GENERAL RULES:

- Check your spelling and accuracy! Accuracy is more important than speed.
- Use title-case format (upper case for first letter, all the rest lower case) for person names, street names, and cities. Remember that Banner is **case sensitive**. Banner will accept the data exactly as you enter it. To be able to easily retrieve the information you enter, follow the Data Standards concerning capitalization. It **does matter** where you use upper case and lower case.
- Refrain from punctuation except where noted.
  - Do **not** use pound signs (#), asterisks (*), or commas (,) under any circumstance
  - The only punctuation allowed in Banner are
    - Hyphens (-) in Last Names for individuals with hyphenated names.
    - Apostrophes (') in Last Names.
    - Slashes (/) in Address fields for In Care of (c/o).
    - Periods (.) in a Prefix field.

NAME (L/F/M/S) RULES: USE UPPER AND LOWER CASE

Last Name:

- Use the full legal name.
- Put two-part names together with no space.
  EX: Mc Donald as McDonald or Van Den Berg as VanDenBerg
- Use an apostrophe (') with no spaces.
  EX: O'Donnell
- Use a dash (–) when typing combination names with no spaces.
  EX: Huntley-Gruether

First Name:

- Spell out the legal name fully.
- If they have a multi-name first name omit any spaces between the names.
  EX: Mary Jane as MaryJane

Middle Name:

- Preferably type the Middle name, however, if not given, Middle Initial is OK.
- Do not use punctuation with middle initial.

Prefix:

- Use Mr. for a male or Ms. for a female or leave blank if unsure of the gender.
- Periods are acceptable in the Prefix field.

Prefix List					
Br.	Captain	Dean	Dr.	Dr. and Dr.	Dr. and Mrs.
Fr.	Hon.	Judge	Miss	Mr.	Mr. And Dr.
Mr. and Mrs.	Mrs.	Ms.	Pastor	Professor	Rabbi
Rev	Sr.	Sri.			

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Suffix:

- Type Jr, Sr, etc. only if given. Only use suffix if it is part of the legal name (i.e. no MD, PhD in Suffix field).
- Do not use punctuation.

Suffix List			
Jr.	Junior	Sr.	Senior
II	The Second	III	The Third
IV	The Fourth		

PREFERRED NAME:

- Type the name that a person wishes to be addressed by. Type the legal spelling and format of the preferred first name, using standard capitalization rules.
- This name should not be assumed but one requested by the individual.
  Ex: Robert may be Rob or Bob

GENDER:

- If you are not sure whether male or female, leave the default of U for Unknown.

ADDRESS TYPE:

Code	Description	Explanation	Used By
AL	Alternate/Summer	Seasonal Address for Students	Registrar – Current Students
BI	Billing	Student Billing	Financial Services Manager
BU	Business		
CU	Campus Mailing Address	Campus mailbox for faculty, staff & students	Registrar – Current Students/Faculty
DN	Download Tape/File		Admissions – Recruits/Applicants
HQ	Corporate Headquarters	Corporate Headquarters	Finance - Vendors
IS	ISIR Address	ISIR Addresses	Registrar
MA	Current Mailing (non-campus)		Admission – Recruits/Applicants Registrar – Current Students
OC	Order Contact	Order Contact	Finance - Vendors
PA	Parents/Guardian	Student's Parent's / Guardian's Address	Admissions – Recruits/Applicants Registrar – Current Students
PR	Permanent	Permanent Address	Admissions – Recruits/Applicants Registrar – Current Students Graduate Office – Graduate Applicants
RT	Remit To	Company Addresses for Purchase Orders	Finance – Accounts Payable
SB	Corporate Subsidiary	Subsidiary Address	Finance – Vendors
SP	Second Parent Address	Non-custodial Parent's Address	Admissions – Recruits/Applicants Registrar – Current Students
XX	System Use Only		DO NOT USE
ZZ	System Use Only		DO NOT USE

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ADDRESS:

- You must have an address line.
- Omit punctuation such as periods (.), commas (,), and number signs (#). Use of the slash (/) or dashes (-) in C/O is permitted.
- Use standard postal abbreviations such as St for Street, Ave for Avenue – a complete list is attached. Do not use punctuation or periods with the abbreviations.
- Use abbreviations for directions N for North, S for South, E for East, W for West, NE for Northeast, SW for Southwest, etc.
  EX: 4511 N 19th St or 821 Meadow Ln SW
- Always use th, rd, and nd in the address with numbers.
  EX: 717 N 33rd St
- Use PO for Post Office Box. Leave no spaces or punctuation between P and O. There needs to be a space between the Box and the box number.
  EX: PO Box 82
- Use RR for Rural Route and leave a space between RR and the number.
  EX: RR 1

CITY:

- Spell out cities. The only accepted abbreviations in the City field are St for Saint, Ft for Fort, and Pt for Port. NOTE: There is no punctuation.
  EX: Balto, type Baltimore or Co. Spgs., type Colorado Springs or Saint Louis, type St Louis
- *Canadian:* Type the City Name in the City field. Spell out all city names as you would with US city names. There is no punctuation.
- *International:* Type City name, Province or State and Zip in the City field. Attempt to spell out all names in their entirety. If it is necessary to abbreviate city names to fit within 20 characters, use abbreviation standards.

STATE/PROV:

- Use two character abbreviations only. Press **<<Ctrl-L>>** for a list or double-click in the field.
- *US:* State Codes MUST be entered for all US addresses.
- *Canadian:* State Codes MUST be entered for all Canadian addresses. Canadian provinces are entered in the State/Province field NOT in the City field. Canadian Provinces include Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland, Northwest Territories, Nova Scotia, Ontario, Prince Edward Island, Quebec, Saskatchewan, and Yukon and they have their own code for entry in the State Field.
  NOTE: Canadian address must include the City in the City field and the Province in the State field.
- *International:* International State and Provinces (excluding Canada) are entered in the City field, NOT in the State/Province field. This field should be blank for all International Addresses.

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ZIP/PC:

- *US:* Zip or Postal Codes MUST be entered for all US addresses. Enter only five or nine digit zips. Nine-digit zips should be entered with the dash. EX: 68144 or 68124-1532

- *Canadian:* Enter the six-character postal code by keying in 3 characters, a space, and the last 3 characters. NOTE: Letters should be capitalized. EX: T2T 2Y5

- *International:* This field should be blank for all International Addresses.

COUNTY:

- If a County Code is necessary, it will default based on the zip code. Banner maintains a list of all the States-Counties and the appropriate Code, if you elect to enter it manually.

NATION:

- A Nation Code is required for all non-US addresses. Banner maintains a list of all the current code options available. Do NOT enter a Nation Code for US addresses.

MILITARY ADDRESSES (OVERSEAS LOCATIONS ONLY):

- Domestic Locations follow regular address rules.
- City: Enter the APO or FPO Code in the City field.
- State: Enter the Military 'State' Code AA (mail going to Americas other than Canada), AE (Mail going to Europe, Middle East, Africa and Canada), or AP (mail destined to the Pacific) into the State field.
- Zip Code: Enter 5 or 9 digit zips following regular address rules.
  EX: SSGT Max Wayne
      Unit 2001 Box 1919
      APO AP 96522-0010

SOURCE (ADDRESS):

- Source indicates where we learned about this address.

Source	Description	Explanation
DNLD	From Download Tape File	This address entered the system through a tape download
EDI	Electronic Data Interchange	
POST	Post Office Change	This address resulted from a notification from the Post Office
SELF	Self-Reported	This address was given to us by the person/vendor
WEB	Web Reported	This address was downloaded from a web site

PHONE NUMBER:

- *US Phone*:
  First field: type the area code.
  Second field: type the seven-digit phone number without any dash. EX: 2802946
  Third field: type an extension if given. This field is optional.

- *International:* phone numbers consist of three parts. Enter the International phone number in the International Country Code field. Do NOT enter the dialing prefix of 011.
  Country Code consists of one to four-digits and is required.
  City Code consists of one to three-digits, but not all countries utilize city codes. The city

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code is often reported with a zero (0) in front of it. Do NOT enter the zero.
Phone Number consists of four to seven digits and is required.

PHONE TYPE:

Code	Description	Explanation	Used By
AL	Alternate/Seasonal Phone Number	Seasonal Phone for Students	Registrar – Current Students
BI	Billing	Student Billing	Financial Services Manager
BU	Business	Business Phone Number	
CU	Campus Phone	Campus phone for faculty, staff & students	Registrar – Current Students/Faculty
DN	Download Tape/File Phone Numbers	Download Phone Numbers	Admissions – Recruits/Applicants
FAX	Fax Numbers	This could belong to an individual or a company	All Areas
HQ	Corporate Headquarters	Corporate Headquarters	Finance - Vendors
IS	ISIR Address	ISIR Addresses	Registrar
MA	Main Phone		
MOBL	Mobile Phone Number	Mobile phone number that would not be attached to an address	All Areas
OC	Order Contact	Order Contact	Finance - Vendors
PA	Parents/Guardian	Student's Parent's / Guardian's Phone Number	Admissions – Recruits/Applicants Registrar – Current Students
PR	Permanent	Permanent Phone Number	Admissions – Recruits/Applicants Registrar – Current Students Graduate Office – Graduate Applicants
RT	Remit To	Company Phone Numbers for Purchase Orders	Finance – Accounts Payable
SB	Corporate Subsidiary	Subsidiary Phone Numbers	Finance – Vendors
SP	Second Parent Phone Number	Non-Custodial Parent's Phone Number	Admissions – Recruits/Applicants Registrar – Current Students
WORK	Work Number		
XX	System Use Only		DO NOT USE
ZZ	System Use Only		DO NOT USE

EMAIL ADDRESS:

- Type addresses using lower/upper case letters as you see them and leave no empty spaces. Make sure you have full addresses.
  EX: ***@hotmail.com or ***@yahoo.com or ***@aol.com

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