



**IMPORTANT INFORMATION REGARDING CHANGES
IN USPS POST OFFICE BOXES AT THE STAR LAKE CONTRACT STATION**

July 23, 2021

Dear Postal Customer:

It has been determined that it is not viable to continue Star Lake as a USPS Contract Station. Instead, Star Lake is going to become a USPS Village Post Office location. As a Village Post Office location, customers would still be able to purchase stamps and receive USPS shipping supplies. It also means that letter mail and prepaid parcels can also be dropped off securely in Star Lake.

However, Village Post Offices are not permitted to have Post Office Boxes. This means that PO Box delivery will be discontinued **after September 23rd, 2021**. The PO Boxes are going to be removed from Star Lake. To ensure that all PO Box customers at the Star Lake location have ample time to make other arrangements for mail delivery, we are offering the following options (below) to assist in you in the transition.

- If you wish to **keep your PO Box**, your PO Box delivery will be relocated to Sayner Post Office. Your PO Box number and ZIP Code would not change. However, you will have to get a new PO Box key as the physical PO boxes will be different. You will need to contact the **Woodruff Post Office by August 23rd, 2021** if you elect this option. (**Woodruff's contact information is listed on 2nd page**)
- If you wish, **you can get a PO Box elsewhere** at any USPS location with PO Boxes **by August 23rd, 2021**. Some local options include St. Germain, Boulder Junction, Conover, Eagle River, and Woodruff. With any other USPS office with PO Boxes that you choose, you can transfer with either no charge or with a nominal charge (*some offices may have a different box fee structure that will result in paying the difference, however, with this comes extra services available to you as well*). Please remember, if you choose this option, you will get a **new PO Box number** with a **new ZIP Code**.
- If you wish to have **at-home delivery in Star Lake, 54561**, you will need to contact the **Woodruff Post Office by August 23rd, 2021**. (**Woodruff's contact information is listed on 2nd page**) Woodruff will coordinate with you where your street delivery will be, as boxes will be clustered for more efficient delivery.
- If you wish to have **at-home delivery elsewhere, other than in Star Lake, 54561**, please contact your local post office to arrange for your street delivery **by August 23rd, 2021**. They will guide you as to where you would put your mailbox.
- If you choose **at-home delivery, either inside or outside of Star Lake, or are transferring your PO Box to a new location**, you will need to **complete a Change of Address** card from your PO Box in Star Lake. Change of address cards are available at most Post Offices or available online at www.usps.com.
- When you submit a Change of Address card, you will receive **12 months of free forwarding** to your new box or street address and you are able to extend that forwarding for an additional 6, 12 or 18 additional months for a fee with Extended Mail Forwarding Service.
- **PO Box Key returns** from Star Lake should go to the Sayner Post Office, Sayner, WI 54560.
- If you have not informed the Woodruff Post Office about your decision about your PO Box, either being in Sayner or pursuing at-home deliver, and/or if no Change of Address order is on file, **mail will be held 10 days after September 23rd, 2021, before it is marked "Returned to Sender; Unable to Forward"**.

Woodruff Address Information:

Woodruff Post Office
C/O Postmaster
610 Veterans Parkway
Woodruff, WI 54568-9483

We wish to apologize for this inconvenience. We will continue to provide you with exceptional delivery service no matter which option you choose. Stamp and shipping supply services will continue at the Star Lake location as well as at our local Post Offices in the surrounding areas.

Sincerely,



Ben Wink
A/Manager of Retail, USPS Wisconsin District
PO Box 5012 Milwaukee, WI 53201-5012
