

Postage Statement — First-Class Mail — Easy Nonautomation Letters, Cards, or Flats

USPS Only

Note Mail Arrival Date & Time

This form may be used only for a single nonautomation rate mailing of identical-weight pieces. All other First-Class rate mailings must use PS Form 3600-R. Checklists and other tools for mailers are available on the Postal Explorer website at pe.usps.com.

Mailer	Permit Holder's Name and Address, and Email Address If Any		Telephone	Post Office of Mailing	Permit No.	Weight of a Single Piece 0 . _____ pound	
				Type of Postage	<input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered	Fed. Agency Code	Number and type of Containers
				Mailing Date		Statement Seq. No.	
	Processing Category						Total Pieces
<input type="checkbox"/> Letters (Including card rate) <input type="checkbox"/> Flats							

Postage	Category		Presort Level	Rate	Number of Pieces	Totals
	Letters (DMM 201) or Flats (DMM 301)	Postage		C1. Presorted		X
			C2. Single-Piece		X	
Nonmachinable Surcharge <i>(For pieces 1 oz. or less)</i>			C3. Presorted	.055	X	
			C4. Single-Piece	.120	X	
Cards Eligible for Card Rates (DMM 201)	Postage		D6. Presorted	.212	X	
			D7. Single-Piece	.230	X	
Total Postage (Add Section Totals)						
Rate at Which Postage Affixed (Check one) (DMM 234/334) <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither _____ pcs. x \$ _____ = Postage Affixed						
Net Postage Due (Subtract postage affixed from total postage)						
For USPS Use Only: Additional Postage Payment (State reason)						
For postage affixed add additional payment to net postage due; for permit imprint add additional payment to total postage.						
Total Adjusted Postage Affixed						
Postmaster: Report Total Adjusted Postage in AIC 121 Total Adjusted Postage Permit Imprint (Permit imprint only).						

Certification	The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer, and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and that the mailing qualifies for the rates and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form, may be subject to criminal and/or civil penalties, including fines and imprisonment.	
	Privacy Notice: For information regarding our Privacy Policy visit www.usps.com	
	Signature of Mailer or Agent	Printed Name of Mailer or Agent Signing Form Telephone

USPS Use Only	Weight of a Single Piece 0 . _____ pound		Are postage figures at left adjusted from mailer's entries? If yes, reason: <input type="checkbox"/> Yes <input type="checkbox"/> No				
	Total Pieces	Total Weight					
	Total Postage						
	Check One (If applicable) <input type="checkbox"/> Presort Verification Not Scheduled		<input type="checkbox"/> Presort Verification Performed as Scheduled	Date Mailed Notified	Contact	By (Initials)	Round Stamp (Required)
	I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rates claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; and (4) payment of annual fee (if required).						
Verifying Employee's Signature		Print Verifying Employee's Name		Time	AM PM		

First-Class Mail EZ - Instructions

This form is to be used only for nonautomation letters, cards, and flats at First-Class Mail rates. To claim Priority Mail rates, please use Form 3600-R.

- STEP 1: Complete the Mailer and Mailing sections.
- STEP 2: Complete the Postage Section.
- STEP 3: Select the category and complete the selected area(s)
Letters or flats or
Cards eligible for card rates.
- STEP 4: Enter all totals for the postage section. Multiply the rate times the number of pieces. Intermediate postage figures are rounded off to four decimal places for permit imprint mailings and three decimal places for precanceled stamp and metered mailings. Figures on all postage lines except "Total Postage" are considered intermediate postage. Total postage is rounded off to two decimal places.
- STEP 5: A nonmachinable surcharge will apply to First-Class Mail flats that weigh one ounce or less (DMM 301.2) and First-Class Mail letters that have physical characteristics that prevent them from being processed on automated equipment (DMM 201.2). Pieces mailed at the card rate are not subject to the nonmachinable surcharge.
- STEP 6: Read and sign the Certification section, including your telephone number.