



**Mail Forwarding & Home Base Services**

Corporate Offices  
514 Americas Way ♦ Box Elder SD 57719-7600  
(605) 718-1234, M-F, 9-5 Mountain — Fax: (866) 481-0676  
24/7/365 Message Center (605) 939-0411  
For general new membership questions only: Call (605) 593-4496 or (866) 747-3700 to reach Don & Barb wherever they are at the moment!  
Website: [www.Americas-Mailbox.com](http://www.Americas-Mailbox.com) eMail: [Americas.Mailbox@GMail.com](mailto:Americas.Mailbox@GMail.com)

*Our Exclusive Golden Rule Guarantee*



**Services:**

*Our Own Campground  
(Full hookups, open all year round)*

*Our Own Comfortable Guest Rooms*



*RV Service, Parts & Supplies*



*Vehicle Titling*

*Vehicle Registration*

*In-House Independent Vehicle Insurance Agents*



*Mail Forwarding*

*Home Base Plan*

*Private Mailbox Rentals*

*Lucky 7 Plan*

*U.S. Postal Services*

*FedEx-Air/Ground*

*Package Handling*

*COD Acceptance*

*Junk Mail Removal*

*Emergency Locator*



*Fax Send & Receive*

*Notary Services*

*Voter Registration*



**Recommendations for:**

*Banking*

*Health Insurance*

*Accounting*

*Financial Planning*

*Wills and Trusts*

*and a free meal when*

*you visit us in person!*

*(certain common-sense restrictions apply)*



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**For mail forwarding/home base address**, the pages you need to print and fill out are: **9-10** for a *traditional* plan **OR 11-12** for our *scanning* program, **AND 15**.

**Additionally, if you wish to register vehicles**, please print and fill out pages **20 and 22**.

*As you are filling out these forms, feel free to call our general information line with any questions you may have at (605) 593-4496 or (866) 747-3700 to reach Don & Barb wherever they are at the moment!*



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**Information you may find useful**

**Medical evacuation/ambulance services (MASA)**

**Much better than anyone else! (In our humble opinion.)**

Don't commit to SkyMed, FMCA, Good Sam EA Plus, or anyone else before you call or email us for details at 605/593-4496 or 888/872-0545 or

[MASA.DonHumes@GMail.com](mailto:MASA.DonHumes@GMail.com)

**Vehicle Insurance:**

We are happy to announce our own Americas Mailbox in-house vehicle insurance agency. Ask for a quote and one of our agents will look at different companies to get you the best rate.

**Health Insurance:**

We recommend you check with these agents. They can handle those under 65 as well as those needing Medicare supplements, and have the most up-to-date information regarding the Affordable Health Care act.

**Mike Monson / Best Choice Independent Insurance Services**

PO Box 1958 Sioux Falls SD 57101

Toll free 1-888-813-5802 or locally at 605-782-4642 fax 605-221-5590

website: [www.bestchoice-ins.com](http://www.bestchoice-ins.com) email: [mike@bestchoice-ins.com](mailto:mike@bestchoice-ins.com)

**Craig, Chris or Clark Ericks / American Benefits Agency**

429 Kansas City St. #6 Rapid City, SD 57701

605-343-7870 888-419-9750 fax 605-343-7150

website: <http://americanbenefitsagency.net> email: [ericks\\_craig@yahoo.com](mailto:ericks_craig@yahoo.com)

**Accountant:**

**Carol Hicks, IRS Enrolled Agent**

**Padgett Business Services**

1230 North Ave, Suite 2

Spearfish, SD 57783

605-559-0416 866-201-4810 Fax

**Accepting multi-year clients only**

**Attorneys:**

***Both of the below law firms are good for Wills, Trusts and most other legal matters.***

**Andrew J Knutson**

506 6th Street

Rapid City SD 57701

605-342-1078

**Ganz & Hauf**

8950 W Tropicana, Suite 1

Las Vegas, NV 89147

Toll free 855-380-1300

***Important: For a possible discount on services, please tell the law firms that you are being referred to them by Don Humes of Americas Mailbox.***



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Thank you for considering Americas Mailbox, Inc. for your mail forwarding needs. For the many services and benefits we include, our research shows we now have the lowest over-all annual fees of any mail forwarder or home base service in the country that we know of. If you find a less expensive company, please let us know. In addition to our annual plans, **we also feature a partial year plan for folks who are not full-time travelers.**

Whenever they can, folks who are financially prudent have historically always gone where they can save the most money. South Dakota is the best choice overall when compared to all the other states. It even matters which county you do business in as ours has no Wheel Tax.

When all things are considered, we are located in the best state for RVers, traveling nurses, airline pilots, merchant marine, truck drivers, salespeople—anyone who wishes to choose residency in the best state. Usually what happens when a state other than South Dakota is used is that the “other” fees are quite expensive. Sometimes it's the registrations, sometimes the additional fees, sometimes the personal taxes, in almost all cases, the insurance is higher. The insurance itself can add hundreds of dollars to the overall cost.

Sometimes, it's the membership fees of “joining the club,” sometimes it's the costs of the mail forwarding service itself. There are companies that charge low annual fees, but huge setup fees and \$4.00 to \$6.00 every time they send something out to you (over the cost of the postage itself, which they even charge sales tax on!) on top of the 50% markup they add to the postage. We've even run across a mail forwarding company that charges you \$100 to get your license plates, even if you get them yourself! (They do this so they can say they charge a very low amount for their yearly services.) Surprisingly, there's also a company in South Dakota that charges over \$600 a year, and yet another that charges an *additional* amount to shred the financially sensitive junk mail (such as the blank checks credit card companies send out), for the same service we provide for only \$189.00 per year.

There are a number of advantages to using South Dakota as your home base as opposed to other states. To name a few, there is no state income tax. The insurance for vehicles is lower than other states. (South Dakota is almost the very lowest in the country.)

There are no vehicle inspections. The county we're in (Pennington) has no wheel tax, unlike many other counties in South Dakota. The city, county and state continue to be what we call “RVer Friendly.”

Besides being the owner, I am a full-time traveler myself (you might say I walk-the-walk, *and that really does make a difference*). When I built this company, I designed it specifically for travelers like yourself in the state that is the most favorable for travelers. I used to use other mail forwarding companies myself. Frankly, I didn't like the way I was treated and I thought the rates were too high. So, I started looking around for another company to use, but couldn't find any. A perfect need-meets-opportunity situation existed, so I started doing the research and thus Americas Mailbox was born. Now, I get the great service I want at a fair price, and since I've been blessed with great managers and staff, everybody else gets it as well.

We try to do things that other companies don't do...just as a way of saying, “*Thank You.*” One of the things we do for all of our Silver and above annual members, if you visit our office (and request it) in Rapid City as you visit South Dakota, for the time being, we'll provide a restaurant gift certificate good at thousands of locations across the country. (*Common sense restrictions apply.*) As far as we know, we're the only mail forwarding company that cares enough for its members to say Thank You like this anywhere in the country. 3

If you need a place to stay, just let us know. We have our own 3 Guest Rooms (1 is for Physically Challenged), 1 Guest Suite and a (currently) 19-site full hookup year-round campground available for rent to our Guests.

When we send out your mail using USPS/Priority Mail, and at no additional cost to you, we'll arrange to have the Post Office send you a Delivery Confirmation number via email. This has proven to be a big help in knowing when your mail is delivered.

Another innovation is the interactive web site for our members, [www.Americas-Mailbox.com](http://www.Americas-Mailbox.com). You may sign in as a guest to see just how easy it is to order your mail. To test drive the site, the User Name is 100 with no password. It is a highly secure website, very powerful and very easy to use. Once you become a member with us, you'll also be able to see in almost real-time, your account balance, all transactions, tracking numbers and be able to renew your account as well as add money to your Postage & Services account as needed.

Again, these are just some of the ways of saying "Thank You" for trusting us to handle your business.

*Many of our members recommend Americas Mailbox, Inc. to their friends.*

Added Bonus: If a current member of Americas Mailbox feels strongly enough to recommend our services to another person, we must be doing our job right! As a way of saying "Thank You," when they refer somebody, and they sign up as well, we'll give the referring member either a \$25 restaurant gift certificate or a month of *FREE membership added to the length of their agreement!!* Just let us know their name and box number...*we'll take care of the rest!*

Along with this letter are the forms necessary to open an account with us as well as information about our company such as rates, etc. There is also a simple Power of Attorney form included; this needs to be notarized, which we can do for you if you stop by the office.

As almost all of our members do, when you would like us to take care of getting your vehicle tags on your behalf, the notarized Power of Attorney is necessary. Please follow all the enclosed instructions regarding vehicle registration. ***We recommend you mail us all important documents by Priority Mail, FedEx or UPS (please do NOT use other post office services since they may take a VERY long time to reach us).***

Again, thank you for considering Americas Mailbox, Inc. If you have any questions, please give either myself or one of my managers a call. My personal cell phone number is: (605) 593-4496. Please do not call me at 3:00 in the morning as I try to answer all calls. Days, early evenings and weekends are fine. (Mountain Time Zone)

Donald C. Humes

P.S. We often receive e-mails and letters like this from members, and we're passing several of the hundreds along to folks inquiring about our services: (*And yes, they are real letters from real people.*)

*"Good morning Don, just wanted to let you know that my wife and I were amazed how easy the process of making South Dakota our 'home state' with much thanks to you and your staff there. When we walked out...we looked at each other and said we had to have forgotten something, this was too easy. Anyway, thanks so much."* —Walt

*"Mary and I just wanted to drop a line and say thank you for helping us register our vehicles. Your managers, in our opinion went the extra mile for us and just saying thank you seems hardly enough, but thank you. I don't handle stress well any more and I was stressed when I got there but thanks to them my stress left rapidly. They were knowledgeable and made everything go smoothly; the best thing we've done is join Americas Mailbox so thank you very much."* —  
Mark & Mary

*"Thank you for all the great work you do in all you do. You do a lot more than just get the mail out and Janet and I want to say a BIG THANK YOU. I have 2 friends that have Texas and they do not get the personalized treatment like you give your customers. Thanks again."* — Rich & Janet



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Thank you for your interest in Americas Mailbox, Inc.! Our research tells us we have the lowest annual overall rates of any mail forwarding service that we are aware of in South Dakota when you compare “apples with apples.” We simply don’t charge for services that a lot of other companies charge extra for, like shredding the financially sensitive mail you don’t want. On just that one item, many companies charge an additional fee of up to \$96 per year.

With Americas Mailbox you will have a **legal street address**. ***You do NOT have a P.O. Box.***

Unlike other mail forwarding companies, Americas Mailbox is a licensed Commercial Mail Receiving Agency (CMRA) and must abide by U.S. Postal Service regulations. Be careful of other services that require you to have your Post Office form 1583 notarized separately **before** they can accept you as a member. **We at Americas Mailbox, Inc. are authorized to accept your original, mailed application without any need for a notary on that form.**

In order to be issued an address with Americas Mailbox, Inc. and begin receiving mail, postal regulations require that we have a completed Postal Service Form 1583 for each person for whom we are receiving mail. A husband and wife with the same last name may fill out one form together as long as they both provide the necessary identification and both sign the form.

Each form must have the signature(s) of the person(s) making application, plus clear photocopies of two forms of current identification, one of which must be the front AND back of your current valid driver’s license. *[If photocopies are too light, too dark, or otherwise unclear, they will be rejected by the Post Office.]*

Each member of Americas Mailbox, Inc. has a unique address. We do not recycle our numbers as other companies do. It means a little more work for us, but that’s just too problematic for our members...*so we don’t do it.* If you ever need to temporarily make your membership dormant, you will always have the same exact address when you wish to reinstate your account.

Please do not have anyone send mail to you at Americas Mailbox, Inc. until your application is processed and you receive your unique address. If mail does arrive before all the paperwork is complete, it must be returned to sender per postal regulations. **Do NOT fill out a USPS Change-of-Address card until AFTER you have received our very specific instructions in your welcome pack.** Please do NOT attempt to fill out a Change-of-Address with the USPS online—it will not work properly and you’ll surely have problems later.

We have enclosed our Mail Service Agreement (2 pages) AND our Mail/Scan Agreement (choose whichever type of plan you wish), and Postal Form 1583, along with instructions for filling them out. Please return them promptly (we recommend mailing them to us by Priority mail, FedEx or UPS), so we may issue you an address. If you have any questions, please contact us by email or by phone numbers listed below.

Thank you.

**To reach mailroom operations by e-mail:** [Americas.Mailbox@GMail.com](mailto:Americas.Mailbox@GMail.com)

605-718-1234 M-F 9-5 Mountain Time Zone —24/7 Voice Mail Office/Mailroom Operations  
605-939-0411 24/7 Message Center

**For questions and general information about using our service only, call: 605/593-4496** from your cell phone or 866/747-3700 to reach Don, “The Guy Who Pays The Bills.” *Please don’t call 3:00 AM in the morning.* Or e-mail Don directly at: [Don@Americas-Mailbox.com](mailto:Don@Americas-Mailbox.com)  
**For specific questions, such as “Do I have mail in my box?” or “Have you sent my mail?” please call the office during business hours (M-F, 9-5 Mountain) at 605-718-1234.**



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## Application Checklist

When you are ready to join Americas Mailbox, please use this checklist. **To begin with, you may scan and e-mail or fax these documents with a credit or debit card payment. To fully open the account you MUST MAIL the originals to us.**

(This is just a checklist for you, there is no need to mail it back to us):

- Front of our Mail Service Agreement **completely** filled out (Page 9 OR 11 of this Application Kit)
- Back of our Mail Service Agreement **completely** filled out and signed in two places (Page 10 OR 12 of this Application Kit)
- A method of payment (credit/debit card or personal check)
- Post Office 1583 form **completely** filled out and signed by **BOTH** husband and wife on **Line 5 AND Line 16** (Page 15 of this Application Kit)
- Two (2) clear photocopies of the front AND back of your current valid driver's licenses
- Two (2) clear photocopies of one other form of acceptable ID for each person

In order for us to register your vehicles for you, please make sure you send:

- Our Vehicle Checklist (Page 20) completely filled out and accompanied by any necessary additional documents for your particular circumstances (Power of Attorney Page 22)

***If you have ANY questions before joining, please call Don on his cell phone at 605-593-4496 days, early evenings, weekends & minor holidays are OK.***

**OR**

***Americas Mailbox office at 605-718-1234 from 9 to 5 Monday to Friday Mountain time zone***



Mail Forwarding & Home Base Services

# MAIL FORWARDING SERVICE RATES

## ***Our Best!*** **Our Most Popular Traditional Plans:**

### **The Gold Standard** (By far, most of our members choose this plan.)

Sorting first/third class mail (removing "junk")  
Medium volume of mail/packages and occasional special handling  
Sent to you per your instructions via US Mail/FedEx  
\$189 annually *or less for vacation service\** + postage fund (*Suggested \$200-\$500 min. to open.*)  
*One Lifetime \$25 start-up fee per account*

### **The Silver Plan**

All mail received is forwarded via US Mail/FedEx  
Sent to you per your instructions · Only occasional packages or special handling  
\$149 annually *or less for vacation service\** + postage fund (*Suggested \$200-\$500 min. to open.*)  
*One Lifetime \$25 start-up fee per account*

*\*These plans are available for vacation service only:  
Silver Plan \$14/mo. or Gold Standard \$18/mo., both in 3-month increments.*

***Good***

### **The Bronze Plan: Lucky 7**

Receive 7 or fewer **pieces** of mail per year (including "junk mail") such as using Americas Mailbox, Inc. as a "**Home Base**" for vehicle licensing and registration. Utilize the expertise of our entire TEAM of vehicle registration experts, who will fill out all the needed paperwork on your behalf. Limited or no address changes. \$129 annually and \$100-\$150 min. to open postage fund  
*One Lifetime \$25 start-up fee per account*

### **The Platinum Plan for Small Businesses**

Special sorting of all mail · Large volume of mail/packages and frequent special handling  
· Mailed per your schedule: daily, weekly, semi-monthly  
\$229 annually · \$200-\$500 min. postage fund  
*One Lifetime \$25 start-up fee per account*

## **Our Most Popular Mail Scanning Plans:**

***Our Ultimate!***

### **Titanium Plus SuperScan Plan**

(By far, for scanning their mail, most of our members choose this plan.)  
Medium volume of mail/packages and exterior scans  
Request a contents scan for urgent letters (addl \$2.50 per envelope up to 10 pages)  
On request, sent to you per your instructions via US Mail/FedEx  
\$228 annually + postage fund (*Suggested \$100-\$300 min. to open.*)  
*One Lifetime \$25 start-up fee per account*

**Also available: Small business owner South Dakota Registered Agent service for only \$40 annually (plus 6.5% tax)**

### **Titanium Lucky 7 SuperScan Plan**

Receive 7 or fewer **pieces** of mail per year (including "junk mail") such as using Americas Mailbox, Inc. as a "**Home Base**" for vehicle licensing and registration. Utilize the expertise of our entire TEAM of vehicle registration experts, who will fill out all the needed paperwork on your behalf. Limited or no address changes. Limited to 7 pieces of mail and exterior scans per membership year (enough to register 3 to 4 vehicles)  
\$159 annually + postage fund (*Suggested \$100-\$300 min. to open.*)  
*One Lifetime \$25 start-up fee per account*

### **Titanium Plus Quarterly SuperScan Plan for Part-time Travelers**

Medium volume of mail/packages and exterior scans  
Request a contents scan for urgent letters (addl \$2.50 per envelope up to 10 pages)  
On request, sent to you per your instructions via US Mail/FedEx  
\$25/month with a 3-month minimum  
*One Lifetime \$25 start-up fee per account*

*You must be on an annual plan if your vehicles are registered and insured to your Americas Mailbox address*



***For a traditional mail forwarding program, many folks ask us which plan would be best for them. We ask only a few simple questions:***

- ☞ If you would like all your important mail and none of the “junk” mail, choose the Gold Standard Plan as about 80% of our current members have because this plan makes sense to them and saves them money on the postage. We will sort the classes of mail, and all third-class mail will be discarded/recycled or shredded, except the third-class mail that appears to be important: for example, printed checks, refunds, etc.
- ☞ If ALL your mail will be coming to Americas Mailbox, Inc. choose the Silver Plan if you want to receive *every piece*, including those addressed to “Resident,” “Occupant,” “Good Sam Member,” and those inevitable 2- or 3-pound catalogs. *Of course you are still responsible for all the additional postage and handling charges it takes to get all that “junk” mail to you.*
- ☞ Will you be using your address ONLY as a legal residence, never getting any more than 7 pieces of mail a year, *including junk mail*? If so, we suggest the Bronze Plan.
- ☞ Will you be receiving business mail in your account? If so, you will need the Platinum Plan.

***For electronic scanning of your mail, many folks ask us which plan would be best for them. We ask only a few simple questions:***

- ☞ If you would like all your important mail and none of the “junk” mail, choose the Titanium Plus SuperScan Plan as many of our current members have because this plan makes sense to them and saves them money on the postage.
- ☞ Will you be using your address ONLY as a legal residence, never getting any more than 7 pieces of mail a year, *including junk mail*? If so, we suggest the Titanium Lucky 7 Plan.
- ☞ Will you be setting up a business account? If so, you will need our South Dakota registered agent service.







# MAIL SERVICE AGREEMENT

*This form is for traditional mail forwarding only*

Date processed (Office only): \_\_\_\_\_

PMB # (Office only) \_\_\_\_\_

**MEMBER NAME(S):** \_\_\_\_\_

**List ALL other names, middle names, former names, maiden names, nicknames, initials, and company names that may appear on your mail:** \_\_\_\_\_

1. This Agreement is made and entered into between Americas Mailbox, Inc. and the Member under the postal regulations and terms set forth herein.
2. Each individual or entity must complete a separate U.S. Postal Service Form 1583 to be authorized to receive mail or packages at Americas Mailbox Inc. However, spouses with the same last name may complete one Form 1583, as long as both spouses include their separate information on the form. If two people are not married, they must each fill out a separate Form 1583. Clear photocopies of the identification must be included.
3. This Agreement and Form 1583 shall remain confidential, except that this Agreement, Form 1583 and all other information may be disclosed upon request of any law enforcement or other governmental agency, or when legally mandated.
4. Upon request, Member agrees to complete all necessary documents, including Form 1583 and any required acknowledgement form relating to service of process. Member further agrees to fill in, sign and resubmit an updated version of Application and/or Form 1583, upon request in a timely manner.
5. Member agrees to try to maintain a minimum of \$50 in their postage/services acct. If the account falls below the critical balance of \$15, Americas Mailbox Inc. reserves the right to suspend service until account is brought current. There is a \$35 service charge for NSF or returned checks for any reason.
6. This agreement is automatically renewed on your anniversary date at the then current prevailing rate and terms. On the day your account is opened, it is initially prorated to the first of the following month. That date shall be considered your anniversary date. If any additional free membership time is added to your original agreement, it will be added at the end of the term and that will then be considered the new anniversary date. To assure an easy and efficient closure, we require written (not email) per postal regulations, a Notice of Cancellation and it must be received by Americas Mailbox, Inc. at least 90 days prior to the conclusion of the current agreement, or any partial extension thereof. In the absence of these instructions, we will use the money in your Postage and Services account to keep the account open so long as there are funds available.
7. Upon expiration, cancellation, or termination of this Agreement, Americas Mailbox, Inc. will:
  - a. Forward Member's mail for a short time, provided Member has previously paid the postage and fees in advance and supplied one (and only one) forwarding address and shipment schedule. We cannot accept funds once an account is closed unless the funds are to be used for re-opening.
  - b. If a member refuses to provide advance notice, postage and fees, forwarding address or schedule, then his or her mail (per USPS regulations) will be held for six months and then returned to sender. It cannot be returned before six months. This includes all (but not limited to) correspondence from the IRS, banks, credit card companies, vehicle registrations, Certified or Registered mail, packages, etc.
8. After written notification of the expiration, cancellation, or termination of this Agreement, in the absence of other provision being made, Americas Mailbox, Inc. will refund any unused postage and refuse or return to sender any mail or packages addressed and delivered to Americas Mailbox, Inc.
9. Upon expiration, cancellation, or termination of this Agreement, it is the responsibility of the Member to notify each correspondent of a change of address. The USPS does not accept a Change-of-Address card when terminating a PMB account.
10. When an account is terminated for any reason or date by member or Americas Mailbox, Inc, all monies due will be refunded in a timely manner.

Americas Mailbox, Inc. assumes no liability for damages, either direct or consequential, to any person, organization, or institution as a result of the use of this service, and reserves the right to modify or terminate this Agreement at any time, with or without notice. By signing this agreement you are authorizing Americas Mailbox to share your information with its affiliate companies for internal use only (i.e., the campground, hotel, etc). The USPS, UPS and/or FedEx may make address corrections per their address database on outgoing mail or return mail to sender without proper address.

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## EMERGENCY RECORD INFORMATION SHEET

In case of emergency, please notify: (Other than yourselves)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

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Member Current Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Member Current Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Social Security number(s): (needed if we are registering vehicles for you) \_\_\_\_\_

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**LUCKY 7 AND SILVER PLAN MEMBERS WILL RECEIVE ALL MAIL INCLUDING "JUNK MAIL."**

**OUR GOLD AND PLATINUM MEMBERS WILL RECEIVE ALL MAIL EXCEPT THIRD-CLASS MAIL WHICH WILL BE DISCARDED/RECYCLED (EXCEPT THE THIRD-CLASS MAIL THAT APPEARS TO BE IMPORTANT: FOR EXAMPLE, PRINTED CHECKS, REFUNDS, ETC.)**

Most packages are sent Priority Mail via USPO or FedEx 3-Day Saver unless otherwise instructed.  
 If special packaging is used other than that supplied by USPS, FedEx or UPS, an additional materials/labor surcharge may be applied.  
 All plans have a minimum \$1.00 handling charge per mailing package deducted from the postage fund.  
 Oversized packages may incur an additional small handling fee for logging in, storage and retrieval, dependent upon size.  
 If you request a mailing and there is no mail in your box, you will receive postcard notification with normal handling fees applying.  
 (We began this convenient additional service at the request of a large majority of our members.)  
 If your plan is upgraded to a higher level of service (for example, Bronze to Silver), you must remain at least at that level upon renewal.  
 Of course, you can always choose to upgrade further at any time for a prorated amount.  
 As mandated by law, we are required to charge sales tax on services where applicable.

When the level of service at Americas Mailbox, Inc. is Gold or higher, Americas Mailbox, Inc. may take all available steps to limit/eliminate and/or discard what is commonly referred to as third class mail or "junk mail" or other such mail that the member does not want to be forwarded, as well as making any corrections/alterations to aid the delivery of the U.S. Mail.

**\* DO NOT CHANGE YOUR ADDRESS UNTIL WE HAVE ALL PAPERWORK AND HAVE ASSIGNED YOU YOUR UNIQUE ADDRESS. IF YOU DO, WE ARE REQUIRED TO MARK ALL MAIL "RETURN TO SENDER" PER US POSTAL SERVICE \***

- New Account**       **Reactivation** \$10 reactivation fee + \$0.65 sales tax required
- The Gold Plan**— Do you hate "junk" mail like we do, and want us to destroy or discard it for you? If so, choose this plan.  
*By Far Our Most Popular Program!* Most folks take this one because they save money on postage by not getting junk mail.  
 \$189/year [OR \$18/mo. with 3-month vacation min.]+ \$25 one-time set-up fee +\$13.91 sales tax + \$100-500 for postage/services acct.
- The Silver Plan**—Do you like "junk" mail, and don't mind paying all the extra money in postage to get it shipped to you? If so, choose this plan.  
 \$149/year [OR \$14/mo. with 3-month vacation min.]+ \$25 one-time set-up fee + \$11.31 sales tax +\$100-500 for postage/services acct.
- Bronze Lucky 7 Plan**—  
 \$129/year + \$25 one-time set-up fee + \$10.01 sales tax + \$100 for postage/services account  
 (If a Bronze Plan member receives more than 7 pieces of mail--including junk mail--during their membership period, that member will automatically be upgraded by proration to Silver Plan status.)
- Platinum Plan for Small Business**—  
 \$229/year + \$25 one-time set-up fee + \$16.51 sales tax + \$200-500 for postage/services account  
 Credit or Debit Card (required):    MasterCard                  VISA                  Discover

Card #: \_ \_ \_ \_ \_ Exp. date: \_\_\_\_\_ 3-digit security code: \_\_\_\_\_

**Other than our fees, how much postage may we add to your account? Suggestion: Most folks put in between \$250-\$500 \$ \_\_\_\_\_**  
*Payments may show up on the credit card bill as Americas-Mailb. We're sorry, but we must currently add a "convenience" fee based on the amount charged, because we do not want to have to raise our rates for all customers. Since we do not "resell" the postage to you as many other mail-forwarding companies do, if we did NOT have a convenience fee we would in effect be subsidizing your postage fund. Of course you can choose to send us a personal check instead. Your signature and check mark below gives us your permission to charge your credit card for all future services and postage. We renew all memberships automatically.*

When postage/services acct. gets low, auto replenishment default is \$200 or  Please top up my postage by \$ \_\_\_\_\_ (Min. \$100; Bronze \$50)

Signature as it appears on credit card  \_\_\_\_\_

Current credit card billing address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Check #: \_\_\_\_\_

☞ **Important: PRINT** E-mail addresses (for communication and tracking numbers) 1. \_\_\_\_\_  
 2. \_\_\_\_\_

Please note: We conduct most of our business via e-mail whenever possible, so please give us your "real" or active e-mail addresses.

Phone \_\_\_\_\_ Cell phones \_\_\_\_\_

**Acknowledgement: I have read and agree to the terms and conditions of this agreement. (Keep a copy for your records.)**

Member signature(s):  \_\_\_\_\_ Date: \_\_\_\_\_

*If you were referred by an existing member or somebody at a dealership, please write their name and box number below so we can say "Thank You." Existing members get a FREE \$25 Restaurant Gift Certificate or a month of membership.*

Name \_\_\_\_\_ Box # \_\_\_\_\_ Dealership \_\_\_\_\_

Please tell us how you first found out about Americas Mailbox:

- Internet Search Engine     Internet Chat Room     Magazine     Seminar     Other

Office: 514 Americas Way ♦ Box Elder, SD 57719-7600

(605) 718-1234 Office, 9-5, M-F Mountain ♦ (605) 939-0411 Message Center 24/7 ♦ (800) 225-5411

Internet: [www.Americas-Mailbox.com](http://www.Americas-Mailbox.com) eMail: [Americas.Mailbox@GMail.com](mailto:Americas.Mailbox@GMail.com)



# MAIL/SCAN SERVICE AGREEMENT

*This form is for our electronic scanning/  
mail forwarding combination plans*

Date processed (Office only): \_\_\_\_\_

PMB # (Office only) \_\_\_\_\_

**MEMBER NAME(S):** \_\_\_\_\_

**List ALL other names, middle names, former names, maiden names, nicknames, initials, and company names that may appear on your mail:** \_\_\_\_\_

1. This Agreement is made and entered into between Americas Mailbox, Inc. and the Member under the postal regulations and terms set forth herein.
2. Each individual or entity must complete a separate U.S. Postal Service Form 1583 to be authorized to receive mail or packages at Americas Mailbox Inc. However, spouses with the same last name may complete one Form 1583, as long as both spouses include their separate information on the form. If two people are not married, they must each fill out a separate Form 1583. Clear photocopies of the identification must be included.
3. This Agreement and Form 1583 shall remain confidential, except that this Agreement, Form 1583 and all other information may be disclosed upon request of any law enforcement or other governmental agency, or when legally mandated.
4. Upon request, Member agrees to complete all necessary documents, including Form 1583 and any required acknowledgement form relating to service of process. Member further agrees to fill in, sign and resubmit an updated version of Application and/or Form 1583, upon request in a timely manner.
5. Member agrees to try to maintain a minimum of \$50 in their postage/services acct. If the account falls below the critical balance of \$15, Americas Mailbox Inc. reserves the right to suspend service until account is brought current. There is a \$35 service charge for NSF or returned checks for any reason.
6. This agreement is automatically renewed on your anniversary date at the then current prevailing rate and terms. On the day your account is opened, it is initially prorated to the first of the following month. That date shall be considered your anniversary date. If any additional free membership time is added to your original agreement, it will be added at the end of the term and that will then be considered the new anniversary date. To assure an easy and efficient closure, we require written (not email) per postal regulations, a Notice of Cancellation and it must be received by Americas Mailbox, Inc. at least 90 days prior to the conclusion of the current agreement, or any partial extension thereof. In the absence of these instructions, we will use the money in your Postage and Services account to keep the account open so long as there are funds available.
7. Upon expiration, cancellation, or termination of this Agreement, Americas Mailbox, Inc. will:
  - a. Forward Member's mail for a short time, provided Member has previously paid the postage and fees in advance and supplied one (and only one) forwarding address and shipment schedule. We cannot accept funds once an account is closed unless the funds are to be used for re-opening.
  - b. If a member refuses to provide advance notice, postage and fees, forwarding address or schedule, then his or her mail (per USPS regulations) will be held for six months and then returned to sender. It cannot be returned before six months. This includes all (but not limited to) correspondence from the IRS, banks, credit card companies, vehicle registrations, Certified or Registered mail, packages, etc. Any article that cannot be returned to sender via any carrier without incurring additional cost will be disposed of at our discretion.
8. After written notification of the expiration, cancellation, or termination of this Agreement, in the absence of other provision being made, Americas Mailbox, Inc. will refund any unused postage and refuse or return to sender any mail or packages addressed and delivered to Americas Mailbox, Inc.
9. Upon expiration, cancellation, or termination of this Agreement, it is the responsibility of the Member to notify each correspondent of a change of address. The USPS does not accept a Change-of-Address card when terminating a PMB account.
10. When an account is terminated for any reason or date by member or Americas Mailbox, Inc. all monies due will be refunded in a timely manner.
11. Scanning Requests: If the undersigned requests scanning services on this Mail Forwarding Agreement form, the undersigned acknowledges Americas Mailbox will create a digital image of the exterior of the undersigned's mail. These images will be sent via electronic mail to the undersigned, and if directed by the undersigned, Americas Mailbox will open designated items of mail, create scanned images of the mail's contents, and provide these scanned images to the undersigned. The undersigned acknowledges the contents of the mail scanned by Americas Mailbox may contain sensitive information, and further, the undersigned expressly consents to the disclosure of sensitive information to Americas Mailbox. The undersigned agrees to hold harmless and release Americas Mailbox from any and all damages or liability that may result from providing the services described herein. For purposes of this Section, sensitive information means the contents of mail, which may include, but is not limited to medical records, financial information, confidential commercial information, social security numbers, dates of birth, information that may otherwise be protected by legal privilege, and any information of the character that may give rise to a reasonable expectation of privacy or confidentiality.

Americas Mailbox, Inc. assumes no liability for damages, either direct or consequential, to any person, organization, or institution as a result of the use of this service, and reserves the right to modify or terminate this Agreement at any time, with or without notice. By signing this agreement you are authorizing Americas Mailbox to share your information with its affiliate companies for internal use only (i.e., the campground, hotel, etc). The USPS, UPS and/or FedEx may make address corrections per their address database on outgoing mail or return mail to sender without proper address.

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**EMERGENCY RECORD INFORMATION SHEET** In case of emergency, please notify: ***(Other than yourselves)***

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

\*\*\*\*\*

Member Current Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Member Current Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Social Security number(s): (needed if we are registering vehicles for you) \_\_\_\_\_

**DO NOT CHANGE YOUR ADDRESS UNTIL WE HAVE ALL PAPERWORK AND HAVE ASSIGNED YOU YOUR UNIQUE ADDRESS. IF YOU DO, WE ARE REQUIRED TO MARK ALL MAIL "RETURN TO SENDER" PER US POSTAL SERVICE**

**New Account**    **Conversion from existing account**    **Reactivation** \$10 reactivation fee + \$0.65 sales tax required

**Titanium Plus SuperScan Plan**

Unlimited amounts of mail and exterior scans

\$228/year plus \$25 one-time set-up fee + \$16.45 sales tax + \$100 or more for postage/services acct.

*Current member conversion rate is \$228 + \$14.82 sales tax—you keep the SAME PMB number and pay NO set-up fee*

**Check here for small business owner South Dakota Registered Agent service** for only \$40 annually (plus 6.5% tax)

**Titanium Lucky 7 SuperScan Plan**

Limited to 7 pieces of mail and exterior scans per membership year (enough to register 3 to 4 vehicles)

\$159/year + \$25 one-time set-up fee + \$11.96 sales tax + \$100 or more for postage/services account

*Current member conversion rate is \$159 + \$10.34 sales tax—you keep the SAME PMB number and pay NO set-up fee*

(If a Bronze Plan member receives more than 7 pieces of mail--including junk mail--during their membership period, that member will automatically be upgraded by proration to full SuperScan status.)

**Titanium Plus Quarterly SuperScan Plan for part-time travelers**

Unlimited amounts of mail and exterior scans

\$25/month with a 3-month minimum plus \$25 one-time set-up fee + 6.5% sales tax + \$50 or more for postage/services acct.

**Additional Service Fee for All SuperScan Plans:** Request a contents scan for urgent letters (add \$2.50 per envelope up to 10 pages)

*Most shipments are sent Priority Mail via USPO or FedEx 3-Day Saver unless otherwise instructed.*

*If special packaging is used other than that supplied by USPS or FedEx an additional materials/labor surcharge may be applied.*

*All plans have a minimum \$1.00 handling charge per mailing package deducted from the postage fund.*

*Oversized packages may incur an additional small handling fee for logging in, storage and retrieval, dependent upon size.*

*If your plan is upgraded to a higher level of service (Bronze to SuperScan), you must remain at that level upon renewal.*

*As mandated by law, we are required to charge sales tax on services where applicable.*

Credit or Debit Card (required):   MasterCard                      VISA                      Discover

Card #: \_\_\_\_\_ Exp. date: \_\_\_\_\_ 3-digit security code: \_\_\_\_\_

**Other than our fees, how much postage may we add to your account? Suggestion: Most folks put in between \$100-\$200 \$ \_\_\_\_\_**

*Payments may show up on the credit card bill as Americas-Mailb. We're sorry, but we must currently add a "convenience" fee based on the amount charged, because we do not want to have to raise our rates for all customers. Since we do not "resell" the postage to you as many other mail-forwarding companies do, if we did NOT have a convenience fee we would in effect be subsidizing your postage fund.*

*Of course you can choose to send us a personal check instead. Your signature and check mark below gives us your permission to charge your credit card for all future services and postage. We renew all memberships automatically.*

**When postage/services acct. gets low, auto replenishment default is \$200 or  Please top up my postage by \$ \_\_\_\_\_ (Min. \$100; Bronze \$50)**

Signature as it appears on credit card **X** \_\_\_\_\_

Current credit card billing address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Check #: \_\_\_\_\_

**Important: PRINT** E-mail addresses (for communication and tracking numbers) 1. \_\_\_\_\_

2. \_\_\_\_\_

Please note: We conduct most of our business via e-mail whenever possible, so please give us your "real" or active e-mail addresses.

Phone \_\_\_\_\_ Cell phones \_\_\_\_\_

**Acknowledgement: I have read and agree to the terms and conditions of this agreement. (Keep a copy for your records.)**

Member signature(s): **X** \_\_\_\_\_ Date: \_\_\_\_\_

*If you were referred by an existing member or somebody at a dealership, please write their name and box number below so we can say "Thank You." Existing members get a FREE \$25 Restaurant Gift Certificate or a month of membership.*

Name \_\_\_\_\_ Box # \_\_\_\_\_ Dealership \_\_\_\_\_

Please tell us how you first found out about Americas Mailbox:

Internet Search Engine    Internet Chat Room    Magazine    Seminar    Other

Office: 514 Americas Way ♦ Box Elder, SD 57719-7600

(605) 718-1234 Office, 9-5, M-F Mountain ♦ (605) 939-0411 Message Center 24/7 ♦ Fax: 866-481-0676

Internet: [www.Americas-Mailbox.com](http://www.Americas-Mailbox.com)   eMail: [Americas.Mailbox@GMail.com](mailto:Americas.Mailbox@GMail.com)



# POSTAL FORM 1583 INSTRUCTIONS

To make sure your mail is accepted correctly, we will need you to fill out two copies of United States Postal Service Form 1583, "Application for Delivery of Mail Through Agent." Please fill it out per the following instructions and sample page and mail it back to us along with two copies of two forms of your ID (at least one with a picture, see Box 8 for examples) to:



Americas Mailbox, Inc.  
514 Americas Way  
Box Elder, SD 57719-7600

If you need more than the form attached, you can either photocopy it, get another one from our web site at: <http://www.americas-mailbox.com/Forms/USPS.1583.Written.Instructions.pdf> - or ask us to fax or e-mail one to you.

Please fill in all of the boxes on the form. **Please note that filling out this form does NOT notify the postal service to forward your mail...it only gives us permission to accept your mail. Only you can notify the USPS and only following our sample.**

1. Fill in today's date.
2. Husband and wife can fill out one form jointly, but must have at least one piece of ID that is separate for each one. List all names by which you receive mail. Example: nicknames, maiden names, middle names. If you are not married, each person must fill out a separate form. **If you receive mail for another person, list their names separately and send a copy of the Power of Attorney that allows you to accept their mail and act on their behalf.**
3. Please do not write in this block. We will fill it in after your application has been processed and your new address assigned.
4. This section will already be filled in if you are receiving this information by U.S. mail, or we will fill it in for you.
5. **To authorize restricted delivery mail, the post office requires your signature here, for both parties on the account. Restricted delivery mail is certified mail that states only the addressee may sign for it. Your signature allows us, as your agent, to sign for it. Signature(s) must be the same as in box 16.**
6. **Print** your legal name(s) as they appear in boxes 5 and 16.
7. If you have a home base (other than your vehicle), your physical address goes here (it CANNOT be a Post Office Box number). If you have no home base and do not live in your vehicle, please enter your most current address where you receive mail. If you live in your vehicle, indicate that, give the state in which it is registered and the license plate number. **If you do not have a license plate number, you must list your most current mailing address. The information in this box is NOT used to change your address with the post office—you must do that yourself after you receive your unique number and welcome pack instructions from us.**
8. You may use any current, valid picture ID from any state, such as a driver's license. The second form of ID must show a number and your name. Examples of acceptable ID you may use: valid driver's license or state non-driver's identification card; armed forces, government, university or recognized corporate identification card; valid passport or alien registration card or certificate of naturalization; current lease, mortgage or Deed of Trust; voter or vehicle registration card; or a home or vehicle insurance policy. **Social Security cards, credit/debit cards, and birth certificates are unacceptable.** Please remember to list the type of ID used for each form of identification. Each person listed in Box 2 (and Box 12 if applicable) must have two forms listed. You must send clear photocopies of all identification used showing the number and name.
9. Blocks 9 through 14 only need to be filled out if you will be receiving mail addressed to a business or a name other than your own. If not, please enter NA in each block. If you do wish to receive mail addressed to a business or a name other than your own, follow these instructions:
  - Box 9: Name of company
  - Box 10: Legal business address of your company. If you have no business address, list home address from Box 7 again. If business is run from vehicle by full-time RVer, trucker, or boater, repeat the information given in Box 7.
  - Box 11: Kind of business.
  - Box 12: Your name. Additional names (**minor children, deceased parents/spouses**) required (see instructions for Box 8).
  - Boxes 13 and 14: Do not leave blank. If these do not apply, write "N/A"
15. **You do NOT need to have the 1583 notarized. Leave this blank.** Our manager will sign after verifying your ID.
16. **Please make certain you have signed your legal name(s) for both parties on this line. This form must be filled out completely. Return to Americas Mailbox with clear photocopies of your current identification. We recommend using Priority mail or private carrier.**

514 Americas Way ♦ Box Elder SD 57719-7600 ♦ (605) 718-1234-Office

♦ (605) 939-0411-24/7 Message Center

Internet: [www.Americas-Mailbox.com](http://www.Americas-Mailbox.com)

eMail: [Americas.Mailbox@GMail.com](mailto:Americas.Mailbox@GMail.com)

**Application for Delivery of Mail Through Agent**

See Privacy Act Statement on Reverse

1. Date

Insert Today's Date

In consideration of delivery of my or our (firm) mail to the agent named below, the addressee and agent agree: (1) the addressee or the agent must not file a change of address order with the Postal Service™ upon termination of the agency relationship; (2) the transfer of mail to another address is the responsibility of the addressee and the agent; (3) all mail delivered to the agency under this authorization must be prepaid with new postage when redeposited in the mails; (4) upon request the agent must provide to the Postal Service all addresses to which the agency transfers mail; and (5) when any information required on this form changes or becomes obsolete, the addressee(s) must file a revised application with the Commercial Mail Receiving Agency (CMRA).

**NOTE:** The applicant must execute this form in duplicate in the presence of the agent, his or her authorized employee, or a notary public. The agent provides the original completed signed PS Form 1583 to the Postal Service and retains a duplicate completed signed copy at the CMRA business location. The CMRA copy of PS Form PS 1583 must at all times be available for examination by the postmaster (or designee) and the Postal Inspection Service. The addressee and the agent agree to comply with all applicable Postal Service rules and regulations relative to delivery of mail through an agent. Failure to comply will subject the agency to withholding of mail from delivery until corrective action is taken.

This application may be subject to verification procedures by the Postal Service to confirm that the applicant resides or conducts business at the home or business address listed in boxes 7 or 10, and that the identification listed in box 8 is valid.

2. Name In Which Applicant's Mail Will Be Received for Delivery to Agent (Complete a separate PS Form 1583 for EACH applicant. Spouses may complete and sign one PS Form 1583. Two items of valid identification apply to each spouse. Include dissimilar information for either spouse in appropriate box.)  Insert Names Here — Read Instructions #2 Above		3a. Address to be Used for Delivery (Include PMB or # sign.)  PMB # (To Be Assigned) 514 Americas Way		
		3b. City Box Elder	3c. State SD	3d. ZIP + 4® 57719-7600
4. Applicant authorizes delivery to and in care of:  a. Name Americas Mailbox, Inc.		5. This authorization is extended to include restricted delivery mail for the undersigned(s):  <div style="text-align: center; font-size: 24pt; font-weight: bold;">You Must Sign ALL Name(s) Here</div>		
b. Address (No., street, apt./ste. no.) 514 Americas Way				
c. City Box Elder	d. State SD	e. ZIP + 4 57719-7600		
6. Name of Applicant Insert Name Here — Same Instructions as #2 Above		7a. Applicant Home Address (No., street, apt./ste. no) See #7 On The Instruction Sheet		
8. Two types of identification are required. One must contain a photograph of the addressee(s). Social Security cards, credit cards, and birth certificates are unacceptable as identification. The agent must write in identifying information. Subject to verification.  a. We need two forms of ID for each person		7b. City	7c. State	7d. ZIP + 4
b. See below for what is acceptable identification  Acceptable identification includes: valid driver's license or state non-driver's identification card; armed forces, government, university, or recognized corporate identification card; passport, alien registration card or certificate of naturalization; current lease, mortgage or Deed of Trust; voter or vehicle registration card; or a home or vehicle insurance policy. A photocopy of your identification may be retained by agent for verification.		7e. Applicant Telephone Number (include area code)		
		9. Name of Firm or Corporation If Needed		
		10a. Business Address (No., street, apt./ste. no) If Needed		
		10b. City If Needed	10c. State	10d. ZIP + 4
		10e. Business Telephone Number (include area code) If Needed		
		11. Type of Business If Needed		
12. If applicant is a firm, name each member whose mail is to be delivered. (All names listed must have verifiable identification. A guardian must list the names of minors receiving mail at their delivery address.)  If Needed for minor children or deceased parents/spouses				
13. If a CORPORATION, Give Names and Addresses of Its Officers  If Needed or Not Applicable (N/A)		14. If business name (corporation or trade name) has been registered, give name of county and state, and date of registration.  If Needed or Not Applicable (N/A)		
Warning: The furnishing of false or misleading information on this form or omission of material information may result in criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties).				
15. Signature of Agent/Notary Public  This is <u>NOT</u> needed/Waived by Postal Service		16. Signature of Applicant (If firm or corporation, application must be signed by officer. Show title.)  You must SIGN ALL Name(s) Here		

United States Postal Service®  
**Application for Delivery of Mail Through Agent**

See Privacy Act Statement on Reverse

1. Date

In consideration of delivery of my or our (firm) mail to the agent named below, the addressee and agent agree: (1) the addressee or the agent must not file a change of address order with the Postal Service™ upon termination of the agency relationship; (2) the transfer of mail to another address is the responsibility of the addressee and the agent; (3) all mail delivered to the agency under this authorization must be prepaid with new postage when redeposited in the mails; (4) upon request the agent must provide to the Postal Service all addresses to which the agency transfers mail; and (5) when any information required on this form changes or becomes obsolete, the addressee(s) must file a revised application with the Commercial Mail Receiving Agency (CMRA).

**NOTE:** The applicant must execute this form in duplicate in the presence of the agent, his or her authorized employee, or a notary public. The agent provides the original completed signed PS Form 1583 to the Postal Service and retains a duplicate completed signed copy at the CMRA business location. The CMRA copy of PS Form PS 1583 must at all times be available for examination by the postmaster (or designee) and the Postal Inspection Service. The addressee and the agent agree to comply with all applicable Postal Service rules and regulations relative to delivery of mail through an agent. Failure to comply will subject the agency to withholding of mail from delivery until corrective action is taken.

This application may be subject to verification procedures by the Postal Service to confirm that the applicant resides or conducts business at the home or business address listed in boxes 7 or 10, and that the identification listed in box 8 is valid.

2. Name In Which Applicant's Mail Will Be Received for Delivery to Agent. (Complete a separate PS Form 1583 for EACH applicant. Spouses may complete and sign one PS Form 1583. Two items of valid identification apply to each spouse. Include dissimilar information for either spouse in appropriate box.)		3a. Address to be Used for Delivery (Include PMB or # sign.) # _____ 514 Americas Way	
		3b. City Box Elder	3c. State SD
		3d. ZIP + 4® 57719-7600	
4. Applicant authorizes delivery to and in care of:		5. This authorization is extended to include restricted delivery mail for the undersigned(s):	
a. Name Americas Mailbox, Inc.		<b>X</b>	
b. Address (No., street, apt./ste. no.) 514 Americas Way			
c. City Box Elder	d. State SD	e. ZIP + 4 57719-7600	
6. Name of Applicant		7a. Applicant Home Address (No., street, apt./ste. no)	
8. Two types of identification are required. One must contain a photograph of the addressee(s). Social Security cards, credit cards, and birth certificates are unacceptable as identification. The agent must write in identifying information. Subject to verification.		7b. City	7c. State
		7d. ZIP + 4	
a.		7e. Applicant Telephone Number (Include area code)	
b.		9. Name of Firm or Corporation	
		10a. Business Address (No., street, apt./ste. no)	
		10b. City	10c. State
		10d. ZIP + 4	
Acceptable identification includes: valid driver's license or state non-driver's identification card; armed forces, government, university, or recognized corporate identification card; passport, alien registration card or certificate of naturalization; current lease, mortgage or Deed of Trust; voter or vehicle registration card; or a home or vehicle insurance policy. A photocopy of your identification may be retained by agent for verification.		10e. Business Telephone Number (Include area code)	
		11. Type of Business	
12. If applicant is a firm, name each member whose mail is to be delivered. (All names listed must have verifiable identification. A guardian must list the names of minors receiving mail at their delivery address.)			
13. If a CORPORATION, Give Names and Addresses of Its Officers		14. If business name (corporation or trade name) has been registered, give name of county and state, and date of registration.	
15. Signature of Agent/Notary Public		16. Signature of Applicant (If firm or corporation, application must be signed by officer. Show title.)	

X

X



## Answers to Frequently Misunderstood Facts



**What do I do first?** Your first step is to become a member of Americas Mailbox, Inc.

**Do I have to be in South Dakota to join?** NO. It is very simple to join LONG-DISTANCE, through the U.S. Mail, FedEx, UPS, fax or email. Your signed originals must eventually be physically shipped to our office to fully open the account, but you may start by sending them electronically to receive your unique address.

**When I join, am I immediately a South Dakota resident?** NO. Your driver's license is your main proof of residency. When you join you receive a unique address that is yours forever, and may be used legally to obtain a driver's license, register to vote, etc. Per federal regulations, you must spend **ONE (1) night every FIVE (5) years** anywhere in South Dakota to obtain and renew your driver's license. Beyond that your presence is NOT required.

**Do I need a South Dakota driver's license to register my vehicles?** NO. If you do not have one, that's OK. We can still get your plates for you. Your vehicles are registered to your Social Security number. Certain restrictions apply—you cannot receive any specialty plates until you have obtained the driver's license. A physically disabled parking permit hangtag good for 6 months can be obtained without having a South Dakota driver's license (when submitting the correct doctor's form).

**Do I have to be in South Dakota to register my vehicles?** NO. You may use a combination of the U.S. Mail, FedEx, UPS, fax and email. South Dakota has NO vehicle inspections nor proof of insurance required for registration (or at any other time). Your original notarized power of attorney allows us to obtain your title (if held by a lienholder) and act on your behalf at the courthouse. We do all the work for you. We'll fill out all your paperwork, we'll stand in line for you, and we'll walk out with your plates and registration. These are shipped to you per YOUR specific instructions.

**Do I have to show proof of insurance prior to registering my vehicles?** NO. You may fill out the insurance questionnaire from our embedded independent vehicle insurance agency since insurance follows the plates in South Dakota. The agents can write and bind the coverage as soon as we obtain your plates.

**When I join, is my address changed automatically with the Post Office?** NO. Only YOU can change your address, by contacting your correspondents individually, or by filling out a post office change-of-address card by following our supplied specific instructions.



## What is my Americas Mailbox address good for?



- \* Drivers License
- \* Voters Registration
- \* Legal domicile
- \* Vehicle Registrations
- \* Vehicle Insurance
- \* Concealed Weapons Permits
- \* Wills and Trusts

You can use your Americas Mailbox address to receive all, some or none of your mail.  
You can also use it to register all, some or none of your vehicles.





## Stay With Us at Americas Campground and Lodging!

*Americas Campground and Lodging, located on the same property as Americas MailboxMail Forwarding and Home Base Services at our facility on Americas Way, is open year-round.*



We have 19 full hookup campsites, each with 30 or 50 amp. Right now we can only accommodate self-contained RVs (*those with a bathroom*). In the future we will be putting up a bathhouse with shower, toilet and laundry facilities and will then be able to take tenters and truck campers--anyone who needs the bathhouse. When all of our construction is done, we'll have around 70-80 campsites for your pleasure, also open to the public — *tell your friends!*

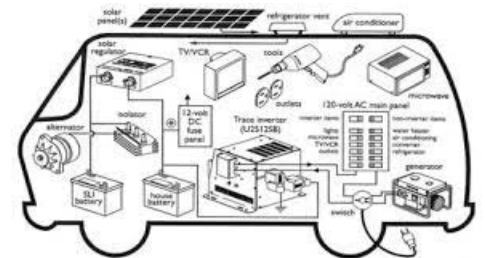
If you visit us without an RV, you can stay in one of our comfortable guest rooms. All of our guest rooms include: *2 pillowtop Queen beds, refrigerator, microwave, large coffee pot, 37" Flat Screen TV hooked up to cable, and you can surf the Internet with our very fast and secure wi-fi.*

Prices for our members at both the campground and guest rooms are just about the lowest in the Black Hills! ***The rates vary based on the season so just check with us when you call or e-mail.*** Simply make a reservation by calling the office at 605-718-1234 M-F 9-5 Mountain time.

You can also send an e-mail to: [Americas.Mailbox@Gmail.com](mailto:Americas.Mailbox@Gmail.com) and give us your dates, type & length of rig, make and model of rig and other vehicle, whether you need 30 or 50-amp, and any other pertinent information.



## Americas RV Supplies and Parts



FINALLY! A single place to get all the RV and Park Model parts you need shipped quickly and directly to you at reasonable prices.

We have recently signed an agreement with one of the largest RV parts distributors in the country. They have 12 distribution centers in the United States alone and even 1 in Canada. They have 97% Next Day deliveries to the US, and if you're in Canada it's only 1 to 3 days. They also have the industry-leading fill rates...90% from local warehouses and 98% from all 12 locations.

What does this mean to you? This means that 90% of all orders filled come from the local warehouse nearest to you. And on orders that warehouse can't fill, 98% can be filled from the other locations. Which means simply that because of the number of distribution centers they have, depending on when you place your order, you've got a *9 out of 10* chance you'll get what you need the very next day when you place the order before their cutoff time which is normally noon (12:00 PM) local time of the distribution center.

This company has distribution centers throughout the country and they carry over 100,000 parts and appliances, from Atwood to Yamaha. Now anyone (*yes, members of Americas Mailbox and non-members alike*) can go to our website ([www.Americas-Mailbox.com](http://www.Americas-Mailbox.com)), click on the tab on the left titled RV Supplies and Parts and click on the link on the next page. If you don't have internet access at home, simply go to a library or use a computer of your kids or friends.

From there, you can browse their extensive catalog and place the order. You can have the item either shipped directly to you wherever you're at or to your address here at Americas Mailbox for safekeeping until you're ready for us to ship it to you at a more convenient time.

Looking at the prices, in many cases, I see the prices are reasonable, not to mention, you don't have to drive around town. But the real advantage is that you can now order whatever parts you need (say an awning, water heater or air conditioner), have it shipped directly to the shop doing the installation and not pay the outrageous markup that some of the shops charge!

While you can go in and browse, if you want to order something, you'll need to fill out the short couple of questions (name, address and so on). From then on, all you have to do is just log in. To get notifications of any sales they have, make sure you click on the button that says you want to receive their newsletters.

Go ahead! Give it a try! Browse the catalog! It doesn't cost anything to look around and you have nothing to lose! Stop making phone calls or driving around hour after hour looking for the exact part you need and ...start saving some TIME and MONEY!! [Click here to get started](#) **If for some reason the link on our website doesn't work, simply enter or copy and paste into your browser the below address: [www.rvlifestyles.net?affiliateid=10953](http://www.rvlifestyles.net?affiliateid=10953)**



## A to Z Warranties

Obtaining warranties for your vehicles is our most recent addition to help you enjoy the RV lifestyle with complete peace of mind on the road! We searched the country and researched many companies and plans until we found the best options for all of us—comprehensive coverage at great low prices!

The friendly customer service staff has gone through extensive training to make sure you understand all the choices and costs involved in a comprehensive extended warranty. Simply ask us to fill out a quote request with your basic vehicle information, and we'll take it from there. *No charge, no obligation!*

You will even receive a totally FREE and thorough inspection at the beginning of the warranty period, so there are no surprises in store for you.

We're sure you will be pleasantly surprised at the amount you can save over the less complete plans offered by the giant RV "helpful" companies (*the ones more interested in their own bottom line, not in helping YOU get the most value and coverage for your investment*).

Please ask us before purchasing an extended warranty from any other source—*they may not be giving you the full picture of what your options truly are.*



## UHaul

It doesn't matter if you are a full time traveler, a part time traveler or even a once a year on a weekend traveler, sometimes you need a little bit of extra equipment to help you move something. And then after that, you might even need someplace to store your "stuff" when you get there in a secure and temperature controlled warehouse.

Now you, other members of your family, or even your friends can take advantage of one of the other services we offer here at Americas Mailbox. You, your family or your friends **can rent or make nationwide reservations** for UHaul equipment, supplies, services or products for use **ANYWHERE**. That's right! Whether it's a tow bar, car dolly, trailer or truck, one way or round trip, we can take care of that for you. We can even arrange for all your shipping/packing supplies like different size boxes, tape and pretty much anything else you need to move or ship your things.

Besides the equipment rental, shipping supplies and the warehouses, we can also arrange :  
Trailer Hitches. ....Propane Refills. ....U-Box moving containers to ship anywhere in the world. ....even the manpower you may need to help you move your "stuff."

All you have to do is give us a call at the same number you've always used. ....**605-718-1234**. ....and we'll take over from there.



**Mail Forwarding & Home Base Services**

Corporate Offices

514 Americas Way ♦ Box Elder SD 57719-7600

(605) 718-1234, M-F, 9-5 Mountain — Fax: (866) 481-0676

24/7/365 Message Center (605) 939-0411

**For general new membership questions only: Call (605) 593-4496 or (866) 747-3700 to reach Don & Barb wherever they are at the moment!**

Website: [www.Americas-Mailbox.com](http://www.Americas-Mailbox.com) eMail: [Americas.Mailbox@GMail.com](mailto:Americas.Mailbox@GMail.com)

Our Exclusive Golden Rule Guarantee



**Services:**

Our Own Campground (Full hookups, open all year round)

Our Own Comfortable Guest Rooms



RV Service, Parts & Supplies



Vehicle Titling

Vehicle Registration

In-House Independent Vehicle Insurance Agents



Mail Forwarding

Home Base Plan

Private Mailbox Rentals

Lucky 7 Plan

U.S. Postal Services

FedEx-Air/Ground

Package Handling

COD Acceptance

Junk Mail Removal

Emergency Locator



Fax Send & Receive

Notary Services

Voter Registration



**Recommendations for:**

Banking

Health Insurance

Accounting

Financial Planning

Wills and Trusts

**and a free meal when you visit us in person!**

(certain common-sense restrictions apply)



**The following pages are for folks wanting to join Americas Mailbox in South Dakota and register their vehicles in that state.**

**South Dakota Vehicle Registration:**

Americas Mailbox will take care of licensing and registration for you with our signed notarized Power of Attorney form (you can have it notarized anywhere in the country). You may need other notarized documents depending on your specific circumstances. If you're coming to our office, we can notarize all of your documents for you. The fee for our full registration service is currently only \$30.00 for most first time registrations of a vehicle in SD and for the work and services that this requires, this is a bargain.

License and registration fees are calculated based on the age and weight of your specific vehicles, and then prorated for the first year based upon the first letter of your last name. Please supply us with this information and we will tell you the cost. Fill out our convenient checklist. The fee is \$15.00 plus tax if you only want your costs figured.

If you own outright OR have just purchased the vehicle, you must supply the **original** title or the **original** manufacturer's Certificate of Origin (keep copies for your records). If you do NOT have the title in your possession, we must obtain the **original** title from your lienholder. Fill out the required contact information for them on our vehicle checklist, and sign our Power of Attorney in front of a notary in the same way your name(s) appear on the vehicle title.

The unladen or shipping weight with the VIN for your motorhome or trailer must be provided. This is always on the certificate of origin, occasionally on your title or registration, or you can take a picture with a digital camera of the placard inside one of your cabinets. We CANNOT use the gross weight. If you cannot get the empty weight any other way, you must supply a **certified** weigh ticket from any truck scale (Flying J/Pilot, Loves, TSA, etc.) Empty holding tanks if possible, but you do NOT have to remove your belongings. Weigh the trailer or coach by itself, without any truck or tow car attached. If you do not know where the closest truck scale is, call the nearest State Police or Highway Patrol and ask them where they take trucks to be weighed.

If you have already paid at least 4% sales tax on your vehicles, sign an affidavit attesting to that and you will not owe the one-time 4% South Dakota excise tax on vehicles. You may also need the dealer to fill out a South Dakota tax verification form on a newer purchase. This is usually not necessary if you have held clear title for more than six months. Unregistered vehicles with excise tax due will be subject to penalties if not registered within 45 days of purchase, **no matter how long the temporary tags from another state are good for.**

Cashier's checks, certified checks, or money orders made out to "Pennington County Treasurer" are accepted by the county (you cannot use a personal check or dealer check).

**We recommend you send us all these important documents by USPS/Priority mail, FedEx or UPS (please do NOT use other US Postal Services for this since they may take a VERY long time to reach us).**

You DO NOT have to have a South Dakota driver's license first in order to register your vehicles in Pennington County. You can also get your driver's license anywhere in the state, not necessarily in Rapid City. Call the state at the number below, and carefully read the information on our web site at:

<http://www.americas-mailbox.com/home/tips/drivers-license>

**South Dakota Driver's License in Rapid City is CLOSED Sat., Sun., & Mon.**

Driver's License Bureau: 1301 East Catron Blvd, Rapid City SD 57701

800-952-3696 (statewide number in Central Time Zone). Rapid City open Tues-Fri 7-5:30

**SD Voter's Registration (We will help you with voter's registration forms at our office):**

Office of the Pennington County Auditor/Election Supervisor

315 Saint Joseph Street, Rapid City SD 57701 605/394-2152 Ext. 15 605/394-6840 Fax

In order to register to vote, a member of Americas Mailbox MUST spend at least one night in Pennington County. When you stay at our campground or guest rooms, you will list your Americas Mailbox PMB address on the form as BOTH your residential AND mailing address.

**Checklist For Vehicles** – you may fax to 866-481-0676 or scan and e-mail to Americas.Mailbox@gmail.com

*Must be completed fully to have us figure fees; you must circle all numbers from 1 through 7 that apply*

Name: \_\_\_\_\_ PMB: \_\_\_\_\_ Today's Date: \_\_\_\_\_

*(Please use **BLOCK** letters for e-mail to insure accuracy.)*

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**1A: Circle A if you do NOT yet have a South Dakota driver's license: We need:**

- a) Your original title **OR** MSO (for a new vehicle), or we will obtain the title from your lienholder (see #4).
- b) **AND** a copy of both sides of your **current** valid driver's licenses and Social Security card or W-2/1099
- c) **AND** a notarized "Nomad" affidavit if you do not own a home, OR physical address of a home you own.

**1B: Circle B if ALL the vehicle owners DO have a South Dakota driver's license:**

- a) Your original title **OR** MSO (for a new vehicle), or we will obtain the title from your lienholder (see #4).
- b) **AND** a copy of front and back of your **current** valid driver's licenses.

**We also need to see:**

2. Empty, Unladen, Shipping or Curb Weight (**on MH or trailer**) from title **OR** MSO **OR** sticker in vehicle (take a digital picture) **OR** certified scale, **OR** printed spec sheet with year, make and model.

3. Please fill in:

**For car, light truck or motorcycle: (please circle)**

- Purchase date:
- Is there a lien?
- Who has the title?
- Currently titled in state:
- When do current plates expire?
- Year
- Make
- Model
- Color
- Approximate weight
- Number of tires
- Type of fuel
- Odometer
- CCs of motorcycle

**For 5th wheel, travel trailer or coach: (please circle)**

- Purchase date:
- Is there a lien?
- Who has the title?
- Currently titled in state:
- When do current plates expire?
- Year
- Make
- Model
- Color
- Unladen or shipping weight
- Length/width
- Type of fuel (if applicable)
- Odometer (only if coach UNDER 16,000 lbs GVWR)
- Number of tires

**REQUIRED:** Valid **South Dakota** Driver's Lic # **OR** SSN \_\_\_\_\_ Name \_\_\_\_\_

**REQUIRED:** Valid **South Dakota** Driver's Lic # **OR** SSN \_\_\_\_\_ Name \_\_\_\_\_

**Verification of SSNs:** **COPY** of original card or **COPY** of 1099 or W-2 from any year

If you had a trade-in, what state was it titled in?      Keep current SD plates and list plate number:

4. Name and address of lienholder(s), including VIN, name and FAX number for title request and loan number.

5. **Signed, dated bill of sale or purchase order** (**NOT** a financial agreement) if you are paying tax to SD. Must show VIN, value, state of title, year, make and model of trade-in to receive credit.

6. Notarized Power of Attorney—2 vehicles per sheet—*name Americas Mailbox as person appointed.*

*\* \* \* **If you are coming to our office, we can notarize all documents for you.** \* \* \**

7. Cashier's check, certified check or money order made out to *Pennington County Treasurer* **once we calculate the amount and give you the amount due. Please note...the pro-rated amount changes every month.**

*Once we receive and look over ALL the information required above, we will figure your costs. Our checklist fee of \$15.00/vehicle (plus tax) will be assessed at that time. Once your registration has been completed by us with the county, the remaining fee of \$15.00/vehicle (plus tax) will be charged to your postage/services fund. Plates and registrations will usually be obtained within one week after receiving your complete mailed information, titles, and payment to Pennington County Treasurer at our office. Your SD title comes to your PMB address in about a month.*

**\*\*\* PLEASE CONTACT OUR OFFICE IMMEDIATELY IF THIS IS A LEASED VEHICLE! \*\*\***

# Sample Page

## Power of Attorney

### Application Instructions

Only to be used to designate power of attorney to make application for a Certificate of Title, obtain or renew vehicle registrations, or complete a Report of Sale and/or a Seller's Permit.

Let it be known that the undersigned:

Write Your Name(s) Here

of the city of Box Elder, South Dakota, does (do) hereby appoint the following true and lawful attorney(s) for the purpose listed below:

Name of Person(s) Appointed

Street Address / State / City / Zip Code

Americas Mailbox Inc

514 Americas Way, Box Elder SD 57719-7600

### Attorney Powers

The appointed attorney(s) may exercise the following designated powers. (Check all that apply)

GROUP 1—TO BE USED ONLY IF MORE THAN ONE PERSON IS NAMED ABOVE.

<input type="checkbox"/>	Jointly (both owners named must sign)	Check The Appropriate Box or we will fill in for you
--------------------------	---------------------------------------	--

<input type="checkbox"/>	Severally (either owner named can sign)	Check The Appropriate Box or we will fill in for you
--------------------------	---	--

Check The Appropriate Boxes or we will fill in for you

GROUP 2—ONE OR MORE SELECTIONS MUST BE MADE.

<input type="checkbox"/>	To apply for a Certificate of Title for the described vehicle/boat in the name of the undersigned.
--------------------------	--

<input type="checkbox"/>	To obtain original title from lienholder for the described vehicle/boat on behalf of the undersigned.
--------------------------	---

<input type="checkbox"/>	To obtain or renew the vehicle's registration for the described vehicle/boat in the name of the undersigned.
--------------------------	--

<input type="checkbox"/>	To assign all right, title and interest in the described vehicle/boat on behalf of the undersigned.
--------------------------	---

### Vehicle/Boat Description **Americas Mailbox Will Fill In ALL This Information for you.**

DESCRIBED VEHICLE OR BOAT

Year \_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ VIN# \_\_\_\_\_ Title# \_\_\_\_\_

DESCRIBED VEHICLE OR BOAT

Year \_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ VIN# \_\_\_\_\_ Title# \_\_\_\_\_

### Disclosure, Signature and Notary Public Section

Fill In Names Completely And Have Notarized.

If It Is NOT Notarized Properly, We Can Do Nothing.

The undersigned does further authorize said attorney(s) to include in any application for title and/or the assignment, such statements and warranties as to mortgages, liens and encumbrances upon the above described motor vehicle/boat as they, or either of them, may believe to be true in fact. The undersigned does hereby ratify and confirm each and every act which said attorneys or either of them may do pursuant to the power herein granted.

IN WITNESS WHEREOF the undersigned has executed this instrument on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

SIGNATURE Sign Name Here Exactly As It Appears On Current Title/Registration

SIGNATURE Sign Other Name Here Exactly As It Appears On Current Title/Registration

PRINTED NAME Print Name Here Exactly As It Appears On Current Title/Registration

PRINTED NAME Print Other Name Here Exactly As It Appears On Current Title/Registration

SWORN TO AND WITNESSED BY ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_

NOTARY PUBLIC SIGNATURE \_\_\_\_\_

MY COMMISSION EXPIRES THE \_\_\_\_\_ DAY OF \_\_\_\_\_

DAY OF \_\_\_\_\_

***This MUST Be Notarized***  
 If you are coming to the office, we can notarize it for you. If the title has more than one name, South Dakota is recommending that each person have their own Power of Atty.

**Power of Attorney**

**Application Instructions**

Only to be used to designate power of attorney to make application for a Certificate of Title, obtain or renew vehicle registrations, or complete a Report of Sale and/or a Seller's Permit.

Let it be known that the undersigned:

of the city of Box Elder, South Dakota, does (do) hereby appoint the following true and lawful attorney(s) for the purpose listed below:

Name of Person(s) Appointed

Street Address / State / City / Zip Code

Americas Mailbox, Inc.

514 Americas Way, Box Elder SD 57719-7600

**Attorney Powers**

The appointed attorney(s) may exercise the following designated powers. (Check all that apply)

GROUP 1—TO BE USED ONLY IF MORE THAN ONE PERSON IS NAMED ABOVE.

Jointly (both people named must sign)

Severally (either person named can sign)

GROUP 2—ONE OR MORE SELECTIONS MUST BE MADE.

To apply for a Certificate of Title for the described vehicle/boat in the name of the undersigned.

To obtain original title from lienholder for the described vehicle/boat on behalf of the undersigned

To obtain or renew the vehicle's registration for the described vehicle/boat in the name of the undersigned.

To assign all right, title and interest in the described vehicle/boat on behalf of the undersigned.

**Vehicle/Boat Description**

DESCRIBED VEHICLE OR BOAT

Year \_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ VIN# \_\_\_\_\_ Title# \_\_\_\_\_

DESCRIBED VEHICLE OR BOAT

Year \_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ VIN# \_\_\_\_\_ Title# \_\_\_\_\_

**Disclosure, Signature and Notary Public Section**

The undersigned does further authorize said attorney(s) to include in any application for title and/or the assignment, such statements and warranties as to mortgages, liens and encumbrances upon the above described motor vehicle/boat as they, or either of them, may believe to be true in fact. The undersigned does hereby ratify and confirm each and every act which said attorneys or either of them may do pursuant to the power herein granted.

IN WITNESS WHEREOF the undersigned has executed this instrument on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

SIGNATURE

SIGNATURE

PRINTED NAME

PRINTED NAME

SWORN TO AND WITNESSED BY ME THIS

DAY OF

20

NOTARY PUBLIC SIGNATURE

MY COMMISSION EXPIRES THE

DAY OF

20