

Postage Statement - Nonprofit Standard Mail

Post Office: Note Mail Arrival Date & Time
(Do Not Round-Stamp)

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

Mailing	Post Office of Mailing	Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> CMM <input type="checkbox"/> Flats <input type="checkbox"/> NFM <input type="checkbox"/> Parcels - Machinable <input type="checkbox"/> Parcels - Irregular <input type="checkbox"/> Letters - Paid as Nonauto Flats <input type="checkbox"/> CR Letters - Paid as CR Flats	Mailing Date	Federal Agency Cost Code	Statement Seq. No.	No. and type of Containers ____ Sacks ____ 1 ft. Letter Trays ____ 2 ft. LetterTrays ____ 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 <u>0</u> . _____ pounds		Total Pieces	
	Permit #	For Mail Enclosed within Another Class <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	If Sacked, Based on <input type="checkbox"/> 125 pcs <input type="checkbox"/> 15 lbs. <input type="checkbox"/> both		Total Weight
	For Automation Pieces, Enter Date of Address Matching and Coding ____/____/____	For Carrier Route Pieces, Enter Date of Address Matching and Coding ____/____/____	For Carrier Route Price Pieces, Enter Date of Carrier Route Sequencing ____/____/____			For pieces bearing a simplified address enter date of delivery statistics file or alternative method ____/____/____
Move Update method: <input type="checkbox"/> Ancillary Service Endorsement <input type="checkbox"/> FASTforward <input type="checkbox"/> NCOALink <input type="checkbox"/> ACS <input type="checkbox"/> Alternative Method <input type="checkbox"/> Multiple <input type="checkbox"/> OneCode ACS <input type="checkbox"/> n/a Alternative Address Format						

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"/> G <input type="checkbox"/> H <input type="checkbox"/> I <input type="checkbox"/> J <input type="checkbox"/> K <input type="checkbox"/> L <input type="checkbox"/> S
	Total Postage (Add parts totals)
	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 \$ _____ = Postage Affixed
Net Postage Due (Subtract postage affixed from total postage)	

USPS Use	Additional Postage Payment (State reason)	
	For postage affixed add additional payments to net postage due; for permit imprint add additional payment to total postage.	Total Adjusted Postage Affixed
	Postmaster: Report Total Postage in (Permit Imprint Only) AIC 125	Total Adjusted Postage Permit Imprint

Certification	The mailer's signature certifies that: (1) the mailing complies with DMM 703; (2) the income derived from the sale of any products or services advertised in the mailing is not subject to the Unrelated Business Income Tax (UBIT) and any products and services advertised are substantially related to the nonprofit organization's authorized purpose within the meaning of 39 U.S.C. § 3626(j)(1)(d)(ii)(I) and 26 U.S.C. § 513(A); (3) the mailing if made by a voting registration official is required or authorized under the National Voter Registration Act of 1993; and (4) it will agree to pay, subject to appeal, any revenue deficiencies assessed on this mailing. 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 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 www.usps.com.</i>		
	Signature of Mailer or Agent	Printed Name of Mailer or Agent Signing Form	Telephone

USPS Use Only To be completed in non-Posta/One! sites	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	USPS Use Only To be completed in non-Posta/One! sites	
	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)			
	USPS Employee's Signature	Print USPS Employee's Name		Round Stamp (Required) Date Mail Released.
	Date Mailed Notified	Contact		
	By (Initials)	Time AM PM		

Nonprofit Standard Mail

Part A
Automation Letters

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

Letters 3.3 oz. (0.2063 lbs.) or less

Entry	Price Category	Price	No. of Pieces	Total Postage
A1	None	5-Digit	\$0.132	
A2	None	3-Digit	0.150	
A3	None	AADC	0.152	
A4	None	Mixed AADC	0.169	
A5	DNDC	5-Digit	0.098	
A6	DNDC	3-Digit	0.116	
A7	DNDC	AADC	0.118	
A8	DNDC	Mixed AADC	0.135	
A9	DSCF	5-Digit	0.089	
A10	DSCF	3-Digit	0.107	
A11	DSCF	AADC	0.109	

Letters Over 3.3 oz. up to 3.5 oz.

Entry	Price Category	Piece Price	Or Amount Affixed	No of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Total Postage
A12	None	5-Digit	\$0.002			\$0.628			
A13	None	3-Digit	0.020			0.628			
A14	None	AADC	0.022			0.628			
A15	None	Mixed AADC	0.039			0.628			
A16	DNDC	5-Digit	0.002			0.465			
A17	DNDC	3-Digit	0.020			0.465			
A18	DNDC	AADC	0.022			0.465			
A19	DNDC	Mixed AADC	0.039			0.465			
A20	DSCF	5-Digit	0.002			0.420			
A21	DSCF	3-Digit	0.020			0.420			
A22	DSCF	AADC	0.022			0.420			

For affixed postage mailings as described in DMM 243, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

A23	Standard Mail Automation Letters Subtotal (Lines A1-A22)
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Full Service Intelligent Mail Option

A24	Number of Pieces that Comply _____ x \$0.001 =
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Part A Total (Line A23 minus A24)

Nonprofit Standard Mail

Part B
Automation Flats

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

Flats 3.3 oz. (0.2063 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Total Postage
B1	None	5-Digit	\$0.212		
B2	None	3-Digit	0.284		
B3	None	ADC	0.352		
B4	None	Mixed ADC	0.362		
B5	DNDC	5-Digit	0.178		
B6	DNDC	3-Digit	0.250		
B7	DNDC	ADC	0.318		
B8	DNDC	Mixed ADC	0.328		
B9	DSCF	5-Digit	0.169		
B10	DSCF	3-Digit	0.241		
B11	DSCF	ADC	0.309		

Flats Over 3.3 oz. but less than 16 oz.

	Entry	Price Category	Piece Price	Or Amount Affixed	No of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Total Postage
B12	None	5-Digit	\$0.082				\$0.628			
B13	None	3-Digit	0.154				0.628			
B14	None	ADC	0.222				0.628			
B15	None	Mixed ADC	0.232				0.628			
B16	DNDC	5-Digit	0.082				0.465			
B17	DNDC	3-Digit	0.154				0.465			
B18	DNDC	ADC	0.222				0.465			
B19	DNDC	Mixed ADC	0.232				0.465			
B20	DSCF	5-Digit	0.082				0.420			
B21	DSCF	3-Digit	0.154				0.420			
B22	DSCF	ADC	0.222				0.420			

For affixed postage mailings as described in DMM 343, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

B23	Standard Mail Automation Flats Subtotal (Lines B1-B22)
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Full Service Intelligent Mail Option

B24	Number of Pieces that Comply _____ x \$0.001 =
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Part B Total (Line B23 minus B24)

Nonprofit Standard Mail

Part C
Parcels

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

Machinable Parcels

Entry	Price Category	Piece Price	Or Amount Affixed	No of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Total Postage
C1	None	NDC	0.774			0.871			
C2	None	Mixed NDC	1.126			0.871			
C3	DNDC	5-Digit	0.387			0.682			
C4	DNDC	NDC	0.774			0.682			
C5	DSCF	5-Digit	0.387			0.498			
C6	DDU	5-Digit	0.387			0.326			
C7	Nonbarcoded Surcharge		0.070						

For affixed postage mailings as described in DMM 443, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

Part C Total

Part D
Nonautomation Letters

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

Machinable Letters 3.3 oz. (0.2063 lbs.) or less

Entry	Price Category	Price	No. of Pieces	Total Postage
D1	None	AADC	\$0.155	
D2	None	Mixed AADC	0.172	
D3	DNDC	AADC	0.121	
D4	DNDC	Mixed AADC	0.138	
D5	DSCF	AADC	0.112	

Nonmachinable Letters 3.3 oz. (0.2063 lbs.) or less

Entry	Price Category	Price	No. of Pieces	Total Postage
D6	None	5-Digit	\$0.229	
D7	None	3-Digit	0.346	
D8	None	ADC	0.390	
D9	None	Mixed ADC	0.477	
D10	DNDC	5-Digit	0.195	
D11	DNDC	3-Digit	0.312	
D12	DNDC	ADC	0.356	
D13	DNDC	Mixed ADC	0.443	
D14	DSCF	5-Digit	0.186	
D15	DSCF	3-Digit	0.303	
D16	DSCF	ADC	0.347	

Part D Total

Nonprofit Standard Mail

Part E
Nonautomation Flats

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

Flats 3.3 oz. (0.2063 lbs.) or less

Entry	Price Category	Price	No. of Pieces	Total Postage
E1	None	5-Digit	\$0.233	
E2	None	3-Digit	0.330	
E3	None	ADC	0.375	
E4	None	Mixed ADC	0.424	
E5	DNDC	5-Digit	0.199	
E6	DNDC	3-Digit	0.296	
E7	DNDC	ADC	0.341	
E8	DNDC	Mixed ADC	0.390	
E9	DSCF	5-Digit	0.190	
E10	DSCF	3-Digit	0.287	
E11	DSCF	ADC	0.332	

Flats Over 3.3 oz. but less than 16 oz.

Entry	Price Category	Piece Price	Or Amount Affixed	No of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Total Postage
E12	None	5-Digit	\$0.103			\$0.628			
E13	None	3-Digit	0.200			0.628			
E14	None	ADC	0.245			0.628			
E15	None	Mixed ADC	0.294			0.628			
E16	DNDC	5-Digit	0.103			0.465			
E17	DNDC	3-Digit	0.200			0.465			
E18	DNDC	ADC	0.245			0.465			
E19	DNDC	Mixed ADC	0.294			0.465			
E20	DSCF	5-Digit	0.103			0.420			
E21	DSCF	3-Digit	0.200			0.420			
E22	DSCF	ADC	0.245			0.420			

For affixed postage mailings as described in DMM 343, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

Part E Total

Nonprofit Standard Mail

Part F
Irregular Parcels

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

Parcels 3.3 oz. (0.2063 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Total Postage
F1	None	NDC	\$1.079		
F2	None	Mixed NDC	1.497		
F3	DNDC	5-Digit	0.636		
F4	DNDC	SCF	0.688		
F5	DNDC	NDC	1.040		
F6	DSCF	5-Digit	0.590		
F7	DSCF	SCF	0.642		
F8	DDU	5-Digit	0.547		
F9	Nonbarcoded Surcharge		0.070		

Parcels Over 3.3 oz. but less than 16 oz.

	Entry	Price Category	Piece Price	Or Amount Affixed	No of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Total Postage
F10	None	NDC	0.899				0.871			
F11	None	Mixed NDC	1.317				0.871			
F12	DNDC	5-Digit	0.495				0.682			
F13	DNDC	SCF	0.547				0.682			
F14	DNDC	NDC	0.899				0.682			
F15	DSCF	5-Digit	0.495				0.461			
F16	DSCF	SCF	0.547				0.461			
F17	DDU	5-digit	0.495				0.254			
F18	Nonbarcoded Surcharge		0.070							

For affixed postage mailings as described in DMM 443, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

Part F Total

Nonprofit Standard Mail

Part G
Not Flat-Machinable

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

Not Flat-Machinables 3.3 oz. (0.2063 lbs.) or less

Entry	Price Category	Price	No. of Pieces	Total Postage
G1	None	NDC	0.877	
G2	None	Mixed NDC	1.334	
G3	DNDC	5-Digit	0.497	
G4	DNDC	SCF	0.526	
G5	DNDC	NDC	0.838	
G6	DSCF	5-Digit	0.451	
G7	DSCF	SCF	0.480	
G8	DDU	5-Digit	0.408	
G9	Nonbarcoded Surcharge		0.070	

Not Flat-Machinables Over 3.3 oz. but less than 16 oz.

Entry	Price Category	Piece Price	Or Amount Affixed	No of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Total Postage
G10	None	NDC	0.697			0.871			
G11	None	Mixed NDC	1.154			0.871			
G12	DNDC	5-Digit	0.356			0.682			
G13	DNDC	SCF	0.385			0.682			
G14	DNDC	NDC	0.697			0.682			
G15	DSCF	5-Digit	0.356			0.461			
G16	DSCF	SCF	0.385			0.461			
G17	DDU	5-Digit	0.356			0.254			
G18	Nonbarcoded Surcharge		0.070						

For affixed postage mailings as described in DMM 443, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

Part G Total

Nonprofit Standard Mail

Part H
Carrier Route Letters

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

Letters 3.3 oz. (0.2063 lbs.) or less

Entry	Price Category	Price	No. of Pieces	Total Postage
H1	None	Saturation	\$0.110	
H2	None	High Density	0.121	
H3	None	Basic	0.190	
H4	DNDC	Saturation	0.076	
H5	DNDC	High Density	0.087	
H6	DNDC	Basic	0.156	
H7	DSCF	Saturation	0.067	
H8	DSCF	High Density	0.078	
H9	DSCF	Basic	0.147	

Letters Over 3.3 oz. up to 3.5 oz.

Entry	Price Category	Piece Price	Or Amount Affixed	No of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Total Postage
H10	None	Saturation	\$0.019			\$0.439			
H11	None	High Density	0.022			0.479			
H12	None	Basic	0.082			0.526			
H13	DNDC	Saturation	0.019			0.276			
H14	DNDC	High Density	0.022			0.316			
H15	DNDC	Basic	0.082			0.363			
H16	DSCF	Saturation	0.019			0.231			
H17	DSCF	High Density	0.022			0.271			
H18	DSCF	Basic	0.082			0.318			

For affixed postage mailings as described in DMM 243, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

H19	Standard Mail Carrier Route Letters Subtotal (Lines H1-H18)	
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Full Service Intelligent Mail Option

H20	Number of Pieces that Comply _____ x \$0.001 =	
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Part H Total (Line H19 minus H20)

Nonprofit Standard Mail

Part I
Carrier Route Flats

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

Flats 3.3 oz. (0.2063 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Total Postage
I1	None	Saturation*	\$0.120		
I2	None	High Density	0.145		
I3	None	Basic	0.190		
I4	DNDC	Saturation*	0.086		
I5	DNDC	High Density	0.111		
I6	DNDC	Basic	0.156		
I7	DSCF	Saturation*	0.077		
I8	DSCF	High Density	0.102		
I9	DSCF	Basic	0.147		
I10	DDU	Saturation*	0.068		
I11	DDU	High Density	0.093		
I12	DDU	Basic	0.138		
I13	Detached Address Labels		0.017		

Flats Over 3.3 oz. but less than 16 oz.

	Entry	Price Category	Piece Price	Or Amount Affixed	No of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Total Postage
I14	None	Saturation*	\$0.029				\$0.439			
I15	None	High Density	0.054				0.439			
I16	None	Basic	0.082				0.526			
I17	DNDC	Saturation*	0.029				0.276			
I18	DNDC	High Density	0.054				0.276			
I19	DNDC	Basic	0.082				0.363			
I20	DSCF	Saturation*	0.029				0.231			
I21	DSCF	High Density	0.054				0.231			
I22	DSCF	Basic	0.082				0.318			
I23	DDU	Saturation*	0.029				0.186			
I24	DDU	High Density	0.054				0.186			
I25	DDU	Basic	0.082				0.273			
I26	Detached Address Labels		0.017							

For affixed postage mailings as described in DMM 343, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

I27	Standard Mail Carrier Route Flats Subtotal (Lines I1-I26)	
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Full Service Intelligent Mail Option

I28	Number of Pieces that Comply _____ x \$0.001 =	
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* Full Service Intelligent Mail Option Not Available

Part I Total (Line I27 minus I28)

Nonprofit Standard Mail

Part J
Carrier Route Parcels

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

Parcels 3.3 oz. (0.2063 lbs.) or less

Entry	Price Category	Price	No. of Pieces	Total Postage
J1	None	Saturation	\$0.320	
J2	None	High Density	0.328	
J3	None	Basic	0.486	
J4	DNDC	Saturation	0.274	
J5	DNDC	High Density	0.282	
J6	DNDC	Basic	0.440	
J7	DSCF	Saturation	0.221	
J8	DSCF	High Density	0.229	
J9	DSCF	Basic	0.387	
J10	DDU	Saturation	0.191	
J11	DDU	High Density	0.199	
J12	DDU	Basic	0.357	
J13	Detached Address Labels		0.017	

Parcels Over 3.3 oz. but less than 16 oz.

Entry	Price Category	Piece Price	Or Amount Affixed	No of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Total Postage
J14	None	Saturation	\$0.190			\$0.630			
J15	None	High Density	0.198			0.630			
J16	None	Basic	0.340			0.710			
J17	DNDC	Saturation	0.190			0.409			
J18	DNDC	High Density	0.198			0.409			
J19	DNDC	Basic	0.340			0.489			
J20	DSCF	Saturation	0.190			0.150			
J21	DSCF	High Density	0.198			0.150			
J22	DSCF	Basic	0.340			0.230			
J23	DDU	Saturation	0.190			0.005			
J24	DDU	High Density	0.198			0.005			
J25	DDU	Basic	0.340			0.085			
J26	Detached Address Labels		0.017						

For affixed postage mailings as described in DMM 443, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

Part J Total

Nonprofit Standard Mail

Part K
Customized MarketMail

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

Pieces 3.3 oz. (0.2063 lbs.) or less.

	Price	No. of Pieces	Total Postage
K1	\$0.334		

Part K Total

Part L
Repositionable Notes

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

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

	Price Category	Price	No. of Pieces	Total Postage
L1	Letters and Flats	\$0.015		

Part L 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			
S2			
S3			
S4	Delivery Confirmation (electronic only)		
S5	Insurance (bulk only)		
S6			
S7	Restricted Delivery	4.50	
S8			
S9			
S10	Return Receipt for Merchandise*	3.80	
S11			
S12			
S13			

*parcels only

Part S Total

Nonprofit Standard Mail - Instructions

Use this form for Nonprofit Standard Mail prices.

Step 1: Complete Mailer and Mailing sections on page 1 applicable to the mailing presented. For all sections not applicable, enter N/A.

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

Parts A-C: Automation/Machinable Letters, Flats, and Parcels

Part A: Automation price letters. Enter total in Part A Total box.

Part B: Automation price flats. Enter total in Part B Total box.

Part C: Machinable price parcels. Enter total in Part C Total box.

Parts D-F: Nonautomation/Nonmachinable Letters, Flats, and Parcels

Part D: Nonautomation letters. Enter total in Part D Total box.

Part E: Nonautomation flats. Enter total in Part E Total box.

Part F: Irregular parcels. Enter total in Part F Total box.

Parts G: Not Flat-Machinable

Part G: Not Flat-Machinable pieces or nonmachinable letters paying NFM prices. Enter total in Part G Total box.

Parts H-J: Carrier Route Letters, Flats, and Parcels

Part H: Carrier route letters. Enter total in Part H Total box.

Part I: Carrier route flats or CR letters paying flats prices. Enter total in Part I Total box.

Part J: Carrier route parcels. Enter total in Part J Total box.

Part K: Customized MarketMail (CMM) - Enter total in Part K Total box.

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

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

Step 3: Add the postage in parts A through S. For Permit Imprint mailings round off to four decimal places. For Postage Affixed round off to three decimal places. Once completed, return to the Postage section on page 1. Check the boxes that correspond to all applicable parts completed. Enter the Total Postage, rounded off to two decimal places.

Step 4: Complete the line for Postage Affixed (if applicable). Check the box for the Price at Which Postage Affixed (Correct, Lowest, or Neither). Multiply the number of pieces by the postage affixed. Put the total in the Postage Affixed block. Subtract the amount of Postage Affixed from the Total Postage and enter the remainder in Net Postage Due.

Step 5: Read and sign the Certification section, including your telephone number. Attach all completed pages and submit with the mailing.

Information: For more information on mailing standards, prices, and fees please go to Postal Explorer at pe.usps.com.