



BANNER USERS GUIDE TO DATA ENTRY STANDARDS

CREATED AND MAINTAINED BY OFFICE OF INSTITUTIONAL RESEARCH



TERMS USED IN THIS GUIDE

Entity:	Any person, company, student or employee that requires an identification number in the Banner system.
Person:	Entities that are students or employees. Not a company.
Non-Person:	Entities that are set up as companies, vendors, banks, and agencies. Not a student or an employee.
Address Type:	Each entity (person, company, employee, or student) can have one or more addresses within the Banner system. Each address is given a <i>type</i> that is selected from a list. The primary address type for an employee or student is MA and must have the preferred checkbox checked if the address is active.
Telephone Type:	Each entity (person, company, employee, or student) can have one or more telephone numbers within the Banner system. Each telephone number is given a <i>type</i> that is selected from a list. The primary telephone type for an employee or student is MA and must have the preferred checkbox checked if the phone is active.
Email Type:	Each entity (person, company, employee, or student) can have one or more email addresses within the Banner system. Each email address is given a <i>type</i> that is selected from a list. <i>(See Email for specific codes to use)</i>

ENTITIES (ALL PERSONS AND NON-PERSONS)

****Prior to entering a person in BANNER, you must have the minimum amount of data listed below:**

Legal First and Last Name (Middle name/initial is optional) *See NOTE page 4
Full Mailing Address including city, state, county and zip code
SSN, International ID (Obtained from the IR office), Generated only for Continuing Education, or other legal ID
Birth Date

All users must use GOAMTCH which is the Common Matching Entry Form when entering ALL persons and/or Non-persons.

It is extremely important that the database be thoroughly searched before new entities are added. This reduces the chance that a single entity will have more than one identification number within the Banner system.

It is very important when entering data into GOAMTCH that you enter as much information as possible.

Common Matching Entry GOAMTCH 8.2 (NCCPROD)

ID: GENERATED Generate ID Matching Source: ONLINE_ADMISSIONS Admissions Online Data Entry View Comments

Data Entry

Last Name: Woods
First Name: Pam
Middle Name: P
Address Type: MA Mailing
Street Line 1: 348 Poplar
Street Line 2:
Street Line 3:
City: Mounds%
State or Province: WV West Virginia
ZIP or Postal Code: 26041
County:
Nation:
Non-Person Name:
SSN/SIN/TIN:
Birth Date: Day: 29 Month: 07 Year: 1972
Gender: Null
Telephone Type: MA Mailing
Telephone:
E-mail Type: EMAL E-Mail Address
E-mail:

Duplicate Check Select ID Details Update ID View Comments Create New

Potential Matches

ID	Name	Matched Address	Telephone	E-mail

Clear and Return to Data Entry

Matching Rule Sets
No Matches

Gender:
Record: 1/1 <OSC>

NOTE: This is a brief overview. For more details on common matching, please refer to your instructions from the registrar's office.

If a duplicate is discovered follow these steps:

1. Check SPACMNT to see if a DUP comment exists. If it does not continue to next step.
If the DUP comment exists, use the correct ID when referencing the entity.
DO NOT CREATE A DUP COMMENT IF ONE DOES NOT EXIST—THIS MUST BE CREATED BY THE IR DEPARTMENT ONLY AFTER INVESTIGATION OF RECORDS.
2. Create an Oz ticket for the IR department including the following:
 - a. ID# of BOTH entities, noting the correct one. (**NEVER** use the SSN in an Oz ticket.)
 - b. Enter any other information that is deemed necessary.

Older duplicates may not be able to be combined—in the event this happens, a DUP comment will be entered in SPACMNT by the IR department ONLY with the correct ID to use.

THE FOLLOWING PUNCTUATION SHOULD BE AVOIDED IN TEXT FIELDS*:

- The period (.)
- The comma (,)
- The question mark (?)
- The exclamation mark (!)
- The colon (:)
- The semicolon (;)
- The pound sign (#)
- The asterisk (*)
- The percent sign (%)
- The hyphen (-)—except for dates
- The apostrophe (')
- The quotation marks (")
- The slash (/) or (\)

These characters should generally be avoided in data entry. Some because they have special (reserved) meanings to the underlying Oracle database. The pound sign (#) is a formatting character in Letter Generation output. **Do NOT** enter pound sign (#) in addresses.

****If the need arises to enter a special character into Banner do so without entering any space before or after the character. Exceptions to this rule will be noted within this document***

STANDARDS FOR ENTERING PERSONS

When entering the names of *persons* into the Banner system, always use the **full legal name**. **Do NOT** remove special characters from a *persons* name. If a person indicates a hyphen on their name record, enter the hyphen as shown. Enter the first name into the first name field, middle name into the middle name field, and last name into the last name field. Use conventional mixed case (upper and lower-case letters) when entering names.

- **Do NOT** use spaces within prefixed last names.

<i>Smith – Collins</i>	<i>becomes</i>	<i>Smith-Collins</i>
<i>O'Connor</i>	<i>will stay</i>	<i>O'Connor</i>
<i>Mc Donald</i>	<i>becomes</i>	<i>McDonald</i>
<i>Van Husen</i>	<i>becomes</i>	<i>VanHusen</i>

- All names should start with a capital letter

<i>woods</i>	<i>becomes</i>	<i>Woods</i>
<i>allen</i>	<i>becomes</i>	<i>Allen</i>

- **Do NOT** include suffixes, or nicknames, in the name fields. Use the suffix and/or prefix fields ONLY.

For example: *Jr II Sr* (must be entered in the suffix field)

Last Name*

Enter the last name as submitted by the person, **Do NOT** use titles (Dr.), prefixes (Mr., Mrs.), or suffixes (III, Jr.) in the *Last Name* field. Use the appropriate BANNER field designated for those purposes.

First Name*

Enter the first name as submitted by the person. Enter both names in the *first name* field **only** if it is **legally** a two-name first name. **Do NOT** use titles (Dr.), prefixes (Mr., Mrs.), or suffixes (III, Jr.) in the *First Name* field. Use the appropriate BANNER field designated for those purposes.

***NOTE: Banner requires both the First and Last name for a student or employee. If you have a student or employee who does not have either a First or Last name, please enter an Oz ticket for the IR department and we will assist on a case by case basis.**

Middle Name/Initial

Enter middle name or initials as submitted by the person. This field is left blank if there is no middle name. **Do NOT** use titles (Dr.), prefixes (Mr., Mrs.), or suffixes (III, Jr.) in the *Middle Name* field. Use the appropriate BANNER field designated for those purposes.

Prefix

Enter prefixes (Mr., Mrs., Dr., etc.) in the *Prefix* field, spaces where indicated.

Suffix

Enter suffixes (II, III, Jr., Ph.D., etc.) in the *Suffix* field and spaces where indicated.

WHEN ENTERING INTERNATIONAL PERSONS:

You will need to obtain an International ID from the IR office. Contact Shelley DeLuca (8913) to obtain this 999##### number. For all remaining information, follow all instructions above.

STANDARDS FOR ENTERING NON-PERSONS

When entering the names of non-persons into the Banner system, always use the full legal name.

- Use upper and lower case letter for all non-person names
- Initials and Abbreviations - vendors who use initials and abbreviations as their official corporate name will be input in the same manner:
ABC Office Equipment IBM 3M Company
- Abbreviations
 - Do NOT** use punctuation in abbreviations.
 - The following common abbreviations are to be used:
 - Ltd (Limited)
 - Corp (Corporation)
 - Inc (Incorporated)
 - Co (Company)
 - Assoc (Association)
- Hyphenations WILL be included where the Non-Person name indicates.
 - Do NOT** use spaces with these special symbols.
 - Bi-Rite Drugs
 - A-1 Steam Cleaners
 - The “&” sign WILL have spaces associated with it.
 - A & W Restaurants
 - Thauberger & Associates
- The “/” sign WILL be retained, but with NO spaces associated.
 - Anderson/Fast Marketing
- **Do NOT** use Quotations around a Non-Person name.
 - Drapery Difference (not “Drapery Difference”)
- Punctuation
 - Do NOT** use punctuation between identifying letter of Non-Person names that are an acronym unless it is part of the company’s official name.
 - OUC (not O.U.C. or O U C)
 - CNIB (not C.N.I.B.)
 - ACCC (not A.C.C.C.)
 - P Lawson (P. Lawson)
- Apostrophes are significant and WILL be used.
 - Andrian’s Family Restaurant
 - Anitque’s ‘N Things
- Parenthesis
 - Do NOT** enter the () in a name.
 - *Band City Chev Olds 1974 Ltd*
 - *Harmony Records 1980 Ltd*

STANDARDS FOR ENTERING DATES

All dates must be entered in the format of **DD-MON-YYYY**. Hyphens must be between Day-Month and Month-Year.

December 1, 2010 becomes 01-DEC-2010

STANDARDS FOR ENTERING ADDRESSES

An entity may have multiple addresses within the Banner system and multiple types of addresses. Each address is distinguished by an *address type*.

Address Types and Use

Address Type	Maintained By	Allow Others To Change	Use Of Address
MA	Admissions/ Campus Service Center/HR for employees	Yes	Permanent address of applicant or student.
EM	Admissions/ Campus Service Center/HR for employees	Yes	Emergency Contact Address
TE	Admissions/ Campus Service Center/HR for employees	Yes	Temporary Address
AP	Business Office	No	A/P vendors.

Entering Addresses

The address is entered on the Address Tab of SPAIDEN:

Each address **must** contain all of the following:

- Address Type
- Street line 1—may use Street line 2 if needed (Leave Street 3 Blank)
- City
- State
- County
- Postal code.

Do NOT use punctuation in addresses. Hyphens and slashes may be used when needed for clarity or designated fractions.

Examples:

- 101 ½ Main Street
- Mid-Island Plaza

Address information is valid when today's date is between the 'Effective from Date' and the 'Effective to Date'. If an address is no longer valid user must enter the date that the address is no longer valid in the 'Effective to Date' of that address and check the inactivate check box. Only ONE address for each address type can be active at any time.

The USPS has published address standards that are relevant, but not exactly the same standards for data entry that should be used. When entering addresses into BANNER, they should be consistent with the USPS standards, however in some cases these standards are contrary to our internal standards. For example, the USPS recommends that the name and address be in all caps, however the college needs mixed case.

All addresses will be entered in mixed (upper and lower) case.

The USPS defines a standardized address as one that is fully spelled out, abbreviated by using the Postal Service standard abbreviations.

Example:

ABC Movers	Recipient Line
1500 E Main Ave Ste 201	Delivery Address Line
Springfield VA 22162-1010	Last Line

The USPS requires that an address block contain a minimum of a recipient, a delivery address, and a last line. Banner allows for three lines of street address information. The deliver line should always contain a street number and street name.

Abbreviations in the address line are optional. When abbreviations are used, they should not be punctuated and they should conform to the USPS list of standard abbreviations. **(See Appendix A)**

DUAL ADDRESSES:

- Place the PO Box immediately above the last line if a mailing address contains both a physical address and delivery address. Use capital letters for both the P and the O in PO Box.

Correct Examples:

The PO Box is directly
above the city, state and zip.

Mrs Jane Doe
1234 Main Street
PO Box 111
Moundsville WV 26041

OR

Mrs Jane Doe
PO Box 111
Moundsville WV 26041

HIGHWAY CONTRACT ROUTE:

- Highway contract route addresses should be notes as: HC. Do not use the words HIGHWAY CONTRACT, ROUTE, NUMBER, NO., STAR ROUTE, or the pound sign (#).

Incorrect Example:

HIGHWAY CONTRACT ROUTE 68 BOX 23A

Correct Example:

HC 68 BOX 23A

A leading zero before the highway contract route number is not needed.

ATTENTION/CARE OF LINE

Try to use only an office or title rather than a name if an attention line is necessary. Thus, "Attention: Treasurer" is preferable to "Attention: Joseph Deters, Treasurer" because the former does not become obsolete when a new treasurer is selected.

Example:	XZY School 1201 Broad Street ATTN: Admissions Office	XZY School 1201 Broad Street c/o Admissions Office
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- Always abbreviate directionals, using the standard one or two letter abbreviations. (See Appendix A) Correct example:

*234 Outland Ave **SW***
*501-04 Longfellow Ave **N***

- Does NOT use the words 'rural route', 'number', or the abbreviations no. or # in a rural route delivery address.

Correct example:

RR 6

CITY

City name is automatically entered when the zip code is entered. Enter the city's name using standard capitalization rules if it is not automatically displayed.

COUNTY

County code is automatically entered when the zip code is entered. Make sure the county codes are correct with the application or address.

The screenshot shows the Banner system's Address tab. The 'From Date' is set to 13-JUL-2000. The 'Address Type' is MA (Mailing). The 'Sequence Number' is 1. The 'Street Line 1' is 348 Poplar Avenue. The 'City' is Moundsville. The 'State or Province' is WV (West Virginia). The 'ZIP or Postal Code' is 26041. The 'County' is 025 (MARSHALL WV). The 'Nation' is 157 (United States of America). The 'Telephone Type' is MA (Mailing). The 'Inactivate Address' checkbox is unchecked. The 'Source' is blank. The 'Delivery Point' is blank. The 'Correction Digit' is blank. The 'Carrier Route' is blank. The 'Last Update' section shows 'User' and 'Activity Date' as redacted. The 'Area Code', 'Phone Number', and 'Extension' fields are also redacted.

STATE/PROV

State code is automatically entered when the zip code is entered. Refer to the Banner state code validation table for the appropriate codes for U.S. states if it is not automatically displayed.

NATION STANDARDS (USUALLY FOREIGN STUDENTS)

- Use the NATION field only if the country is not United States
- Type foreign addresses as given. Use the Nation code to record the country name.
- Within the Banner system, use the F9 function when the cursor is positioned on the Nation field to view the valid codes
- If a postal code is evident and is placed last on a foreign address, put it into the zip code field; otherwise, place it as indicated and leave the postal code field blank.

ZIP CODE STANDARDS

- Enter a hyphen when a nine digit zip code is available. Enter the first five without the hyphen.
Correct example:

97203-5798

97203

TELEPHONE TYPES AND USE

Telephone Type	Created By	Maintained By	Allow Others To Change	Use Of Phone Number
MA	Admissions/ HR for employees	Admissions/ Campus Service Center/HR for employees	Yes	Primary Phone of applicant or student.
EM	Admissions/ Campus Service Center/HR for employees	Admissions/ Campus Service Center/HR for employees	Yes	Emergency Contact Phone
CE	Admissions/ Campus Service Center/HR for employees	Admissions/ Campus Service Center/HR for employees	Yes	Cell Phone
TE	Admissions/ Campus Service Center/HR for employees	Admissions/ Campus Service Center/HR for employees	Yes	Temporary Phone
AP	Business Office	Business Office	No	A/P Vendor's Phone

An entity (person or non-person) may have multiple telephone numbers within the Banner system. Each telephone number is distinguished by a *telephone type*. A student may have a Mailing telephone number (with a telephone code of MA), and may have a Cellular telephone number (with a telephone code of CE).

Be sure to link the Phone Number to the corresponding address type.

Area Code

The three-digit area code must be entered for all phone numbers.

Phone Number

Enter the seven-digit phone number **without** inserting a hyphen.

Extension

Enter only the digits of the extension if an extension number is provided. **Do NOT** enter EXT or X into the extension field.

EMAIL TYPES AND USE

Student Email:	The primary email address type for students is MMAL which is their @mail.wvncc.edu address given to them by the IT office when they register. THIS MUST BE THE ONLY PREFERRED EMAIL FOR ALL STUDENTS
Employee Email:	The primary email address type for employees is EEMP which is their @wvncc.edu address given to them by the IT office and entered into BANNER by the IR office when they become employed. THIS MUST BE THE ONLY PREFERRED EMAIL FOR ALL EMPLOYEES
Faculty Email:	The primary email address type for full time faculty is EFTF which is their @wvncc.edu address given to them by the IT office and entered into BANNER by the IR office when they become employed. THIS MUST BE THE ONLY PREFERRED EMAIL FOR ALL FT FACULTY
Adjunct Email:	The primary email address type for adjuncts is MMAD which is their @wvncc.edu address given to them by the IR office when they get an employee notification from HR. THIS MUST BE THE ONLY PREFERRED EMAIL FOR ALL ADJUNCT FACULTY

An entity (person or non-person) may have multiple email addresses however they can only have one preferred address within the Banner system.

If an employee is also an Adjunct and/or student... the following email hierarchy is used:

EEMP/EFTF	(Full-time Employee/Full-time Faculty)
MMAD	(Adjunct Faculty)
MMAL	(Student)

BUILDING NAMES

The following is an example of the building names and codes that should be used when entering into the system; ***this is not an all inclusive list***. Additional building codes can be found by using F9 function when the cursor is positioned on the Building field to view the valid codes:

BUILDING NAME	BLDG CODE
B& O Building	B&O
Hazel Atlas Building	HA
Weirton Redline Building	RED
New Martinsville Campus	NMC
John D. Rockefeller Center	JDRC

ETHNICITY

(On October 19, 2007, the U.S. Department of Education posted to the Federal Register the "Final Guidance on Maintaining, Collecting, and Reporting Racial and Ethnic Data to the U.S. Department of Education." (See the Federal Register, Volume 72, Number 202, pp. 59266-59279: <http://edocket.access.gpo.gov/2007/pdf/E7-20613.pdf>).)

We as institutions must ask a two part question of students. The first question is whether the respondent is Hispanic/Latino. The second question is whether the respondent is from one or more races from the following list: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White)

Below you will see the screen that contains these fields.

Oracle Developer Forms Runtime - Web: Open > SPAPERS

File Edit Options Block Item Record Query Tools Help

General Person SPAPERS 8.2 (NCCPROD)

ID: [REDACTED]

Biographical

Gender: ☐ Male ☒ Female ☐ Not Available

Birth Date: 29-JUL-1972

Age: 39

SSN/SIN/TIN: 234230091

Deceased Date: [REDACTED]

☐ Confidential ☐ Deceased

Citizenship: Y Citizen

Marital Status: [REDACTED]

Religion: [REDACTED]

Legacy: [REDACTED]

Ethnicity: 1 White

New Ethnicity: None

☐ Ethnicity and Race Confirmed

Confirmed Date: [REDACTED]

Veteran File Number: [REDACTED]

Veteran Category: None

Active Duty Separation Date: [REDACTED]

☐ Armed Forces Service Medal Indicator ☐ Special Disabled Veteran

User: PWOODS

Activity Date: 17-JUN-2010

The New Ethnicity is where you will enter the student's answer to the first question of whether the respondent is Hispanic/Latino.

A screenshot of a web form with a yellow background. The form includes fields for 'Religion:', 'Legacy:', 'Ethnicity:', 'New Ethnicity:', and 'Confirmed Date:'. The 'New Ethnicity:' dropdown menu is open, showing three options: 'Not Hispanic or Latino', 'Hispanic or Latino', and 'None'. The 'None' option is currently selected and highlighted in blue. To the right of the dropdown, the text 'firmed' is partially visible. Below the 'Confirmed Date:' field, there is a 'Race' dropdown menu.

The Ethnicity field is where you will enter the student's answer to the second question of whether the respondent is from one or more races from the following list: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White)

A screenshot of a web form with a yellow background. The form includes fields for 'SSN/SIN/TIN:', 'Deceased Date:', 'Citizenship:', 'Marital Status:', 'Religion:', 'Legacy:', 'Ethnicity:', 'New Ethnicity:', and 'Confirmed Date:'. The 'New Ethnicity:' dropdown menu is set to 'None'. A checkbox labeled 'Ethnicity and Race Confirmed' is present. An 'Ethnic Code Validation (STVETHN)' dialog box is open, displaying a table with the following data:

Code	Description	IPEDS	EDI Equiv	LM
1	White		O	
2	Black		N	
3	Hispanic		H	
4	Asian/Pacific Islander		A	
5	American Indian/Alaskan Native		I	
6	Other			

The dialog box also includes a 'Find %' search field and 'Find', 'OK', and 'Cancel' buttons.

Once the Ethnicity and Race have been confirmed, you can check the check box which will enter a date into the confirmed date field.

Appendix A
Address Standards
USPS ABBREVIATIONS

CODE LISTS

Use the following abbreviations: (without punctuation). This is not an all inclusive listing—if you encounter an entry that you use quite often and is not on the list, please contact the IR Department.

SECONDARY UNIT DESIGNATORS

Description	Approved Abbreviation
APARTMENT	APT
BASEMENT	BSMT
BUILDING	BLDG
DEPARTMENT	DEPT
FLOOR	FL
FRONT	FRNT
HANGER	HNGR
KEY	KEY
LOBBY	LBBY
LOT	LOT
LOWER	LOWR
OFFICE	OFC
PENTHOUSE	PH
PIER	PIER
REAR	REAR
ROOM	RM
SIDE	SIDE
SLIP	SLIP
SPACE	SPC
STOP	STOP
SUITE	STE
TRAILER	TRLR
UNIT	UNIT
UPPER	UPPR

Geographical Directional Abbreviation

Directional notations are to be abbreviated as follows:

East	is entered as	E	Northeast	is entered as	NE
West	is entered as	W	Southeast	is entered as	SE
North	is entered as	N	Southwest	is entered as	SW
South	is entered as	S	Northwest	is entered as	NW

STREET SUFFIX DENOMINATORS

Use the Postal Service Standard Suffix Abbreviations

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
ALLEY	ALLEE	ALY
	ALLEY	
	ALLY	
	ALY	
ANEX	ANEX	ANX
	ANNEX	
	ANNX	
	ANX	
ARCADE	ARC	ARC
	ARCADE	
AVENUE	AV	AVE
	AVE	
	AVEN	
	AVENU	
	AVENUE	
	AVN	
	AVNUE	
BAYOU	BAYOO	BYU
	BAYOU	
BEACH	BCH	BCH
	BEACH	
BEND	BEND	BND
	BND	
BLUFF	BLF	BLF
	BLUF	

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
	BLUFF	
BLUFFS	BLUFFS	BLFS
BOTTOM	BOT	BTM
	BTM	
	BOTTM	
	BOTTOM	
BOULEVARD	BLVD	BLVD
	BOUL	
	BOULEVARD	
	BOULV	
BRANCH	BR	BR
	BRNCH	
	BRANCH	
BRIDGE	BRDGE	BRG
	BRG	
	BRIDGE	
BROOK	BRK	BRK
	BROOK	
BROOKS	BROOKS	BRKS
BURG	BURG	BG
BURGS	BURGS	BGS
BYPASS	BYP	BYP
	BYPA	
	BYPAS	
	BYPASS	
	BYPS	
CAMP	CAMP	CP
	CP	
	CMP	
CANYON	CANYN	CYN
	CANYON	
	CNYN	
CAPE	CAPE	CPE
	CPE	
CAUSEWAY	CAUSEWAY	CSWY
	CAUSWA	

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
	CSWY	
CENTER	CEN	CTR
	CENT	
	CENTER	
	CENTR	
	CENTRE	
	CNTER	
	CNTR	
	CTR	
CENTERS	CENTERS	CTRS
CIRCLE	CIR	CIR
	CIRC	
	CIRCL	
	CIRCLE	
	CRCL	
	CRCLE	
CIRCLES	CIRCLES	CIRS
CLIFF	CLF	CLF
	CLIFF	
CLIFFS	CLFS	CLFS
	CLIFFS	
CLUB	CLB	CLB
	CLUB	
COMMON	COMMON	CMN
COMMONS	COMMONS	CMNS
CORNER	COR	COR
	CORNER	
CORNERS	CORNERS	CORS
	CORS	
COURSE	COURSE	CRSE
	CRSE	
COURT	COURT	CT
	CT	
COURTS	COURTS	CTS
	CTS	
COVE	COVE	CV

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
	CV	
COVES	COVES	CVS
CREEK	CREEK	CRK
	CRK	
CRESCENT	CRESCENT	CRES
	CRES	
	CRSENT	
	CRSNT	
CREST	CREST	CRST
CROSSING	CROSSING	XING
	CRSSNG	
	XING	
CROSSROAD	CROSSROAD	XRD
CROSSROADS	CROSSROADS	XRDS
CURVE	CURVE	CURV
DALE	DALE	DL
	DL	
DAM	DAM	DM
	DM	
DIVIDE	DIV	DV
	DIVIDE	
	DV	
	DVD	
DRIVE	DR	DR
	DRIV	
	DRIVE	
	DRV	
DRIVES	DRIVES	DRS
ESTATE	EST	EST
	ESTATE	
ESTATES	ESTATES	ESTS
	ESTS	
EXPRESSWAY	EXP	EXPY
	EXPR	
	EXPRESS	
	EXPRESSWAY	

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
	EXPW	
	EXPY	
EXTENSION	EXT	EXT
	EXTENSION	
	EXTN	
	EXTNSN	
EXTENSIONS	EXTS	EXTS
FALL	FALL	FALL
FALLS	FALLS	FLS
	FLS	
FERRY	FERRY	FRY
	FRRY	
	FRY	
FIELD	FIELD	FLD
	FLD	
FIELDS	FIELDS	FLDS
	FLDS	
FLAT	FLAT	FLT
	FLT	
FLATS	FLATS	FLTS
	FLTS	
FORD	FORD	FRD
	FRD	
FORDS	FORDS	FRDS
FOREST	FOREST	FRST
	FORESTS	
	FRST	
FORGE	FORG	FRG
	FORGE	
	FRG	
FORGES	FORGES	FRGS
FORK	FORK	FRK
	FRK	
FORKS	FORKS	FRKS
	FRKS	
FORT	FORT	FT

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
	FRT	
	FT	
FREEWAY	FREEWAY	FWY
	FREEWY	
	FRWAY	
	FRWY	
	FWY	
GARDEN	GARDEN	GDN
	GARDN	
	GRDEN	
	GRDN	
GARDENS	GARDENS	GDNS
	GDNS	
	GRDNS	
GATEWAY	GATEWAY	GTWY
	GATEWY	
	GATWAY	
	GTWAY	
	GTWY	
GLEN	GLEN	GLN
	GLN	
GLENS	GLENS	GLNS
GREEN	GREEN	GRN
	GRN	
GREENS	GREENS	GRNS
GROVE	GROV	GRV
	GROVE	
	GRV	
GROVES	GROVES	GRVS
HARBOR	HARB	HBR
	HARBOR	
	HARBR	
	HBR	
	HRBOR	
HARBORS	HARBORS	HBRs
HAVEN	HAVEN	HVN

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
	HVN	
HEIGHTS	HT	HTS
	HTS	
HIGHWAY	HIGHWAY	HWY
	HIGHWY	
	HIWAY	
	HIWY	
	HWAY	
	HWY	
HILL	HILL	HL
	HL	
HILLS	HILLS	HLS
	HLS	
HOLLOW	HLLW	HOLW
	HOLLOW	
	HOLLOWS	
	HOLW	
	HOLWS	
INLET	INLT	INLT
ISLAND	IS	IS
	ISLAND	
	ISLND	
ISLANDS	ISLANDS	ISS
	ISLNDS	
	ISS	
ISLE	ISLE	ISLE
	ISLES	
JUNCTION	JCT	JCT
	JCTION	
	JCTN	
	JUNCTION	
	JUNCTN	
	JUNCTON	
JUNCTIONS	JCTNS	JCTS
	JCTS	
	JUNCTIONS	

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
KEY	KEY	KY
	KY	
KEYS	KEYS	KYS
	KYS	
KNOLL	KNL	KNL
	KNOL	
	KNOLL	
KNOLLS	KNLS	KNLS
	KNOLLS	
LAKE	LK	LK
	LAKE	
LAKES	LKS	LKS
	LAKES	
LAND	LAND	LAND
LANDING	LANDING	LNDG
	LNDG	
	LNDNG	
LANE	LANE	LN
	LN	
LIGHT	LGT	LGT
	LIGHT	
LIGHTS	LIGHTS	LGTS
LOAF	LF	LF
	LOAF	
LOCK	LCK	LCK
	LOCK	
LOCKS	LCKS	LCKS
	LOCKS	
LODGE	LDG	LDG
	LDGE	
	LODG	
	LODGE	
LOOP	LOOP	LOOP
	LOOPS	
MALL	MALL	MALL
MANOR	MNR	MNR

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
	MANOR	
MANORS	MANORS	MNRS
	MNRS	
MEADOW	MEADOW	MDW
MEADOWS	MDW	MDWS
	MDWS	
	MEADOWS	
	MEDOWS	
MEWS	MEWS	MEWS
MILL	MILL	ML
MILLS	MILLS	MLS
MISSION	MISSN	MSN
	MSSN	
MOTORWAY	MOTORWAY	MTWY
MOUNT	MNT	MT
	MT	
	MOUNT	
MOUNTAIN	MNTAIN	MTN
	MNTN	
	MOUNTAIN	
	MOUNTIN	
	MTIN	
	MTN	
MOUNTAINS	MNTNS	MTNS
	MOUNTAINS	
NECK	NCK	NCK
	NECK	
ORCHARD	ORCH	ORCH
	ORCHARD	
	ORCHRD	
OVAL	OVAL	OVAL
	OVL	
OVERPASS	OVERPASS	OPAS
PARK	PARK	PARK
	PRK	
PARKS	PARKS	PARK

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
PARKWAY	PARKWAY	PKWY
	PARKWY	
	PKWAY	
	PKWY	
	PKY	
PARKWAYS	PARKWAYS	PKWY
	PKWYS	
PASS	PASS	PASS
PASSAGE	PASSAGE	PSGE
PATH	PATH	PATH
	PATHS	
PIKE	PIKE	PIKE
	PIKES	
PINE	PINE	PNE
PINES	PINES	PNES
	PNES	
PLACE	PL	PL
PLAIN	PLAIN	PLN
	PLN	
PLAINS	PLAINS	PLNS
	PLNS	
PLAZA	PLAZA	PLZ
	PLZ	
	PLZA	
POINT	POINT	PT
	PT	
POINTS	POINTS	PTS
	PTS	
PORT	PORT	PRT
	PRT	
PORTS	PORTS	PRTS
	PRTS	
PRAIRIE	PR	PR
	PRAIRIE	
	PRR	
RADIAL	RAD	RADL

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
	RADIAL	
	RADIEL	
	RADL	
RAMP	RAMP	RAMP
RANCH	RANCH	RNCH
	RANCHES	
	RNCH	
	RNCHS	
RAPID	RAPID	RPD
	RPD	
RAPIDS	RAPIDS	RPDS
	RPDS	
REST	REST	RST
	RST	
RIDGE	RDG	RDG
	RDGE	
	RIDGE	
RIDGES	RDGS	RDGS
	RIDGES	
RIVER	RIV	RIV
	RIVER	
	RVR	
	RIVR	
ROAD	RD	RD
	ROAD	
ROADS	ROADS	RDS
	RDS	
ROUTE	ROUTE	RTE
ROW	ROW	ROW
RUE	RUE	RUE
RUN	RUN	RUN
SHOAL	SHL	SHL
	SHOAL	
SHOALS	SHLS	SHLS
	SHOALS	
SHORE	SHOAR	SHR

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
	SHORE	
	SHR	
SHORES	SHOARS	SHRS
	SHORES	
	SHRS	
SKYWAY	SKYWAY	SKWY
SPRING	SPG	SPG
	SPNG	
	SPRING	
	SPRNG	
SPRINGS	SPGS	SPGS
	SPNGS	
	SPRINGS	
	SPRNGS	
SPUR	SPUR	SPUR
SPURS	SPURS	SPUR
SQUARE	SQ	SQ
	SQR	
	SQRE	
	SQU	
	SQUARE	
SQUARES	SQRS	SQS
	SQUARES	
STATION	STA	STA
	STATION	
	STATN	
	STN	
STRAVENUE	STRA	STRA
	STRAV	
	STRAVEN	
	STRAVENUE	
	STRAVN	
	STRVN	
	STRVNUE	
STREAM	STREAM	STRM
	STREME	

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
	STRM	
STREET	STREET	ST
	STRT	
	ST	
	STR	
STREETS	STREETS	STS
SUMMIT	SMT	SMT
	SUMIT	
	SUMITT	
	SUMMIT	
TERRACE	TER	TER
	TERR	
	TERRACE	
THROUGHWAY	THROUGHWAY	TRWY
TRACE	TRACE	TRCE
	TRACES	
	TRCE	
TRACK	TRACK	TRAK
	TRACKS	
	TRAK	
	TRK	
	TRKS	
TRAFFICWAY	TRAFFICWAY	TRFY
TRAIL	TRAIL	TRL
	TRAILS	
	TRL	
	TRLS	
TRAILER	TRAILER	TRLR
	TRLR	
	TRLRS	
TUNNEL	TUNEL	TUNL
	TUNL	
	TUNLS	
	TUNNEL	
	TUNNELS	
	TUNNL	

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
TURNPIKE	TRNPK	TPKE
	TURNPIKE	
	TURNPK	
UNDERPASS	UNDERPASS	UPAS
UNION	UN	UN
	UNION	
UNIONS	UNIONS	UNS
VALLEY	VALLEY	VLY
	VALLY	
	VLLY	
	VLY	
VALLEYS	VALLEYS	VLYS
	VLYS	
VIADUCT	VDCT	VIA
	VIA	
	VIADCT	
	VIADUCT	
VIEW	VIEW	VW
	VW	
VIEWS	VIEWS	VWS
	VWS	
VILLAGE	VILL	VLG
	VILLAG	
	VILLAGE	
	VILLG	
	VILLIAGE	
	VLG	
VILLAGES	VILLAGES	VLGS
	VLGS	
VILLE	VILLE	VL
	VL	
VISTA	VIS	VIS
	VIST	
	VISTA	
	VST	
	VSTA	

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
WALK	WALK	WALK
WALKS	WALKS	WALK
WALL	WALL	WALL
WAY	WY	WAY
	WAY	
WAYS	WAYS	WAYS
WELL	WELL	WL
WELLS	WELLS	WLS
	WLS	