

# FOREIGN COUNTRY ADDRESS STANDARDS FOR ENTRY INTO PBED

REVISED 6/28/07

Addresses for Foreign Countries must be entered into PBED in a specific way so that it generates the correct format in payroll. The "State" field must be entered with the code "FC" (Foreign Country). To update the address in PBED, use PA Code 230 and 231. The following are examples of some of the common foreign addresses and how they should be keyed in PPDB:

## CANADA ADDRESS EXAMPLE IN PBED:

NAME: TESTKIM, POSTAL STANDARDS	ADDRESS RELEASE: N END DTE:		
ADDRESS 1: 1234 CANADA WAY	ADDRESS 2:		
CITY: SALT SPRG ISLD	STATE: FC	ZIP: V8K1E5	COUNTY:
PROVINCE: BC	COUNTRY: CANADA		

## ENGLAND ADDRESS EXAMPLE IN PBED:

NAME: TESTKIM, POSTAL STANDARDS	ADDRESS RELEASE: N END DTE:		
ADDRESS 1: 1111 SHAKESPEAR CRESENT	ADDRESS 2: Oss Gypsy Lane		
CITY: WEST YORKSHIRE	STATE: FC	ZIP: WF103HE	COUNTY:
PROVINCE:	COUNTRY: ENGLAND		

### 1. Enter this way In PBED

NAME: SMITH, JOHN J	ADDRESS RELEASE: N END DTE:		
ADDRESS 1: 1234 MAPLE AVENUE	ADDRESS 2:		
CITY: POWELL RIVER	STATE: FC	ZIP: V8A-4N5	COUNTY:
PROVINCE: BC	COUNTRY: CANADA		

### 2. This is the order the fields will print out for payroll

(BY HAVING FC IN STATE IT MAKES THE ADDRESS FORMAT AS FOLLOWS:

NAME
ADDRESS
CITY    PROVINCE    ZIP
COUNTRY

### 3. How Address appears from PBED coding to make proper format

JOHN J. SMITH
1234 MAPLE AVENUE
POWELL RIVER BC V8A-4N5
CANADA

Postal Service manual has more information for foreign addresses.

<http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf>

If you receive a foreign address and need assistance on how to key into PPDB, email [group.ppdb@state.or.us](mailto:group.ppdb@state.or.us) and someone will get back to you.