

NPSP: Choose the Correct Address for Your Mailing Label Report

NOTE: *This functionality is only available if you are using the Household Account model in NPSP 3.0 or later. For more information, see [What is an Account Model?](/articles/Resource/NPSP-What-is-an-Account-Model/) (/articles/Resource/NPSP-What-is-an-Account-Model)*

When you want to generate a mailing label report for your constituents, think about whether you want to send the mailing to Organization or Households Accounts, or to individual Contacts. In the case of Households, many organizations will send mailings such as newsletters and general solicitations to the Household address, while sending more tailored communications, such as Board meeting minutes, to individual Contacts.

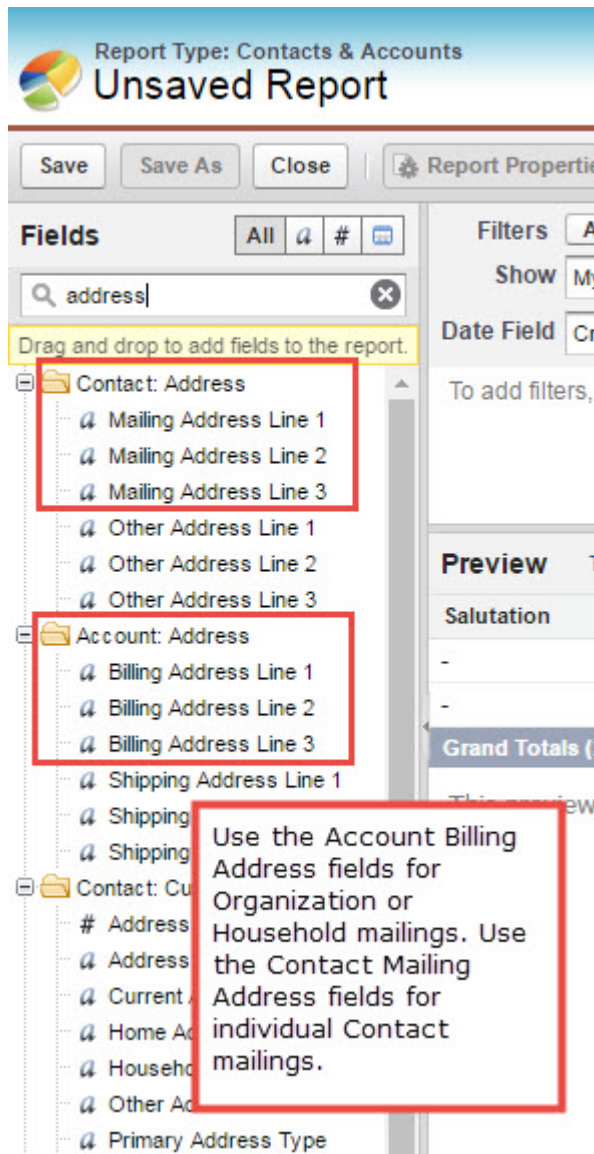
To choose the correct Address for your mailing report:

1. Start by creating the report:

- In the Nonprofit Success Pack, click the **Reports** tab, and then click **New Report**.
- Expand the Accounts and Contacts folder.
- Select the **Contacts and Accounts** report type and then click **Create**.

2. Do one of the following:

- **For Household or Organization mailings**, use the Billing Address fields in the **Account: Address** folder. The Account Billing Address holds the address information from the Default Address record for the Household.
- **For Contact mailings**, use the Mailing Address fields in the **Contact: Address** folder. The Contact Mailing Address holds the address information from the Default Address record for the Household, or in the case of a Contact with an Address Override, holds the chosen mailing address for that Contact.



For more information about working with reports, watch Getting Started With Report Builder (http://salesforce.vidyard.com/watch/-8deIXAgRiNA7zJnyTr_3w) from @Salesforcedocs Videos.



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