

Postage Statement — Nonprofit Standard Mail

Easy — Nonautomation Letters or Flats

USPS Only

Note Mail Arrival Date & Time

Use this form only for a single nonautomation rate mailing of identical-weight pieces. Use PS Form 3602-N for all other Nonprofit Standard Mail mailings. Checklists and other tools for mailers are available on the Postal Explorer web site at: pe.usps.com.

Mailer	Permit Holder's Name and Address, and Email Address If Any		Telephone	Post Office of Mailing	Permit No.	Weight of a Single Piece 0 _____ pound	
	USPS Nonprofit Auth. No. _____			Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered	Statement Seq. No.	If Sacked, Based on <input type="checkbox"/> 125 pieces <input type="checkbox"/> 15 pounds	No. of Containers
				Mailing Date	Fed Agency Code		
					Processing Category (DMM 201) <input type="checkbox"/> Letters <input type="checkbox"/> Flats		Total Pieces

Postage	Part B Presorted Letters and Flats — 3.3 oz. (0.2063 lb.) or Less					Part E Presorted Nonmachinable Letters — 3.3 oz. (0.2063 lb.) or Less				
	Entry Discount	Rate Category	Rate	Number of Pieces	Total	Entry Discount	Rate Category	Rate	Number of Pieces	Total
	None	B1 3/5 Letter	.153 x	_____ pcs.	= \$ _____	<i>Rates include \$.02 nonmachinable surcharge.</i>				
		B2 Basic Letter	.165 x	_____ pcs.	= \$ _____	None	E1 3/5 Letter	.173 x	_____ pcs.	= \$ _____
		B3 3/5 Flat	.183 x	_____ pcs.	= \$ _____		E2 Basic Letter	.185 x	_____ pcs.	= \$ _____
		B4 Basic Flat	.230 x	_____ pcs.	= \$ _____	DBMC	E3 3/5 Letter	.152 x	_____ pcs.	= \$ _____
	DBMC	B5 3/5 Letter	.132 x	_____ pcs.	= \$ _____		E4 Basic Letter	.164 x	_____ pcs.	= \$ _____
		B6 Basic Letter	.144 x	_____ pcs.	= \$ _____	DSCF	E5 3/5 Letter	.147 x	_____ pcs.	= \$ _____
		B7 3/5 Flat	.162 x	_____ pcs.	= \$ _____		E6 Basic Letter	.159 x	_____ pcs.	= \$ _____
		B8 Basic Flat	.209 x	_____ pcs.	= \$ _____	Part B Subtotal				
	DSCF	B9 3/5 Letter	.127 x	_____ pcs.	= \$ _____	Part E Subtotal				
		B10 Basic Letter	.139 x	_____ pcs.	= \$ _____	Total Postage (Add parts totals)				
		B11 3/5 Flat	.157 x	_____ pcs.	= \$ _____					
		B12 Basic Flat	.204 x	_____ pcs.	= \$ _____					

Rate at Which Postage Affixed (Check one) (DMM 244, 344, 444)
 Correct Lowest 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

Postmaster: Report Total Postage in **AIC 125**
(Permit imprint only).

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 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.

Privacy Notice: For information regarding our Privacy Policy visit www.usps.com.

Signature of Mailer or Agent	Printed Name of Mailer or Agent Signing Form	Telephone
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USPS Use Only	Weight of a Single Piece 0 _____ pound	Are postage figures at left adjusted from mailer's entries? If yes, reason: <input type="checkbox"/> Yes <input type="checkbox"/> No			Round Stamp (Required)	
	Total Pieces	Total Weight				
	Total Postage					
	Check One <input type="checkbox"/> Presort Verification <input type="checkbox"/> Presort Verification <input type="checkbox"/> Not Scheduled <input type="checkbox"/> Performed as Scheduled		Date Mailer Notified	Contact		By (Initials)
	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 required annual fee.					
	Verifying Employee's Signature		Print Verifying Employee's Name			Time AM PM

Nonprofit Standard Mail NZ — Instructions

Use this form only for nonautomation letters and flats at Nonprofit Standard Mail rates.

STEP 1: Complete the Mailer and Mailing sections.

STEP 2: Complete the Postage section.

STEP 3: Select the category (letters and flats) and complete the selected parts(s).

STEP 4: Enter all totals for the postage section. Multiply the rate times 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.

STEP 3: Read and sign the Certification section and include your telephone number.