

## OAKS Entry Guidelines



Professional titles should be used only when followed by Inc., Corp., LLC.



County Fairs with varying naming conventions are acceptable (i.e. County Fairs, Agricultural Societies).

### Address



The only special characters used when entering an address are: forward Slash [ / ]; dash [ - ]; and ampersand [ & ].



Forms are acceptable if there is an omission of the direction prefix from the address (i.e., if the street has a North, South, East, West or combination of these before the street name in OAKS FIN, but it's not listed on the form or vice versa).



Click [here](#) for instructions on forms that contain only Lock box, drawer, file #, department #, etc. in the address.

- Zip codes may be verified and updated using USPS.

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