Instructions for creating a Notice of Application Service List.

1. Download the NOA Service list Excel file from the **RRC Forms Library**
2. When entering recipient name information, you will start with the **NAME 1** column (Column A).
   a. If you have a long name and need additional space (typically only due to a lengthy Bank Trust name), you will then use the **NAME 2** column (Column B).
   b. If additional space is needed beyond that, then you will move to the **NAME 3** column (Column C), and finally **NAME 4** (Column D) if you still need extra space.
      i. All Name columns have a character limit of 45 (includes spaces).
      ii. All Name columns do NOT allow commas to be used.
      iii. Name 2 cannot be used unless you have already used Name 1.
      iv. Name 3 cannot be used unless you have already used Name 1 and 2.
      v. Name 4 cannot be used unless you have already used Name 1, 2, and 3.
3. For the recipient address information, you will begin using **ADDRESS LINE 1** (Column E).
   a. If you have additional address information such as Suite, Apartment, Block, or Building information, etc. then you may enter that in **ADDRESS LINE 2** (Column F) if you choose to.
   b. Unlike the Name columns, there is not a required order for the Address, however, you should start with **ADDRESS LINE 1** (Column E).
      i. Both Address columns have a character limit of 40 (includes spaces).
      ii. Both Address columns do NOT allow commas to be used.
4. The **CITY** column (Column G) has a character limit of 40 (including spaces) and does NOT allow commas to be used.
5. The **STATE** column (Column H) has a character limit of 40 (including spaces) and does NOT allow commas to be used.
6. The **ZIP** column has a character limit of 10 (including spaces) and does NOT allow commas to be used.
   a. You may enter the standard five-digit Zip Code:
      i. Example: 12345
   b. You may also enter the hyphenated Zip plus local code format:
      i. Example: 12345-6789
7. The **COUNTRY** column has a character limit of 25 (including spaces) and does NOT allow commas to be used.
   a. This field is optional if you have a US address.
   b. The field is required for any International Countries or US Territories.
   c. If you have a US Territory, the proper name must be used:
      i. Example: Guam, Puerto Rico, US Virgin Islands, etc.

The Columns on the Excel Sheet have been color coded for easy reference:

- GREEN – Required 100% of the time
- YELLOW – Optional (with exception of Country, if International or US Territory, it is required).
- ORANGE – overflow space for address information beyond the NAME 1 column.

-IMPORTANT FILE INFORMATION ON THE NEXT PAGE-

Please read this page carefully. It contains Important information on creating and saving a service list.

The Notice of Application Service List file is provided in the RRC Forms Library as an XLSX file (Excel) and is protected by data validations (described on the previous page) to ensure that your service list meets the format requirements needed by the Xerox Central Print Team.

- The Name fields are placed in the specific order you see on the Excel sheet due to how the Xerox system reads the Name fields and should be followed as directed.
- **DO NOT COPY/PASTE information into the Excel sheet unless you are 100% sure that the information meets the requirements for each field, because it will bypass the data validations.**

**Failure to follow the instructions and best practices discussed on this page will result in extended approval time of your W-1 and could potentially result in the following three consequential actions:

1) The need for you to rebuild your service list and provide it to us again.
2) The need for an additional notification to be mailed out if you filled out the address format incorrectly, REGARDLESS OF publication being requested. (This does NOT include a standard returned envelope. This only pertains to you providing the address info in the wrong format).
3) The need for your W-1 to be completely withdrawn and re-filed.

The following are best practices to ensure that your service list meets the required format.

1) Use the **CREATE SERVICE LIST** utility built into the attachments tab of the W-1.
   a. This utility will be updated so that it matches the fields on the Excel form.
2) If you prefer to use the Excel sheet:
   a. Download it from the Forms Library and follow the procedures detailed on page 1.
   b. When you open it, click ENABLE EDITING at the top
      i. The form is locked, and you will only be allowed to enter information.
      ii. Tooltips and error messages have been built in to guide you
   c. **As mentioned earlier, DO NOT COPY/PASTE information into the Excel sheet unless you are 100% sure that the information meets the requirements for each field.**
      i. COPY/PASTE actions will bypass the data validation and can potentially open you up to the three potential consequences listed above if the information does not match the format.
   d. When you are done entering all offset address information
      i. SAVE THE FILE AS A .CSV format
         1. DO NOT save it out as an xlsx.
         2. The online system will only accept .csv format attachments.
         3. Using the provided Excel form and then saving it out as a .CSV will ensure that your service list meets the required format, and you will not be subject to any of the three potential consequences listed above.
      ii. IMPORTANT: Once you have saved the output as .CSV, **DO NOT EDIT IT**.
         1. If you edit any information on the saved .csv file, it can violate the formatting rules and cause issues with the printing process at Xerox; this can open yourself up to the three potential consequences listed above.

A visual guide on how to SAVE AS or EXPORT your excel file to csv is provided on the next page.

1) To **SAVE AS** into a .csv format, follow these steps:
   a. After finishing your data entry in Excel, click the FILE menu in the upper left
      i.
   b. Next, click Save As
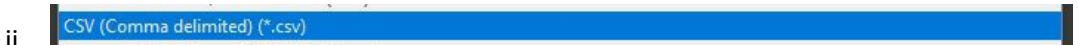   i.
   c. Find the File Type drop down menu and click it
      i.
   d. Find the **CSV (Comma delimited) (*.csv)** file type option and select it.
      i. Be sure that you select the exact file type shown in the below image
      ii.
   e. Finally, name your file and save it.
   f. You will now use your saved .csv file to attach to the W-1 application as SERVICE LIST
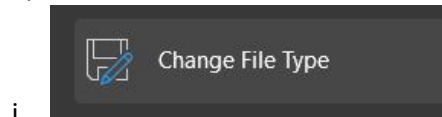
2) To **EXPORT** as a .csv file, follow these steps:
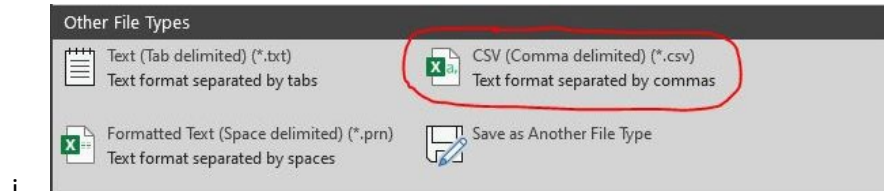   a. After finishing your data entry in Excel, Start with STEP A from the above list.
   b. Instead of clicking Save As, you will instead click **EXPORT**
      i.
   c. Next, you will select **CHANGE FILE TYPE**
      i.
   d. In the Other File Types Section, find **CSV (Comma delimited) (*.csv)** and select it.
      i.
   e. Finally, name your file and save it.
   f. You will now use your saved .csv file to attach to the W-1 application as SERVICE LIST

The instructions, guidelines, and best practices discussed in this document are intended to provide you with every opportunity to successfully create your Notice of Application Service List.

The safeguards and tips built into the Excel sheet are also designed to give every opportunity for success.

As discussed on page 2, if these instructions and procedures are not followed, your W-1 and attached service list will fall into one of the three consequential categories, along with an extended approval timeframe.