

Postage Statement — First-Class Mail and Priority Mail

USPS Only

Note Mail Arrival Date & Time

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

Mailer	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. _____ Dun & Bradstreet No. _____		Dun & Bradstreet No. _____		Dun & Bradstreet No. _____

Mailing	Post Office of Mailing	Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Automation Flats (DMM 301.3) <input type="checkbox"/> Parcels	Mailing Date	Federal Agency Cost Code	Statement Seq. No.	No. and type of Containers
	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 Rate Pieces, Enter Date of Address Matching and Coding (DMM 708.1.3) ____/____/____			For Automation Carrier Route Rate Pieces, Enter Date of Address Matching and Coding (DMM 708.1.3) ____/____/____			

Postage	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"/> E <input type="checkbox"/> F <input type="checkbox"/> S	
	Total Postage (Add section totals)	
	Rate at Which Postage Affixed (Check one) (DMM 234.1.1) <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		
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)		
Total Adjusted Postage Permit Imprint		

Certification	<p>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.</p> <p style="text-align:right;"><i>Privacy Notice: For information regarding our Privacy Policy visit www.usps.com.</i></p>	
	Signature of Mailer or Agent	Printed Name of Mailer or Agent Signing Form
		Telephone

USPS Use Only	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		Round Stamp (Required)		
	Check One <input type="checkbox"/> Presort Verification Not Scheduled <input type="checkbox"/> Presort Verification Performed as Scheduled				
	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).		Date Mailed Notified	Contact	By (Initials)
	Verifying Employee's Signature		Verifying Employee's Name		Time AM PM

First-Class Mail

Part A
Automation Rates — Letters

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

Rate Category	Rate		Number of Pieces	=	Total
A1 Carrier Route	_____	X	_____	=	\$ _____
A2 5-Digit	_____	X	_____	=	\$ _____
A3 3-Digit	_____	X	_____	=	\$ _____
A4 AADC	_____	X	_____	=	\$ _____
A5 Mixed AADC	_____	X	_____	=	\$ _____

Part A Total

Part B
Automation Rates — Flats

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

Rate Category	Rate		Number of Pieces	=	Total
B1 5-Digit	_____	X	_____	=	\$ _____
B2 3-Digit	_____	X	_____	=	\$ _____
B3 ADC	_____	X	_____	=	\$ _____
B4 Mixed ADC	_____	X	_____	=	\$ _____
B5 Nonmachinable Surcharge (For pieces 1 oz. or less; see DMM 333.4.3)	.055	X	_____	=	\$ _____

Part B Total

Part C
Nonautomation Rates — Letters, Flats, and Parcels

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

Rate Category	Rate		Number of Pieces	=	Total
C1 Presorted	_____	X	_____	=	\$ _____
C2 Single-Piece	_____	X	_____	=	\$ _____
<i>Nonmachinable Surcharge (For pieces 1 oz. or less; see DMM 233.4.3)</i>					
C3 Presorted	.055	X	_____	=	\$ _____
C4 Single-Piece	.120	X	_____	=	\$ _____
<i>From Standard Mail (DMM 243.3.5)</i>					
C5 Single-Piece	_____	X	_____	=	\$ _____
<i>Nonmachinable Surcharge (For pieces 1 oz. or less; see DMM 233.4.3)</i>					
C6 Single-Piece	.120	X	_____	=	\$ _____
<i>Prepaid Returns (Mailers must be pre-approved to use this category.)</i>					
C7 Single-Piece 1 oz. or less	.370	X	_____	=	\$ _____
C8 Single-Piece over 1 oz. up to 2 oz.	.600	X	_____	=	\$ _____

Part C Total

Part D
Cards Eligible for Card Rates

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

Rate Category	Rate		Number of Pieces	=	Total
<i>Automation Rates (DMM 201.3)</i>					
D1 Carrier Route	.170	X	_____	=	\$ _____
D2 5-Digit	.176	X	_____	=	\$ _____
D3 3-Digit	.183	X	_____	=	\$ _____
D4 AADC	.187	X	_____	=	\$ _____
D5 Mixed AADC	.194	X	_____	=	\$ _____
<i>Nonautomation Rates</i>					
D6 Presorted	.212	X	_____	=	\$ _____
D7 Single-Piece	.230	X	_____	=	\$ _____

Part D Total

Priority Mail

Part E
Priority Mail

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

All pieces must be separated by zone when presented for acceptance unless all pieces are in a weight category for which the rate does not vary by zone or the postage is reported under a manifest mailing system.

Zone	Rate		Number of Pieces	=	Total
E1 Flat-Rate Envelope	3.85	X	_____	=	\$ _____
E10 Flat-Rate Box	7.70	X	_____	=	\$ _____
E2 Unzoned (1 pound or less)	3.85	X	_____	=	\$ _____
E3 Local, 1, 2, & 3	_____	X	_____	=	\$ _____
E4 4	_____	X	_____	=	\$ _____
E5 5	_____	X	_____	=	\$ _____
E6 6	_____	X	_____	=	\$ _____
E7 7	_____	X	_____	=	\$ _____
E8 8	_____	X	_____	=	\$ _____
E9 Pieces from Standard Mail (DMM 243)	_____	X	_____	=	\$ _____

Part E Total

Repositionable Notes

Part F
Repositionable Notes

(DMM 709.7)

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

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

	RPN Rate	X	Number of Pieces	=	Total RPN Fee
F1 Repositionable Notes (First-Class Mail)	.005	X	_____	=	\$ _____

Part F Total

Extra Services

Part S
Extra Services

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

Domestic Service	Fee		Number of Pieces	=	Total
S1 Certificate of Mailing (3 or more)	0.30	X	_____	=	\$ _____
S2 Certified Mail	2.30		_____	=	\$ _____
S3 Collect on Delivery (COD)	_____	X	_____	=	\$ _____
S4 Delivery Confirmation (FCM - parcels only)	_____	X	_____	=	\$ _____
S5 Insured Mail	_____	X	_____	=	\$ _____
S7 Registered Mail	_____	X	_____	=	\$ _____
S8 Restricted Delivery	3.50	X	_____	=	\$ _____
S9 Return Receipt (Electronic)	1.30	X	_____	=	\$ _____
S9 Return Receipt (Form 3811)	1.75	X	_____	=	\$ _____
S10 Return Receipt for Merchandise (Priority Mail only)	3.00	X	_____	=	\$ _____
S11 Signature Confirmation (FCM - parcels only)	_____	X	_____	=	\$ _____
S12 Special Handling	_____	X	_____	=	\$ _____

Part S Total

First-Class Mail and Priority Mail — Instructions

STEP 1: Complete the Mailer and Mailing sections. Use this form for either First-Class Mail or Priority Mail. Do not combine them on one form.

STEP 2: Before proceeding to the Postage section, review parts A through F and S. Complete only the part(s) that pertain to your mailing.

The information below will assist you in determining which parts to complete:

Parts A - D: First-Class Mail Only

Part A: Complete for automation rates letters. Enter total in Part A total box.

Part B: Complete for automation flats. Enter total in Part B total box.

Part C: Complete for nonautomation rates letters, flats, and parcels.
Enter total in Part C total box.

Part D: Complete for cards eligible for card rates. Enter total in Part D total box.

Part E: Complete for Priority Mail. Enter total in Part E total box.

Part F: Complete for Repositionable Notes (RPN). Enter total in Part F total box.

Part S: Complete for Extra Services. Enter total in Part S total box.

STEP 3: Once completed, return to the postage section on the front page. Check all applicable parts completed. Enter the totals for each part and total postage.
(See rounding numbers below.)

STEP 4: Read and sign the Certification section, including your telephone number.

STEP 5: Complete the postage statement by attaching all completed sections together.
Do not include blank pages.

Rounding numbers: Multiply the rate by 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.