abide by the terms of any agreements provided by Mail Forwarding Provider and signed by Client.
2. Place "Care of _____ (MFP name)" in the TO address of all delivered mail.
3. Pay all fees due in a timely fashion, which shall be \$_____ per year in the manner specified by Mail Forwarding Provider.
4. Timely notify Mail Forwarding Provider of any change in the forwarding address for mail.
5. Use this arrangement for personal mail only.
6. Not use this arrangement for any of the following purposes:
 - 6.1. Business purposes.
 - 6.2. Commercial transactions.
 - 6.3. To injure or defraud any third party not mentioned in this agreement.
 - 6.4. To violate any law.

2.2 Mail Forwarding Provider agrees to:

1. Forwarding services to be performed (check only one item):
 - 1.1. Send email to client or call him/her notifying him/her to pickup item within _____ days of receipt
 - 1.2. Open mail, scan document into PDF, email PDF to Client, and destroy the original received document within _____ days of receipt
 - 1.3. Forward all general mail received at the interval appearing below, put into a single envelope which is thick enough that the writing on letters inside it may not be viewed even with the aid of lighting behind the envelope. Interval (check one all that apply)
 - 1.3.1. Monthly on the 1st of each month
 - 1.3.2. Every two weeks on the First and the 15th of month
 - 1.3.3. Forward all Special Correspondence immediately when received.

2. Not provide any of the documents or information below to any third party unless compelled by a court through an order signed by a judge or magistrate.
 - 2.1. The forwarding address of or any information about Client to any third party
 - 2.2. The origin or sender of any mail received by Client
 - 2.3. Any agreements or submissions provided by Client in connection with this agreement.
3. In the event that information about Client must be disclosed to any third party for any reason, then Mail Forwarding Provider agrees to provide to Client within 3 days of receipt the following:
 - 3.1. Complete contact information about the identity of the inquiring party, including name, phone number, email address, and mailing address.
 - 3.2. A photocopy of the document, if any, that constitutes the request from the third party inquirer.
 - 3.3. A citation of one of the following reasons justifying why the information was disclosed by the Mail Forwarding Provider to third party without a court order, if it was disclosed without a court order:
 - 3.3.1. The statute and/or implementing regulation that obligates disclosure, and a statement of the reasons why MFP believes he is subject to such statute and/or implementing regulation..
 - 3.3.2. A signed copy of the company policy document that obligates disclosure.
4. Timely notify Client of any changes in the rates or costs of services provided by Mail Forwarding Provider.
5. Payment method (check one item)
 - 5.1. Prepay the next years fees
 - 5.2. Bill the credit card of Client for all charges in connection with the services provided by Mail Forwarding Provider (MFP).
6. Sign, date, and scan in and email back a copy of this signed form to Client within 24 hours after signing it to the email address provided in the next section.

3 **Signatures**

Email address of Client:_____

Mail box number if MFP is a commercial post office provider:_____

Address of Mail Forwarding Provider:_____

Phone of Mail Forwarding Provider:_____

Email of Mail Forwarding Provider:_____

_____ Signature of Client	_____ Date
_____ Signature of Agent for Mail Forwarding Provider	_____ Date