

NPSP: Override the Default Address for a Contact

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)

Check out the video!

Nonprofit Success Pack How-To Series: Override a Default Address (https://www.youtube.com/watch?v=LO4LUzZVDIE&index=2&list=PLU8xqF8ZASbXWAHIF0SB1P9_3G4vvRMXI)

Many organizations send general solicitations and newsletters to Households, while sending other targeted mailings, such as Board communications, to individual Contacts. If you have a Contact who prefers to receive their individual mailings at a different address than the default Household address, you can accommodate them by setting an Address Override.

1. On the Contact where you want to specify a different mailing address, click **Edit**. (The Contact must already be in the Household.)
2. In the Address Information section, check the **Address Override** checkbox. When this is checked, this Contact's mailing address will not sync up with the Default Address set for the Household.
3. In the **Current Address** lookup field, select the new Address you want for this Contact. You can also manually enter a new Address in the Mailing Address fields.
4. Click **Save**.

When Address Override is checked, this Contact's mailing address will not get overwritten with the default Address for the Household.

Primary Address Type: Work
Mailing Address: 101 1st Ave, Seattle, WA 99999

Current Address: A-04846
Address Override: ☒

The Address chosen in the Current Address lookup will get copied to the Mailing Address fields for this Contact.

Address: View Edit
Household Account: Smith Household
Mailing Street: 101 1st Ave
Mailing City: Seattle

A note about the Primary Address Type field...

The **Primary Address Type** field on a Contact allows you to select what type of address the Contact's mailing address is (Home, Work, Other, or a custom value). It is simply for informational purposes and does not change

behavior of NPSP.

The **Address Type** field on an Address specifies what type of address it is, but it also does not affect NPSP behavior.

When you edit a Contact's Address and a new Address record is created, the Contact's **Primary Address Type** gets copied to the **Address Type** field on the new Address record. Similarly, when an Address for the Household gets copied to a Contact, the **Address Type** is copied to the Contact's **Primary Address Type** field.

You may want to edit the picklist for each field to make sure they have the same values.



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