

# **TEXAS HOME BASE MAIL SCANNING APPLICATION**

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# WHAT IS MAIL SCANNING?

Texas Home Base Mail Scanning is separated into 2 services:

## **Emailed Scanning -**

- All mail is opened, scanned and sent via email
- Documents are scanned once a week
- You will use a personal email address
- Instruct us to Shred, Hold or Forward via email
- Update Forwarding Address via email

## **Digital Mailbox Scanning -**

- All mail is opened, scanned and stored in an online account
- Documents are uploaded once a week
- You will have a unique username and password
- Instruct us to Shred, Hold or Forward each document within your account
- You will update your forwarding address within your account
- This program requires some computer literacy

## **Included in all mail scanning plans:**

- Postage for forwarding mail will be deducted from Postage Account if set up
- No extra charge for forwarding requests
- Presorted or "Junk Mail" is shredded at no extra charge
- Any mail with no instructions attached will be shredded after 3 months
- Checks can be deposited for an extra fee of \$50 annually or \$15 for 3 months (see page 3)

**Terms:** There are no membership fees, enrollment fees, or cancellation fees. We receive an unlimited amount of mail for each account per month and do not charge extra handling fees. We shred and recycle all junk mail. A [postage account](#) for mail scanning is optional but recommended in order to forward requested mail. However, if you do not set up a Postage Account you will be charged for the cost of each forwarding request plus 5% of the shipping charge. Your postage account balance will depend on your mail volume. There is never an extra charge to hold mail. Prices are subject to change without notice.

## **CHECK DEPOSIT SERVICE**

### **How will my checks be deposited?**

Wells Fargo or Chase Bank accounts: Checks will be physically deposited after they have been scanned.

All other banks: Checks under \$100 will be sent via USPS 1st Class to the bank's address. Checks over \$100 will be sent via USPS Priority to the bank's address.

### **Can my checks be sent with a tracking number attached?**

If you would prefer your checks be sent via USPS Priority, FedEx, UPS or DHL with a tracking number your Postage Account will be charged for the cost of shipping. Please let us know in your instructions which shipping method you would prefer.

### **What information does Texas Home Base need for this service?**

For Wells Fargo or Chase Bank accounts:

- Bank Name
- Name on Account
- Account Number

For all other banks:

- Bank Name
- Bank Address
- Contact Name at Bank (if applicable)
- Name on Account
- Account Number

### **Will I receive a deposit slip?**

If Texas Home Base has physically deposited a check to either Wells Fargo or Chase your deposit slip will be scanned and sent to you via email or uploaded to your account.

A deposit slip will not be scanned if a check has been mailed to your bank.

# TEXAS HOME BASE SCANNING APPLICATION

<b>First Name:</b>												
<b>Last Name:</b>												
<b>Spouse's Name:</b>												
<b>Children's Name(s):</b>												
<b>Business Name(s):</b>												
<b>Email Address:</b>												
<b>2nd Email Address (Optional):</b>												
<b>Phone Number:</b>												
<b>Current Address:</b>												
<b>City:</b>					<b>State:</b>					<b>Zip Code:</b>		
<b>Country:</b>												
<b>How did you find us?</b>			Online Search				Facebook					
			Advertisement				Referral:					
<b>Service (Required):</b>												
Emailed Scanning			\$200/ year				\$75/ 3 months					
Digital Mailbox Scanning			\$200/ year				\$75/ 3 months					
Check Deposit Service (Optional)			\$50/ year				\$15/ 3 months					
Postage Account (Optional)			\$50									
	I give my permission to have my mail sent via USPS First Class (Optional)											
<b>Forward:</b>			Non-Profit Mail				Magazines					
	INITIAL: I have read and agree to the Texas Home Base Contract included in this packet											
	INITIAL: I have read and agree to the Limited Power of Attorney included in this packet											
	INITIAL: I understand that I will not receive an address until Texas Home Base has received the Scanning Application, Credit Card Authorization Form and USPS Form 1584 (included with this application) along with the 2 required IDs. Please see pages 8-10 for more information.											
	INITIAL: I authorize Texas Home Base and it's employees to sign for USPS Certified Mail on my behalf (Optional)											

## DEBIT/CREDIT CARD AUTHORIZATION FORM

<b>Card Type:</b>	MasterCard	Visa
	American Express	Discover
<b>Card Number:</b>		
<b>Exp. Date:</b>		<b>CVV:</b>
<b>Name on card:</b>		
<b>Billing Address:</b>		
<b>City:</b>		<b>State:</b>
		<b>Zip Code:</b>
<b>Country:</b>		

As the card holder, I authorize Texas Home Base Mail Forwarding to charge my credit/debit card for the amount designated on this application. I also agree the Texas Home Base has permission to renew my postage account balance for \$50 when it drops below \$10 using this card and renew my contract the month that it will expire. If I do not wish to renew my contract, I will inform Texas Home Base before the contract expiration date.

I will keep my card information current during my Texas Home Base service.

Card Holder's Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

**Your completion of this authorization form helps us to protect you, our valued client, from credit card fraud.  
Texas Home Base will keep all information entered on this form protected and strictly confidential**

I understand that mail will be scanned and sent to me the same week it arrives. I understand that my mail can be sent to me if requested. I understand that any unrequested mail will be securely shredded after 90 days. Although a postage account is optional with the Scanning Service, I understand that I will be charged for the price to have mail forwarded to me plus a 5% processing fee. Any unused postage at the conclusion of my agreement is refundable (after the 6 months that my mail must be forwarded (see contract for more info)). I will be notified via email when postage account falls below \$10.

There is never an additional charge for holding, shredding, or forwarding my mail (other than actual postage to forward).

I have read the attached contract and agree with all provisions of the contract. The attached contract supersedes any other oral or written agreements. This application may not be edited in any manner by applicant.

Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

## **TEXAS HOME BASE CONTRACT**

Note: A postage deposit of \$50 due with application is optional for mail scanning services. Any unused postage at the conclusion of my agreement is refundable (after the 6 months that my mail must be forwarded). The contract below supersedes any other oral or written agreements. This agreement may be changed at our sole discretion and you may view the agreement at [www.texashomebase.com/contract/](http://www.texashomebase.com/contract/) or request via email at [dru@texashomebase.com](mailto:dru@texashomebase.com). This agreement and the Texas Home Base application may not be edited in any manner by the applicant.

1.) I hereby release Texas Home Base from any liability for loss or destruction of mail unless the same was caused by the gross negligence of Texas Home Base or its employees or agents.

2.) This contract and the application is the entire agreement and may not be edited and supersede any written or oral agreement. Charges for services rendered by Texas Home Base shall be due and payable in Wichita Falls, Texas.

3.) I understand and agree that if my account with Texas Home Base becomes delinquent, Texas Home Base may discontinue forwarding my mail and return my mail to sender after reasonable notification to me by email.

4.) I agree to give Texas Home Base a current debit/credit card to remain on file with Texas Home Base. I understand that this card will be used to automatically renew my contract and /or fund my postage account with Texas Home Base and that the card is stored on an offline computer to protect my privacy and sensitive information. If I do not wish to renew my contract I will notify Texas Home Base in writing. Texas Home Base will never give out debit/credit card information.

5.) Texas Home Base reserves the right to terminate this contract. Reasonable notification shall be made by email of termination of contract. Texas Home Base shall return any money remaining in the postage account balance immediately upon termination of contract.

6.) I understand and agree that it is my responsibility to complete a "Change of Address" form with the USPS to my new PMB address. I shall take full responsibility to inform family, friends, and associates of my new mailing address provided by Texas Home Base.

7.) I agree that, according to the USPS regulations, I cannot file a "Change of Address" from a PMB address. I shall take full responsibility to inform family, friends, and associates of my new mailing address when this contract has ended.

*Commercial Mail Receiving Agents must accept and re-send mail to former customers for 6 months after termination of the agency relationship. However, I understand and agree that the mail will not be forwarded at the expense of Texas Home Base. I agree that I will provide postage money to continue to forward any mail during the 6 months. If postage is not provided, I understand that my mail will be returned to sender.*

8.) When this contract expires, I understand and agree that I shall provide a forwarding address to Texas Home Base. Any remaining money in my postage account, at the end of the six months period will be refunded to me.

9.) If, for any reason, I terminate this business contract before the annual/monthly ending date, I understand and agree that there will not be any money returned to me. I forfeit the remainder of the money paid for the annual/monthly service.

10.) I have made payment through texashomebase.com or called 1 (866) 766-2095 to give debit/credit card information for the service and postage account balance. I agree that my mail will ONLY be forwarded to me by carriers that supply a tracking number. USPS First Class can ONLY be used if I give permission on my application. I understand there is no tracking associated with USPS First Class.

11.) I understand and agree that when my postage account balance drops below \$10.00 Texas Home Base will use the current debit/credit card on file to renew the postage account for \$50.00 or more, depending on how much is left in my postage account. Texas Home Base shall notify me via email before the postage account is renewed. It is my responsibility to keep a current debit/credit card and the current expiration date on the debit/credit card on file with Texas Home Base. Any unused postage will be refunded after the above mentioned 6 month period.

12.) Texas Home Base will not give out any information about my whereabouts or me unless I have agreed. If Texas Home Base receives a phone call from a person asking for me Texas Home Base will decline knowing me or my whereabouts. However, I understand that Texas Home Base is legally required to give information about me and my last forwarding address if there is a legal investigation that involves me. I understand that if I am participating in any illegal activities that might involve my PMB address, Texas Home Base will give information to authorities that could advance their investigation.

13.) Texas Home Base agrees to strive for complete accuracy when sorting and shipping all mail. However, if Texas Home Base makes a mistake during these processes I agree that Texas Home Base not be held liable for any damages that be incurred because of the error. After recognizing the error, Texas Home Base agrees to use every available source to correct it.

14.) I understand that Texas Home Base will open and inspect all packages sent internationally. If Texas Home Base finds that any contents are in violation of the destination country's import laws that the package will not be shipped to the international address and I can designate a US address for forwarding. If I do not give Texas Home Base a US forwarding address, I understand that the package will be destroyed. I agree that I will be solely responsible for all applicable duties and taxes assessed by the designation country. If the shipment is refused for whatever reason, I agree that I am solely responsible for all duties, taxes and return shipping charges. If the courier, such as but not limited to USPS, FedEx, UPS or DHL charges any duties and taxes directly to Texas Home Base, I agree to have such charges debited from my Postage Account.

15.) If mail is received for me with an incomplete address or improper format, Texas Home Base will use every resource available to determine the correct addressee and place such mail into the appropriate customer's box. I agree to contact any sender with the incomplete or improperly formatted address to make the correction. If I receive a large amount of mail that is addressed incorrectly or without a Texas Home Base box number included in the address, Texas Home Base will notify me of the issue. If Texas Home Base is unable to find the correct addressee connected to a partial or incomplete address, it will be returned to its original sender. If for whatever reason it is unable to be returned to its original sender, Texas Home Base will open such mail to determine the correct addressee. In any event in which Texas Home Base cannot determine the addressee and the mail cannot be returned to sender, the mail will be destroyed. I agree to waive any rights and will not make any claims against Texas Home Base for taking such action.

16.) This Agreement will be governed by, and construed, in accordance with the laws of the State of Texas which are intended to supersede any choice of laws or rules which might otherwise be applicable. I consent to the venue and jurisdiction of the courts of Wichita County, Texas with respect to any actions that may arise out of or relate to this Agreement or the services provided hereunder.

17.) If upon receipt a piece of mail is damaged, be it a check, cash, merchandise, or anything of value and is for whatever reason damaged, misrouted, or lost, I agree that Texas Home Base will not be held liable for the damage, loss or misrouting.

18.) When mail has been shipped per our client's request to an address of their choice via the designated delivery agent, such as but not limited to USPS, FedEx, UPS or DHL, I agree that Texas Home Base is no longer responsible for any contents or for the delivery of the shipment. I agree that Texas Home Base is not responsible for any damage, loss or delays incurred.



19.) If my Postage Account balance falls below \$0.00 and I have made no attempt to renew this balance, Texas Home Base will put my mail on hold until payment has been made. While mail is on hold, Texas Home Base will continue to receive any mail on my behalf but my contract expiration date will not be put on hold. Mail shipment requests will be denied due to delinquency. After my contract ends, all mail will be returned to sender if my Postage Account has not been renewed.

#### Regarding the Texas Home Base Mail Scanning Service –

1.) The THB Account portion of our website is proprietary software developed by Texas Home Base and its webmaster. This software is designed to allow clients to view their incoming mail online. Subscribers to the THB Account portion authorize Texas Home Base to open and scan the contents of our client's mail pieces. In the event that a piece of mail is inappropriate, we reserve the right to not scan the contents.

2.) Once a request has been made to "Shred" a mail document, I understand that it will be shredded accordingly. If at a later date I decide that the piece should not have been shredded, I will not hold Texas Home Base liable for any damages.

3.) I understand that Texas Home Base holds all physical mail with no instruction attached for 3 months after it has been scanned. In the event that I determine I did not want my mail shredded after the 3 month period but did not give instruction otherwise, I will not hold Texas Home Base liable for any damages.

4.) I hereby release Texas Home Base, owner(s), employee(s), and sub-contractors of Texas Home Base of any responsibility if a person or group of persons access my mail sent via email or uploaded to my THB online account or my personal information by any legal or illegal means.

5.) I understand that I must use the document numbers when requesting to HOLD/FORWARD/SHRED mail.

#### Regarding the Texas Home Base Mail Forwarding Service -

1.) I understand that if I put my mail on HOLD, I am responsible for notifying Texas Home Base of my new forwarding address as soon as possible.

2.) It is my sole responsibility to notify Texas Home Base of a new address as needed.

3.) Texas Home Base cannot accept future forwarding addresses for held mail. Addresses must be given within 3 days of forwarding.

## **TEXAS GENERAL DURABLE POWER OF ATTORNEY**

### **THE POWERS YOU GRANT BELOW ARE EFFECTIVE EVEN IF YOU BECOME DISABLED OR INCOMPETENT**

**NOTICE:** THE POWERS GRANTED BY THIS DOCUMENT ARE BROAD AND SWEEPING. THEY ARE EXPLAINED IN THE UNIFORM STATUTORY FORM POWER OF ATTORNEY ACT. IF YOU HAVE ANY QUESTIONS ABOUT THESE POWERS, OBTAIN COMPETENT LEGAL ADVICE. THIS DOCUMENT DOES NOT AUTHORIZE ANYONE TO MAKE MEDICAL AND OTHER HEALTH-CARE DECISIONS FOR YOU. YOU MAY REVOKE THIS POWER OF ATTORNEY IF YOU LATER WISH TO DO SO. THIS POWER OF ATTORNEY WILL TERMINATE AT THE END DATE OF THIS CONTRACT.

I appoint Elaine Pennartz, Texas Home Base, 1530 P B Lane, Wichita Falls, Texas 76302, Wichita County, Texas as my Agent (attorney-in-fact) to act for me in any lawful way with respect to the following initialed subject:

THIS POWER OF ATTORNEY IS EFFECTIVE IMMEDIATELY AND WILL CONTINUE UNTIL IT IS REVOKED.

**THIS POWER OF ATTORNEY SHALL BE CONSTRUED AS A GENERAL DURABLE POWER OF ATTORNEY TO ONLY ALLOW ELAINE PENNARTZ AND/OR HER EMPLOYEES TO OPEN, SCAN, AND EMAIL MY MAIL AND SHALL CONTINUE TO BE EFFECTIVE EVEN IF I BECOME DISABLED, INCAPACITATED, OR INCOMPETENT.**

**Authority to Delegate.** My Agent shall have the right by written instrument to delegate any or all of the foregoing powers involving discretionary decision-making to any person or persons whom my Agent may select, but such delegation may be amended or revoked by any agent named by me who is acting under this power of attorney at the time of reference.

**Right to Compensation.** My Agent shall be entitled to reasonable compensation for services rendered as agent under this power of attorney.

**Choice of Law.** THIS POWER OF ATTORNEY WILL BE GOVERNED BY THE LAWS OF THE STATE OF TEXAS WITHOUT REGARD FOR CONFLICTS OF LAWS PRINCIPLES. IT WAS EXECUTED IN THE STATE OF TEXAS AND IS INTENDED TO BE VALID IN ALL JURISDICTIONS OF THE UNITED STATES OF AMERICA AND ALL FOREIGN NATIONS.

I am fully informed as to all the contents of this form and understand the full import of this grant of powers to my Agent.

## WHAT IS USPS FORM 1583?

- Per United State Postal Service regulations, any person receiving their mail through a Commercial Mail Receiving Agent (CMRA) must fill out a USPS 1583.
- This form authorizes Texas Home Base to receive our client's mail.
- This form *does not* change your address with the USPS. You will have to fill out a "Change of Address" form at your local Post Office.
- The USPS 1583 must be accompanied with 2 forms of ID for each person receiving mail at your new address.
  - **Acceptable forms** of ID include: 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.
  - **Unacceptable forms** of ID include: Social Security cards, credit cards, and birth certificates.
- This form also requires that you get it notarized.
  - You should be able to find a local notary either online or at your local courthouse. Also, some banks have notaries available to their customers.
  - If you are out of the country, you may be able to find a notary at the US Embassy or you may use a non-US notary to confirm your identity.
- These requirements are necessary to ensure that no one is trying to steal your identity.
- **You must send the physical form to:**  
Texas Home Base, 1530 PB Ln, Wichita Falls, TX 76302
- **If you can send proof that the physical form was sent to Texas Home Base with a tracking number before 4:30pm on a business day, an address will be sent to you that day.** If we receive the tracking number after 4:30pm or on a weekend, an address will be sent the next business day. **You can send the tracking number to [accounts@texashomebase.com](mailto:accounts@texashomebase.com).**
- **If you *do not* send us a tracking number, the address will be sent as soon as we have received the physical form.**
- If you cannot find a notary to sign line 15 please contact Elaine at: [elaine@texashomebase.com](mailto:elaine@texashomebase.com)

**Your Texas Home Base contract will not begin until we have received this form and the acceptable IDs.**

## INSTRUCTIONS ON COMPLETING USPS FORM 1583

- | Line #      | What to Enter on this Line   |
|-------------|--|
| 1.          | Today's Date   |
| 2.          | All names receiving mail at Texas Home Base (spouses may complete and sign one Form 1583). All other applicants must complete separate Form 1583 and show valid I.D.   |
| 3a. - 3d.   | Leave this space BLANK. Texas Home Base will assign you an address and complete this space.  |
| 4a. - 4e.   | Leave BLANK. This is our address. Texas Home Base will complete this section for you.  |
| 5.          | Answer "Yes" or "No". This is to <i>give</i> or <i>not give</i> Texas Home Base permission to accept certified mail.   |
| 6.          | Name(s) receiving mail at Texas Home Base and signing this form.   |
| 7a. - 7e.   | Your current mailing address as of today.  |
| 8a. - 8b.   | Leave BLANK. You <b>MUST</b> attach a photocopy of Driver's license(s) or state non-driver's identification card, and <b>ONE</b> of these other acceptable I.D.s, Passport, Armed Forces card, Government I.D. card, University I.D. card, Recognized corporate I.D. card, Current lease, Mortgage or Deed of Trust, Voter's Registration card, Vehicle Registration card, Home or Insurance Policy. <b><u>TWO</u></b> I.D.s are required for <b><u>EACH</u></b> spouse. Social Security cards, credit cards, or birth certificates are <b>UNACCEPTABLE</b> as identification. |
| 9.          | If applicable  |
| 10a. - 10e. | If applicable  |
| 11.         | If applicable  |
| 12.         | If applicable  |
| 13.         | If applicable  |
| 14.         | If applicable  |
| 15.         | <b>MUST</b> be completed by a Notary Public or in the presence of Texas Home Base Owner, manager, or authorized employee.  |
| 16.         | Sign <b>ONLY</b> in presence of a Notary Public, Texas Home Owner, manager, or authorized employee.  |

Return Form 1583 with your application, contract, postage deposit, and annual or monthly fee to Texas Home Base to receive your address. Your service will begin as soon as you have received your address and notified family, friends, and associates of your new address.