

Receiving Mail at the UW Tower

United States Postal Service (USPS)

Incoming Address for USPS Mail

Jane Doe
University of Washington
Department
Box 35xxxx
Seattle, WA **98195-xxxx**

** The box line must appear directly above the City, State, and ZIP line for the mail to be automation compatible.*

** Please note that your +4 in your Zip code will be the last 4 digits of your 6 digit box number.*

UW Mailing Services receives and distributes all USPS mail addressed to the University of Washington.

UW Mailing Services utilizes a six digit box number system, 35xxxx, to distribute USPS mail to the UW campus.

- **Always include your UW box number in all correspondence.**

UW Mailing Services will not recognize a street address as a delivery location. Please do not include a street address when receiving mail through the USPS.

The UW has the unique zip code 98195.

- **Always use the zip code 98195 in your UW correspondence.**

Please refer to example for correct USPS addressing.

Receiving Private Courier Mail UPS/ FedEx/ DHL/Champion Courier/ etc.

Incoming Address for Private Courier

Jane Doe
University of Washington
Box 35xxxx
4333 Brooklyn Ave NE
Seattle, WA **98195-xxxx**

Private couriers such as UPS, FedEx, and Champion Courier Service, provide daily delivery to the UW Tower.

You may include the street address 4333 Brooklyn Ave NE, Seattle, WA 98195 when using private couriers.

- **Always include your UW box number when corresponding through a Private Courier.**

UW Tower Mail & Receiving will receive, process, and distribute all private courier items. Any items that arrive after 4:00 PM will be held at lobby security until the next morning unless other arrangements have been made.

Semis/ Large Trucks/ Furniture Deliveries/ etc

UW Tower occupants may also use the street address, 1208 NE 43rd St. Seattle, WA 98105, as a large shipment drop location only.

1208 NE 43rd St., Seattle, WA 98105 **is not** recognized by the USPS as a mailing address.