

# Postage Statement - Nonprofit Standard Mail

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

<b>Mailer</b>	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. _____	

<b>Mailing</b>	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:  
 Ancillary Service Endorsement    FASTforward    NCOALink    ACS    Alternative Method    Multiple    OneCode ACS    n/a Alternative Address Format

<b>Postage</b>	Parts Completed <i>(Select all that apply)</i> <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	
	<b>Total Postage</b> <i>(Add parts totals)</i>	
	Price at Which Postage Affixed <i>(Check one)</i> 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</b> <i>(Subtract postage affixed from total postage)</i>		

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

<b>Certification</b>	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 <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 <u>  0  </u> . _____ pounds	Are postage figures at left adjusted from mailer's entries? If "Yes" state reason. <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Total Pieces	Total Weight	Round Stamp <i>(Required)</i> Date Mail Released	
	Total Postage			
	Presort Verification Performed? <i>(Check one)</i> <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 <i>(and presort where required)</i> ; (3) proper completion of postage statement; (4) payment of annual fee; and (5) sufficient funds on deposit <i>(if required)</i> .		Date Mailer Notified	Contact
	USPS Employee's Signature		By <i>(Initials)</i>	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	DBMC	5-Digit	0.098	
A6	DBMC	3-Digit	0.116	
A7	DBMC	AADC	0.118	
A8	DBMC	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	DBMC	5-Digit	0.002			0.465			
A17	DBMC	3-Digit	0.020			0.465			
A18	DBMC	AADC	0.022			0.465			
A19	DBMC	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)
-----	--

**Full Service Intelligent Mail Option**

A24	Number of Pieces that Comply _____ x \$0.001 =
-----	--

**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	DBMC	5-Digit	0.178	
B6	DBMC	3-Digit	0.250	
B7	DBMC	ADC	0.318	
B8	DBMC	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	DBMC	5-Digit	0.082			0.465			
B17	DBMC	3-Digit	0.154			0.465			
B18	DBMC	ADC	0.222			0.465			
B19	DBMC	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)
-----	--

## Full Service Intelligent Mail Option

B24	Number of Pieces that Comply _____ x \$0.001 =
-----	--

**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	BMC	0.774			0.871			
C2	None	Mixed BMC	1.126			0.871			
C3	DBMC	5-Digit	0.387			0.682			
C4	DBMC	BMC	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	DBMC	AADC	0.121	
D4	DBMC	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	DBMC	5-Digit	0.195	
D11	DBMC	3-Digit	0.312	
D12	DBMC	ADC	0.356	
D13	DBMC	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	DBMC	5-Digit	0.199	
E6	DBMC	3-Digit	0.296	
E7	DBMC	ADC	0.341	
E8	DBMC	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	DBMC	5-Digit	0.103			0.465			
E17	DBMC	3-Digit	0.200			0.465			
E18	DBMC	ADC	0.245			0.465			
E19	DBMC	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	BMC	\$1.079		
F2	None	Mixed BMC	1.497		
F3	DBMC	5-Digit	0.636		
F4	DBMC	SCF	0.688		
F5	DBMC	BMC	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	BMC	0.899				0.871			
F11	None	Mixed BMC	1.317				0.871			
F12	DBMC	5-Digit	0.495				0.682			
F13	DBMC	SCF	0.547				0.682			
F14	DBMC	BMC	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	BMC	0.877	
G2	None	Mixed BMC	1.334	
G3	DBMC	5-Digit	0.497	
G4	DBMC	SCF	0.526	
G5	DBMC	BMC	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	BMC	0.697			0.871			
G11	None	Mixed BMC	1.154			0.871			
G12	DBMC	5-Digit	0.356			0.682			
G13	DBMC	SCF	0.385			0.682			
G14	DBMC	BMC	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	DBMC	Saturation	0.076	
H5	DBMC	High Density	0.087	
H6	DBMC	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	DBMC	Saturation	0.019			0.276			
H14	DBMC	High Density	0.022			0.316			
H15	DBMC	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)
-----	---

**Full Service Intelligent Mail Option**

H20	Number of Pieces that Comply _____ x \$0.001 =
-----	--

**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	DBMC	Saturation*	0.086		
I5	DBMC	High Density	0.111		
I6	DBMC	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	DBMC	Saturation*	0.029				0.276			
I18	DBMC	High Density	0.054				0.276			
I19	DBMC	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)

### Full Service Intelligent Mail Option

I28 Number of Pieces that Comply \_\_\_\_\_ x \$0.001 =

\* 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	DBMC	Saturation	0.274		
J5	DBMC	High Density	0.282		
J6	DBMC	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	DBMC	Saturation	0.190				0.409			
J18	DBMC	High Density	0.198				0.409			
J19	DBMC	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](http://pe.usps.com).