

# Postage Statement—First-Class Mail and Priority Mail

Use this form for either First-Class Mail or Priority Mail. They may not be combined.

<b>Mailer</b>	Permit Holder's Name and Address and Email Address, If Any	Telephone	Name and Address of Mailing Agent (If other than permit holder)	Telephone	Name and Address of Individual or Organization for Which Mailing is Prepared (If other than permit holder)
	CAPS Cust. Ref. No. _____		Customer No. _____	Customer No. _____	Customer No. _____

<b>Mailing</b>	Post Office of Mailing	Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Automation Flats <input type="checkbox"/> Parcels	Mailing Date	Federal Agency Cost Code	Statement Seq. No.	No. & Type of Containers _____ Sacks
	Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered		Weight of a Single Piece _____ . _____ pounds		Total Pieces	_____ 1 ft. Letter Trays _____ 2 ft. Letter Trays
	Permit #	For Mail Enclosed Within Another Class <input type="checkbox"/> Standard Mail <input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> Library Mail <input type="checkbox"/> Media Mail <input type="checkbox"/> Parcel Post	<input type="checkbox"/> Periodicals		Total Weight	_____ EMM Letter Trays _____ Flat Trays
	For Automation Price Pieces, Enter Date of Address Matching and Coding ____/____/____	Move Update Method: <input type="checkbox"/> Ancillary Service Endorsement <input type="checkbox"/> FASTforward <input type="checkbox"/> OneCode ACS <input type="checkbox"/> NCOALink <input type="checkbox"/> ACS <input type="checkbox"/> Alternative Method <input type="checkbox"/> Multiple <input type="checkbox"/> n/a Alternative Address Format				_____ Pallets _____ Other

Parts Completed (Select all that apply)  A  B  C  D  E  F  S  
 Commercial Base  Commercial Plus  Commercial Plus Cubic

<b>Postage</b>	<b>Total Postage (Add parts Totals)</b>	
	Price at Which Postage Affixed (Check one) Complete if the mailing includes pieces bearing metered or precanceled stamps. <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither _____ pcs. x \$ _____ = <b>Postage Affixed</b>	
	<b>Net Postage Due (Subtract postage affixed from total postage)</b>	

<b>USPS Use</b>	<b>Additional Postage Payment (State reason)</b>	
	For postage affixed add additional payment to net postage due; for permit imprint add additional payment to total postage.	<b>Total Adjusted Postage Affixed</b>
	Permit Imprint Only - Check One <input type="checkbox"/> AIC 121 (First-Class Mail) PM: Report Total Postage in AIC: <input type="checkbox"/> AIC 237 (Priority Mail)	<b>Total Adjusted Postage Permit Imprint</b>

<b>Certification</b>	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 the mailing qualifies for the prices 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.	
	<i>Privacy Notice: For information regarding our Privacy Policy visit <a href="http://www.usps.com">www.usps.com</a>.</i>	
	Signature of Mailer or Agent	Printed Name of Mailer or Agent Signing Form

<b>USPS Use Only</b>	Weight of a Single Piece _____ . _____ 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			
	Presort Verification Performed? (Check One) <input type="checkbox"/> Yes <input type="checkbox"/> No			
	I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage prices claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; (4) payment of annual fee; and (5) sufficient funds on deposit (if required)	Date Mailer Notified	Contact	By (Initials)
	USPS Employee's Signature	Print USPS Employee's Name	Time	AM PM

Round Stamp (Required)  
Date Mail Released

# First-Class Mail

**Part A**  
Automation Prices

Check box at left if prices are populated in this section.

Cards (eligible for card price)		Price	No. of Pieces	Total Postage
A1	5-Digit	\$0.205		
A2	3-Digit	0.218		
A3	AADC	0.220		
A4	Mixed AADC	0.230		

Letters		Price	No. of Pieces	Total Postage
A5	5-Digit			
A6	3-Digit			
A7	AADC			
A8	Mixed AADC			

Flats		Price	No. of Pieces	Total Postage
A9	5-Digit			
A10	3-Digit			
A11	ADC			
A12	Mixed ADC			

A13	Part A Subtotal (Lines A1-A12)	
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**Full Service Intelligent Mail Option**

A14	Number of pieces that comply _____ x \$0.003 =
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**Part A Total (Line A13 minus A14)**

# First-Class Mail

**Part B**  
Nonautomation Prices

Check box at left if prices are populated in this section.

Cards (eligible for card price)		Price	No. of Pieces	Total Postage
B1	Presorted	\$0.245		
B2	Single-Piece	0.280		

Letters		Price	No. of Pieces	Total Postage
B3	Presorted			
B4	Single-Piece			
B5	Single-Piece <i>From Standard Mail Mailing</i>			

Nonmachinable Letters		Price	No. of Pieces	Total Postage
B6	Presorted			
B7	Single-Piece			
B8	Single-Piece <i>From Standard Mail Mailing</i>			
B9	Nonmachinable Surcharge* <i>(for presorted letters)</i>	0.200		
B10	Nonmachinable Surcharge* <i>(for single-piece letters)</i>	0.200		

\* Only on FCM letters with one or more nonmachinable characteristics

Flats		Price	No. of Pieces	Total Postage
B11	Presorted			
B12	Single-Piece			
B13	Single-Piece <i>From Standard Mail Mailing</i>			

Presorted Parcels		Price	No. of Pieces	Total Postage
B14	5-Digit			
B15	3-Digit			
B16	ADC			
B17	Single-Piece/Mixed ADC			
B18	Parcel Surcharge	0.05		
B19	Single-Piece <i>From Standard Mail Mailing</i>			

Permit Reply Mail		Price	No. of Pieces	Total Postage
B20	Single-Piece Letter (1 oz. or less)	\$0.440		
B21	Single-Piece Letter (over 1 oz. to 3.5)			
B22	Single-Piece Flat (1 oz. or less))	0.880		
B23	Single-Piece Flat (over 1 oz. to 13 oz.)			

**Part B Total**

# Priority Mail—Permit Imprint

**Part C**  
Priority Mail

Check box at left if prices are populated in this section.

Flat-Rate & Commercial Prices		Price	No. of Pieces	Total Postage
C1	Flat-Rate Envelope			
C2	Flat-Rate Padded Envelope*			
C3	Small Flat-Rate Box			
C4	Regular/Medium Flat-Rate Box			
C5	Large Flat-Rate Box			
C6	Large Flat-Rate Box APO/FPO			
C7	Local, Zone 1 & 2			
C8	Zone 3			
C9	Zone 4			
C10	Zone 5			
C11	Zone 6			
C12	Zone 7			
C13	Zone 8			
C14	Pieces from Standard Mail			

Permit Reply Mail		Price	No. of Pieces	Total Postage
C15	Flats			

Dimensional Prices		Dim-Weight Price	Balloon Price	No. of Pieces	Total Postage
C16	Local, Zone 1 & 2				
C17	Zone 3				
C18	Zone 4				
C19	Zone 5				
C20	Zone 6				
C21	Zone 7				
C22	Zone 8				

**Part C Total**

\* C2 for Commercial Plus eligible mailers only.

# Priority Mail—Permit Imprint—Negotiated Service Agreement (NSA)

**Part D**  
Priority Mail

Check box at left if prices are populated in this section.

Flat-Rate & Commercial Prices - NSA		Price	No. of Pieces	Total Postage
D1	Flat-Rate Envelope			
D2	Flat-Rate Padded Envelope*			
D3	Small Flat-Rate Box			
D4	Regular/Medium Flat-Rate Box			
D5	Large Flat-Rate Box			
D6	Large Flat-Rate Box APO/FPO			
D7	Local, Zone 1 & 2			
D8	Zone 3			
D9	Zone 4			
D10	Zone 5			
D11	Zone 6			
D12	Zone 7			
D13	Zone 8			
D14	Pieces from Standard Mail			

Dimensional Prices - NSA		Dim-Weight Price	Balloon Price	No. of Pieces	Total Postage
D15	Local, Zone 1 & 2				
D16	Zone 3				
D17	Zone 4				
D18	Zone 5				
D19	Zone 6				
D20	Zone 7				
D21	Zone 8				

\* D2 for Commercial Plus NSA mailers only.

# Priority Mail—Permit Imprint—Negotiated Service Agreement (NSA)

**Part D Continued**  
Priority Mail - Cubic\*

Check box at left if prices are populated in this section.

<b>Tier 1 (.10)</b>		Price	No. of Pieces	Total Postage
D22	Local, Zone 1 & 2			
D23	Zone 3			
D24	Zone 4			
D25	Zone 5			
D26	Zone 6			
D27	Zone 7			
D28	Zone 8			

<b>Tier 2 (.20)</b>		Price	No. of Pieces	Total Postage
D29	Local, Zone 1 & 2			
D30	Zone 3			
D31	Zone 4			
D32	Zone 5			
D33	Zone 6			
D34	Zone 7			
D35	Zone 8			

<b>Tier 3 (.30)</b>		Price	No. of Pieces	Total Postage
D36	Local, Zone 1 & 2			
D37	Zone 3			
D38	Zone 4			
D39	Zone 5			
D40	Zone 6			
D41	Zone 7			
D42	Zone 8			

<b>Tier 4 (.40)</b>		Price	No. of Pieces	Total Postage
D43	Local, Zone 1 & 2			
D44	Zone 3			
D45	Zone 4			
D46	Zone 5			
D47	Zone 6			
D48	Zone 7			
D49	Zone 8			

<b>Tier 5 (.50)</b>		Price	No. of Pieces	Total Postage
D50	Local, Zone 1 & 2			
D51	Zone 3			
D52	Zone 4			
D53	Zone 5			
D54	Zone 6			
D55	Zone 7			
D56	Zone 8			

\* D22-D56 for Commercial Plus NSA mailers only.

**Part D Total**

# Priority Mail—Commercial Plus—Cubic

**Part E**  
Priority Mail - Cubic\*

Check box at left if prices are populated in this section.

<b>Tier 1 (.10)</b>		Price	No. of Pieces	Total Postage
E1	Local, Zone 1 & 2			
E2	Zone 3			
E3	Zone 4			
E4	Zone 5			
E5	Zone 6			
E6	Zone 7			
E7	Zone 8			

<b>Tier 2 (.20)</b>		Price	No. of Pieces	Total Postage
E8	Local, Zone 1 & 2			
E9	Zone 3			
E10	Zone 4			
E11	Zone 5			
E12	Zone 6			
E13	Zone 7			
E14	Zone 8			

<b>Tier 3 (.30)</b>		Price	No. of Pieces	Total Postage
E15	Local, Zone 1 & 2			
E16	Zone 3			
E17	Zone 4			
E18	Zone 5			
E19	Zone 6			
E20	Zone 7			
E21	Zone 8			

<b>Tier 4 (.40)</b>		Price	No. of Pieces	Total Postage
E22	Local, Zone 1 & 2			
E23	Zone 3			
E24	Zone 4			
E25	Zone 5			
E26	Zone 6			
E27	Zone 7			
E28	Zone 8			

<b>Tier 5 (.50)</b>		Price	No. of Pieces	Total Postage
E29	Local, Zone 1 & 2			
E30	Zone 3			
E31	Zone 4			
E32	Zone 5			
E33	Zone 6			
E34	Zone 7			
E35	Zone 8			

\* E1 - E35 for Commercial Plus eligible mailers only.

**Part E Total**

## Repositionable Notes (RPN)

**Part F**  
Repositionable Notes

Check box at left if prices are populated in this section.

Price includes only charge for RPN, it does not include postage charges. If using RPNs, all pieces in mailing must include RPNs.

		Price	No. of Pieces	Total Postage
F1	Repositionable Notes	\$0.005		

Part F Total

## Extra Services

**Part S**  
Extra Services

Check box at left if prices are populated in this section.

Items mailed with Extra Services must meet the mailing standards for the extra service.

		Fee	No. of Pieces	Total Postage
S1	Certificate of Mailing (3 or more)	\$0.42		
S2	Certified Mail	2.80		
S3	Collect on Delivery (COD)			
S4	Delivery Confirmation *			
S5	Insurance			
S6	Registered Mail			
S7	Restricted Delivery	4.50		
S8	Return Receipt (Electronic)	1.10		
S9	Return Receipt (Form 3811)	2.30		
S10	Return Receipt for Merchandise	3.80		
S11	Signature Confirmation *			
S12				
S13	Special Handling			

\* Available for all Priority Mail pieces. Not available for First-Class Mail pieces except parcels.

Part S Total

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## First-Class Mail and Priority Mail - Instructions

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Priority Mail must use either Commercial Base or Commercial Plus prices. Do not combine both on one form.

**Step 1:** Complete Mailer and Mailing sections on page 1.

**Step 2:** Before you complete the Postage section, go to parts A through F and S. Complete the part(s) that pertain to your mailing. The following information will help you determine which parts to complete:

### Parts A and B First-Class Mail (not Priority Mail)

**Part A: Automation prices:** All pieces must be reported on the appropriate line at the full published price (not including the Full Service Intelligent Mail incentive). Pieces that comply with the Full Service Intelligent Mail option requirements are additionally reported on the line provided.

Cards - Complete lines A1 through A4.

Letters - Complete lines A5 through A8.

Flats - Complete lines A9 through A12.

Enter total in Part A Total box.

### Part B: Nonautomation prices.

Cards - Complete lines B1 and B2.

Letters - Complete lines B3 through B5.

Nonmachinable Letters - Complete lines B6 through B10.

Flats - Complete lines B11 through B13.

Presorted parcels - Complete lines B14 through B19.

Permit Reply Mail - Complete lines B20 through B23.

Enter total in Part B Total box.

**Part C: Priority Mail** - Enter total in Part C Total box.

**Part D: Priority Mail - NSA** - Enter total in Part D Total box.

**Part E: Priority Mail - Commercial Plus Cubic** - Enter Total in Part E Total box.

**Part F: Repositionable Notes (RPN)** - Enter total in Part F Total box.

**Part S: Extra Services** - Enter total in Part S Total box.

**Step 3:** Complete only applicable part(s), as follows:

1. In each applicable part, determine the per-piece price based on the weight of a single piece and presort level for letters and flats other than Priority Mail. For Priority Mail, determine the per-piece price based on the weight of a single piece and the zone.
2. Multiply the number of addressed pieces by corresponding postage price. Do not round.
3. Include all surcharges that apply.
4. In Part/Total box for each completed part, enter sum of the (unrounded) postage amounts for that part.

**Step 4:** Go to Postage section on page 1.

1. Place a check mark in the applicable box(es) to show which part(s) you have completed.

2. Add postage from Part/Total box for each completed part; enter that sum in Total Postage, rounded off to nearest whole cent (two decimal places).

**Step 5:** Complete the line for Postage Affixed (if applicable). Subtract amount of Postage Affixed from Total Postage; enter remainder in Net Postage Due.

**Step 6:** Read and sign the Certification section, including your telephone number. Attach all completed pages together to submit with the mailing. (Do not include blank pages.)

**Information:** For more information on mailing standards, prices, and fees please go to Postal Explorer at [pe.usps.com](http://pe.usps.com).