

3. Use common abbreviations found in the *National Five-Digit Zip Code and Post Office Directory*, available in post office lobbies.
4. Use the 2-letter state abbreviations on page 13 in this brochure.
5. Use complete and correct ZIP Codes or ZIP+4 codes. Contact your local post office for ZIP Code information.

When both a post office box number and a street address are used, make sure the place where you want the mail delivered appears on the line immediately above the city, state, and ZIP Code line and that the ZIP Code or ZIP+4 code corresponds to that address. For example:

**GRAND PRODUCTS INC**  
**475 L'ENFANT PLAZA WEST SW**  
**PO BOX 320 (mail will be delivered here)**  
**WASHINGTON DC 20260-6320**  
*(ZIP+4 corresponds to PO Box).*



Here is a list of the 2-letter abbreviations for states, territories, and the District of Columbia: 13

Alabama	AL	Nebraska	NE
Alaska	AK	Nevada	NV
Arizona	AZ	New Hampshire	NH
Arkansas	AR	New Jersey	NJ
American Samoa	AS	New Mexico	NM
California	CA	New York	NY
Colorado	CO	North Carolina	NC
Connecticut	CT	North Dakota	ND
Delaware	DE	No. Mariana Islands	MP
Dist. of Columbia	DC	Ohio	OH
Florida	FL	Oklahoma	OK
Georgia	GA	Oregon	OR
Guam	GU	Pennsylvania	PA
Hawaii	HI	Puerto Rico	PR
Idaho	ID	Rhode Island	RI
Illinois	IL	South Carolina	SC
Indiana	IN	South Dakota	SD
Iowa	IA	Tennessee	TN
Kansas	KS	Trust Territory	TT
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Virgin Islands	VI
Michigan	MI	Washington	WA
Minnesota	MN	West Virginia	WV
Mississippi	MS	Wisconsin	WI
Missouri	MO	Wyoming	WY
Montana	MT		

