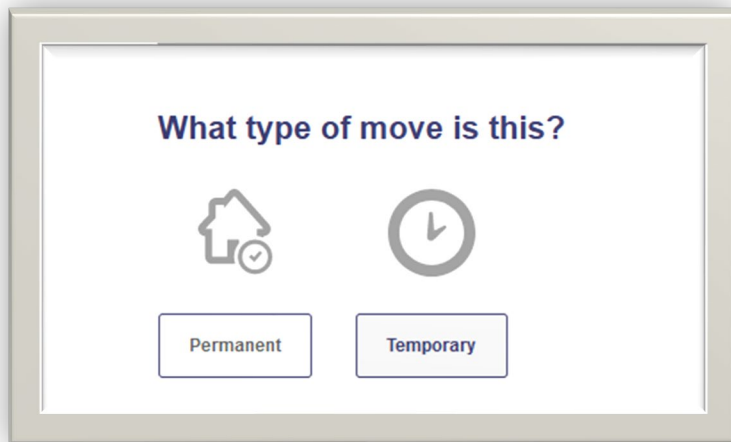


Need to change your address with the USPS into your Personal Mailbox?

First, please be aware that the USPS will not allow you to do this when you decide to cancel your mail receiving service at Box & Ship. We always recommend forwarding only the mail you wish to receive rather than a blanket forward through the USPS to avoid delays in mail processing after cancellation.

If you would like to change your address, please visit <https://moversguide.usps.com/> to make the change and please read the below information thoroughly.

In Step One you will see the following screen:



Select Permanent ONLY if you are planning to receive mail indefinitely at Box & Ship.

“Temporary” change of address can be edited or cancelled up to 12 months after submitting the change of address request.

The USPS will not allow you to use their Change of Address service when you leave your PMB. Box & Ship will handle mail in accordance with USPS regulations which means in order to prevent delays to mail coming in after cancellation you will be required to change the address with each specific correspondent. Box & Ship is not responsible for additional postage or forwarding of mail received after cancellation of PMB contract.

What's your new address?

ZIP Code™

I don't know my ZIP Code™

City

State

 ▼

Street Address

4455 CAMP BOWIE BLVD STE 114, FORT WORTH TX 76107

When entering your receiving address at Box & Ship make sure to use the pictured format and then select the matching address that will populate below the Street Address input box.

Click "NEXT"

What's your new address?

ZIP Code™

I don't know my ZIP Code™

City

State

 ▼

Street Address

Private Mailbox

To forward mail to a commercial mail receiving agency, you must include the private mailbox number. Please enter the private mailbox number in the "Private Mailbox" field, then click "Next." USPS will standardize your address upon submission.

If you have entered the correct format for the address an additional dialog box will pop up in red- use this to enter your PMB number.

Complete the process and the USPS will send a letter confirming the change to your new PMB. We will notify you of its arrival!