

23 Friends Lane Newtown, PA 18940

To: Our Valued Partners

Date: October 19, 2017

Re: Information on JH Non-Absolute and Absolute Relative Formats

Note: This only applies to your tax documents and not your other documents

PrintMail Solutions is asking all our clients to send us their 2017 Tax Information in either the IRS FIRE or Absolute Relative data format. This will increase the accuracy, speed and efficiency of your 2017 tax information.

Currently we receive condensed files from your Bank where spaces and formatting are missing. Moving forward we will no longer be able to accept data without proper spaces and formatting and require all data to be in either the IRS FIRE format or Absolute Relative format.

Please reach out to your Core to request the change or, if you are an in-house bank, PrintMail can provide a resource to assist in obtaining the Absolute Relative format; please contact our Customer Support Department to make the request.

Please see the examples below of non-absolute relative and absolute relative formats, absolute relative format is highlighted in the red box:

Respectfully,

PrintMail Solutions

