

**INFORMATION FOR**  
**DIRECT MASS MAILING TO STUDENTS**

**Mailing List File – For schools that permit SAS, Inc. to prepare and send a direct mailing of the student insurance plan materials to registered students of the school:**

To assist us in preparing a direct mailing of insurance plan materials to your students, we are requesting that the mailing list of registered students be provided to us in an electronic file. This file (Zipped if necessary) can be provided to us on a disk or as an attachment to an e-mail message (*An e-mail attachment is preferred.*). We would ideally like to have an Excel file or a TEXT file separated by TABs with the following fields (not necessarily in this order):

Name  
Address  
Address  
City  
State  
Zip Code

**Student Assurance Services, Inc. will use the information provided solely for the purpose described. The information will be treated confidentially and will not be provided or sold to other organizations or companies.**