Receiving & Sending Mail at BYU-Idaho

Unique Zip Code ‘83460’

- Should always be used for mail coming to or being sent from BYU-Idaho
- Separates BYU-Idaho mail from Rexburg or another company's mail
  - Not using the correct zip code can cause:
    - Delays (Mixed in with another zip codes mail)
    - Undeliverable as Addressed Mail (Might not make it here)

Department 4-Digit Mail Stop Code – Do you know yours?

- You can find your department mail stop next to the zip code in Workday or on the Employee Directory online. If you look up your name and you don't have a mail stop, please contact Mail Services and we will help you fix it.
- Quickly identifies the building & department of an individual when sorting mail
- Helps eliminate “guessing”
- Assigned to each department & used to reference a department account

Address Format Examples

- Note: Whenever you use the physical receiving address for BYU-Idaho in your address (as shown in the 2nd example below), you need to complete the address by adding the word 'Stop' and include your department 4-digit mail stop code just as you would if you were indicating an apartment number. For receiving packages this is the format you will want to use. If you have questions, please contact Mail Services for assistance.

Temporary located in the University Support Services building, our office hours are Monday –Friday 8 AM – 5 PM. We can be reached at 496-2630 or 496-2631, or by email at mailservices@byui.edu.

**Example: Office Return Address** for sending mail with Mail Stop

```plaintext
Mail Services
Brigham Young University - Idaho
105 USS
Rexburg ID 83460-8000
```

**Example: Receiving & Shipping Address** with Mail Stop

```plaintext
Mail Services
Brigham Young University - Idaho
105 USS
525 S Center St Stop 8000
Rexburg ID 83460
```