

United States Postal Service  
**Postage Statement — First-Class Mail  
 and Priority Mail**

Post Office: Note Mail Arrival Date & Time

*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 _____ 1 ft. Letter Trays _____ 2 ft. Letter Trays _____ EMM Letter Trays _____ Flat Trays _____ Pallets _____ Other
	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	
	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			Total Weight	
	For Automation Price Pieces, Enter Date of Address Matching and Coding ____ / ____ / ____	Move Update method: <input type="checkbox"/> NCOA Link <input type="checkbox"/> ACS <input type="checkbox"/> Alternative method <input type="checkbox"/> Multiple				

<b>Postage</b>	Parts Completed (Select all that apply) <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> S (Part C only) <input type="checkbox"/> Retail <input type="checkbox"/> Commercial	
	<b>Total Postage (Add parts totals)</b>	
	Price at Which Postage Affixed (Check one) <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>For USPS Use Only: 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	Telephone

<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; and (4) payment of annual fee (if required).	Date Mailed Notified	Contact	By (Initials)	
	Verifying Employee's Signature	Verifying Employee's Name	Time	AM	PM

Round Stamp (Required)

# First-Class Mail

**Part A**  
Automation Prices

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

<b>Cards</b> (eligible for card price)		Price	No. of Pieces	Total
A1	5-Digit	\$0.199		
A2	3-Digit	0.210		
A3	AADC	0.213		
A4	Mixed AADC	0.223		

<b>Letters</b>		Price	No. of Pieces	Total
A5	5-Digit			
A6	3-Digit			
A7	AADC			
A8	Mixed AADC			
A9	Single-Piece <i>From Standard Mail mailing</i>			

<b>Flats</b>		Price	No. of Pieces	Total
A10	5-Digit			
A11	3-Digit			
A12	ADC			
A13	Mixed ADC			
A14	Single-Piece <i>From Standard Mail mailing</i>			

**Part A Total**

# First-Class Mail

**Part B**  
Nonautomation Prices

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

<b>Cards</b> (eligible for card price)		Price	No. of Pieces	Total
B1	Presorted	\$0.242		
B2	Single-Piece	0.270		

<b>Letters</b>		Price	No. of Pieces	Total
B3	Presorted			
B4	Single-Piece			

<b>Nonmachinable Letters</b>		Price	No. of Pieces	Total
B5	Presorted			
B6	Single-Piece			
B7	Nonmachinable Surcharge* (for presorted letters)	0.200		
B8	Nonmachinable Surcharge* (for single-piece letters)	0.200		

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

<b>Flats</b>		Price	No. of Pieces	Total
B9	Presorted			
B10	Single-Piece			

<b>Presorted Parcels</b>		Price	No. of Pieces	Total
B11	5-Digit			
B12	3-Digit			
B13	ADC			
B14	Single-Piece/Mixed ADC			
B15	Parcel Surcharge	0.05		
B16	Single-Piece From Standard Mail mailing			

<b>Permit Reply Mail</b>		Price	No. of Pieces	Total
B17	Single-Piece Letter (1 oz. or less)	\$0.420		
B18	Single-Piece Letter (over 1 oz. to 3.5oz.)			
B19	Single-Piece Flat (1 oz. or less)	0.830		
B20	Single-Piece Flat (over 1 oz. to 13 oz.)			

**Part B Total**

# Priority Mail

**Part C**  
Priority Mail

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

## Flat & Regular Prices

		Price	No. of Pieces	Total
C1	Flat-Rate Envelope			
C2	Regular Flat-Rate Box			
C3	Large Flat-Rate Box			
C4	Large Flat-Rate Box APO/FPO			
C5	Unzoned (1 pound or less)			
C6	Local, Zone 1 & 2			
C7	Zone 3			
C8	Zone 4			
C9	Zone 5			
C10	Zone 6			
C11	Zone 7			
C12	Zone 8			
C13	Pieces from Standard Mail			

## Permit Reply Mail

		Price	No. of Pieces	Total
C14	Flats			

## Dimensional Prices

		Dim-Weight Price	Balloon Price	No. of Pieces	Total
C15	Local, Zone 1 & 2				
C16	Zone 3				
C17	Zone 4				
C18	Zone 5				
C19	Zone 6				
C20	Zone 7				
C21	Zone 8				

**Part C Total**

## Repositionable Notes (RPN)

**Part D**  
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
D1	Repositionable Notes	\$0.005		

**Part D Total**

## Extra Services

**Part S**  
Extra Service

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
S1	Certificate of Mailing (3 or more)	\$0.40		
S2	Certified Mail	2.70		
S3	Collect on Delivery (COD)			
S4	Delivery Confirmation *			
S5	Insurance			
S6	Registered Mail			
S7	Restricted Delivery	4.30		
S8	Return Receipt (Electronic)	1.00		
S9	Return Receipt (Form 3811)	2.20		
S10	Return Receipt for Merchandise	3.60		
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**

---

# First-Class Mail and Priority Mail — Instructions

---

Priority Mail must use either Retail or Commercial 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 D 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.

Cards - Complete lines A1 through A4.

Letters - Complete lines A5 through A9.

Flats - Complete lines A10 through A14.

Enter total in Part A Total box.

Part B: Nonautomation prices.

Cards - Complete lines B1 and B2.

Letters - Complete lines B3 and B4.

Nonmachinable Letters - Complete lines B5 through B8.

Flats - Complete lines B9 and B10.

Presorted parcels - Complete lines B11 through B16.

Permit Reply Mail - Complete lines B17 through B20.

Enter total in Part B Total box.

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

**Part D: Repositionable Notes (RPN)** - Enter total in Part D 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. For presorted parcels sorted to 3-digit or AADC level the \$0.05 Nonmachinable Surcharge applies if: (a) no barcode; (b) less than 2 ounces; (c) irregularly shaped, such as rolls or tubes.
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).