

While you are a guest at LWUMC, you may receive mail at:

[Your Name]
7525 132nd Ave. NE
Kirkland, WA. 98033

- You may pick up your mail Monday-Friday between 12:30 PM and 3:00 PM. If you are unable to come during this time, I can leave your mail with a host.
- You are responsible to come check if you have mail at the front office.
- We will not call or text you when you have mail.
- We cannot give your mail to anyone but you unless you notify us ahead of time.
- People not enrolled at LWUMC may not receive mail at LWUMC.
- We will only hold delivered mail for 30 days.

When you leave, please let the office know.

- If you have a forwarding address, we will forward mail to you for 3 months.
 - We do not forward magazines, junk mail, or packages.
- If you do not have a forwarding mail, you must pick up your mail at least once a month.
- When you leave the program, you must call each person/business that has sent you mail and give them your new address.
- **Please remember that if you use our address for a driver's license all tickets, tolls, and civil/criminal penalties will come here, and we hold mail for 30 days before we return it to sender. If you do not pick up your mail on a regular basis, this could cause late fees/license suspensions/warrants.**
- You will not be able to fill out a forwarding request at the post office from our address. You must give your forwarding address to the LWUMC office and we can forward by hand for 3 months.