

IMPORTANT NOTICE FROM THE UNIVERSITY OF DUBUQUE POST OFFICE

Before you leave UD, you must do the following:

- Clear out your mailbox **before** leaving campus. Only mail that is received after your official withdrawal will be forwarded to your new address. *Anything left in your mailbox will be returned to sender as unclaimed.*
- Please contact banks, cell phone providers, cable companies, etc. to change your address **before** leaving campus. Check to see if it can be done online.
- Please contact **ALL employers** within the past year while attending UD and give them your forwarding address so your W-2 tax documents will get mailed directly to you.
 - ***PLEASE NOTE:*** The UD Post Office will NOT forward W-2 tax documents after the 30 day forward period.
- Once your UD mail box is cleared, only **FIRST CLASS USPS (United States Postal Service) mail can be forwarded for 30 days.** FedEx, UPS, and DHL cannot be forwarded.
- If you have a **KEY** to a UD mail box, you must return it to the campus Post Office (Heritage Center) to receive a \$5 refund. Refunds will not be given to anyone else or mailed.

If you have ANY questions, feel free to contact the UD post office at 563-589-3141.