

## **USPS Form 1583 Instructions**

### **FOR EVERYONE**

1. Date Form 1583 is completed
2. Name in which mail will be received by Simple Suites.
3. 14001 N. 7<sup>th</sup> Street, Suite D 107, Phoenix, AZ 85022
4. Enter 'YES' if you want Simple Suites to accept registered mail for you.
5. Enter your name.
6. Enter your address and phone.
7. Read acceptable forms of identification carefully below item 8b. Enter the identifying numbers from your identification. Make copies of your identification to send with your form.

### **FOR BUSINESSES**

9. Enter your company name
10. Enter your company's address and phone. This can be the same as item #3.
11. Enter the type of business.
12. For the business, enter the names of the people who will receive mail.
13. Enter the names and addresses of company officers.
14. Enter the registered business name and address, plus the county and state, and date of registration.

### **FOR EVERYONE**

15. Two original copies of this completed document must be signed (executed) in the presence of a Simple Suites representative or a notary public. Copied signatures are not acceptable.
16. Original signature of individual that provided identification under item #8 signed (executed) in the presence of a Simple Suites representative or a notary public. Copied signatures are not acceptable.