

Postage Statement — Standard Mail

USPS Only

Note Mail Arrival Date & Time

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. _____			

Mailing	Post Office of Mailing	Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> CMM <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 0 _____ 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 Rate Pieces, Enter Date of Address Matching and Coding (DMM 708.1.3) ____ / ____ / ____		For Enhanced Carrier Route Rate Pieces, Enter Date of Address Matching and Coding (DMM 708.1.3) ____ / ____ / ____		For Enhanced Carrier Route Rate Pieces, Enter Date of Carrier Route Sequencing (DMM 245/345/445.6.10.1) ____ / ____ / ____		

Parts Completed (select all that apply) A B C D E F G H I J K L M S

Postage	Total Postage (Add parts totals)		
	Rate at Which Postage Affixed (Check one) (DMM 244, 344, 444) <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
Postmaster: Report Total Postage in AIC 130 (Permit imprint only)		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 0 _____ 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				
	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		Print Verifying Employee's Name		Time AM PM

Round Stamp (Required)

Standard Mail — Letters and Flats

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

Part A
Automation Rates — Letters and Flats - 3.3 oz. (0.2063 lb.) or Less

Entry	Rate Category	Rate		Number of Pieces	=	Total
None	A1 5-Digit Letter	.190	X	_____	=	\$ _____
	A2 3-Digit Letter	.203	X	_____	=	\$ _____
	A3 AADC Letter	.212	X	_____	=	\$ _____
	A4 Mixed AADC Letter	.219	X	_____	=	\$ _____
	A5 3/5 Flat	.261	X	_____	=	\$ _____
	A6 Basic Flat	.300	X	_____	=	\$ _____
DBMC	A7 5-Digit Letter	.169	X	_____	=	\$ _____
	A8 3-Digit Letter	.182	X	_____	=	\$ _____
	A9 AADC Letter	.191	X	_____	=	\$ _____
	A10 Mixed AADC Letter	.198	X	_____	=	\$ _____
	A11 3/5 Flat	.240	X	_____	=	\$ _____
	A12 Basic Flat	.279	X	_____	=	\$ _____
DSCF	A13 5-Digit Letter	.164	X	_____	=	\$ _____
	A14 3-Digit Letter	.177	X	_____	=	\$ _____
	A15 AADC Letter	.186	X	_____	=	\$ _____
	A16 3/5 Flat	.235	X	_____	=	\$ _____
	A17 Basic Flat	.274	X	_____	=	\$ _____

Part A Total

Part B
Presorted Rates — Letters and Flats - 3.3 oz. (0.2063 lb.) or Less

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

Entry	Rate Category	Rate		Number of Pieces	=	Total
None	B1 3/5 Letter	.248	X	_____	=	\$ _____
	B2 Basic Letter	.268	X	_____	=	\$ _____
	B3 3/5 Flat	.288	X	_____	=	\$ _____
	B4 Basic Flat	.344	X	_____	=	\$ _____
DBMC	B5 3/5 Letter	.227	X	_____	=	\$ _____
	B6 Basic Letter	.247	X	_____	=	\$ _____
	B7 3/5 Flat	.267	X	_____	=	\$ _____
	B8 Basic Flat	.323	X	_____	=	\$ _____
DSCF	B9 3/5 Letter	.222	X	_____	=	\$ _____
	B10 Basic Letter	.242	X	_____	=	\$ _____
	B11 3/5 Flat	.262	X	_____	=	\$ _____
	B12 Basic Flat	.318	X	_____	=	\$ _____

Part B Total

Standard Mail — Letters and Flats

Part C ECR Rates — Letters and Flats - 3.3 oz. (0.2063 lb.) or Less

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

Entry	Rate Category	Rate		Number of Pieces	=	Total
None	C1 Saturation Letter	.152	X	_____	=	\$ _____
	C2 High Density Letter	.164	X	_____	=	\$ _____
	C3 Basic Letter	.194	X	_____	=	\$ _____
	C4 Basic Auto Letter	.171	X	_____	=	\$ _____
	C5 Saturation Flat	.160	X	_____	=	\$ _____
	C6 High Density Flat	.169	X	_____	=	\$ _____
	C7 Basic Flat	.194	X	_____	=	\$ _____
DBMC	C8 Saturation Letter	.131	X	_____	=	\$ _____
	C9 High Density Letter	.143	X	_____	=	\$ _____
	C10 Basic Letter	.173	X	_____	=	\$ _____
	C11 Basic Auto Letter	.150	X	_____	=	\$ _____
	C12 Saturation Flat	.139	X	_____	=	\$ _____
	C13 High Density Flat	.148	X	_____	=	\$ _____
	C14 Basic Flat	.173	X	_____	=	\$ _____
DSCF	C15 Saturation Letter	.126	X	_____	=	\$ _____
	C16 High Density Letter	.138	X	_____	=	\$ _____
	C17 Basic Letter	.168	X	_____	=	\$ _____
	C18 Basic Auto Letter	.145	X	_____	=	\$ _____
	C19 Saturation Flat	.134	X	_____	=	\$ _____
	C20 High Density Flat	.143	X	_____	=	\$ _____
	C21 Basic Flat	.168	X	_____	=	\$ _____
DDU	C22 Saturation Letter	.120	X	_____	=	\$ _____
	C23 High Density Letter	.132	X	_____	=	\$ _____
	C24 Basic Letter	.162	X	_____	=	\$ _____
	C25 Basic Auto Letter	.139	X	_____	=	\$ _____
	C26 Saturation Flat	.128	X	_____	=	\$ _____
	C27 High Density Flat	.137	X	_____	=	\$ _____
	C28 Basic Flat	.162	X	_____	=	\$ _____

Part C Total

Part D All Letters and Flats More Than 3.3 oz. (0.2063 lb)

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

Entry	Rate Category	Piece Rate	X	No. of Pieces	=	Pieces Subtotal	PLUS	Pound Rate	X	Pounds	=	Pound Subtotal	=	TOTAL
None	D1 Saturation ECR	.034	X	_____	=	_____		.610	X	_____	=	_____	=	\$ _____
	D2 High Density ECR	.043	X	_____	=	_____		.610	X	_____	=	_____	=	\$ _____
	D3 Basic ECR	.068	X	_____	=	_____		.610	X	_____	=	_____	=	\$ _____
	D4 3/5 Automation	.115	X	_____	=	_____		.708	X	_____	=	_____	=	\$ _____
	D5 Basic Automation	.154	X	_____	=	_____		.708	X	_____	=	_____	=	\$ _____
	D6 3/5 Presort	.142	X	_____	=	_____		.708	X	_____	=	_____	=	\$ _____
	D7 Basic Presort	.198	X	_____	=	_____		.708	X	_____	=	_____	=	\$ _____
DBMC	D8 Saturation ECR	.034	X	_____	=	_____		.510	X	_____	=	_____	=	\$ _____
	D9 High Density ECR	.043	X	_____	=	_____		.510	X	_____	=	_____	=	\$ _____
	D10 Basic ECR	.068	X	_____	=	_____		.510	X	_____	=	_____	=	\$ _____
	D11 3/5 Automation	.115	X	_____	=	_____		.608	X	_____	=	_____	=	\$ _____
	D12 Basic Automation	.154	X	_____	=	_____		.608	X	_____	=	_____	=	\$ _____
	D13 3/5 Presort	.142	X	_____	=	_____		.608	X	_____	=	_____	=	\$ _____
	D14 Basic Presort	.198	X	_____	=	_____		.608	X	_____	=	_____	=	\$ _____
DSCF	D15 Saturation ECR	.034	X	_____	=	_____		.485	X	_____	=	_____	=	\$ _____
	D16 High Density ECR	.043	X	_____	=	_____		.485	X	_____	=	_____	=	\$ _____
	D17 Basic ECR	.068	X	_____	=	_____		.485	X	_____	=	_____	=	\$ _____
	D18 3/5 Automation	.115	X	_____	=	_____		.583	X	_____	=	_____	=	\$ _____
	D19 Basic Automation	.154	X	_____	=	_____		.583	X	_____	=	_____	=	\$ _____
	D20 3/5 Presort	.142	X	_____	=	_____		.583	X	_____	=	_____	=	\$ _____
	D21 Basic Presort	.198	X	_____	=	_____		.583	X	_____	=	_____	=	\$ _____
DDU	D22 Saturation ECR	.034	X	_____	=	_____		.453	X	_____	=	_____	=	\$ _____
	D23 High Density ECR	.043	X	_____	=	_____		.453	X	_____	=	_____	=	\$ _____
	D24 Basic ECR	.068	X	_____	=	_____		.453	X	_____	=	_____	=	\$ _____

For affixed postage mailings, complete piece rate and total based on amount affixed per piece.

Part D Total

Standard Mail — Subject to Surcharge

Part E
Presorted Nonmachinable Letter Rates — Pieces 3.3 oz. (0.2063 lb.) or Less
Rates include \$0.04 nonmachinable surcharge.

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

Entry	Rate Category	Rate		Number of Pieces	=	Total
None	E1 3/5	.288	X	_____	=	\$ _____
	E2 Basic	.308	X	_____	=	\$ _____
DBMC	E3 3/5	.267	X	_____	=	\$ _____
	E4 Basic	.287	X	_____	=	\$ _____
DSCF	E5 3/5	.262	X	_____	=	\$ _____
	E6 Basic	.282	X	_____	=	\$ _____

Part E Total

Part F
Presorted Nonletter Rates — Pieces 3.3 oz. (0.2063 lb.) or Less
Rates include \$0.23 residual shape surcharge.

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

Entry	Rate Category	Rate		Number of Pieces	=	Total
None	F1 3/5	.518	X	_____	=	\$ _____
	F2 Basic	.574	X	_____	=	\$ _____
DBMC	F3 3/5	.497	X	_____	=	\$ _____
	F4 Basic	.553	X	_____	=	\$ _____
DSCF	F5 3/5	.492	X	_____	=	\$ _____
	F6 Basic	.548	X	_____	=	\$ _____

Part F Total

Part G
Presorted Nonletter Rates — Pieces More Than 3.3 oz. (0.2063 lb.)
Rates include \$0.23 residual shape surcharge.

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

Entry	Rate Category	Piece Rate	X	No. of Pieces	=	Pieces Subtotal	PLUS	Pound Rate	X	Pounds	=	Pound Subtotal	=	Total
None	G1 3/5	.372	X	_____	=	_____		.708	X	_____	=	_____	=	\$ _____
	G2 Basic	.428	X	_____	=	_____		.708	X	_____	=	_____	=	\$ _____
DBMC	G3 3/5	.372	X	_____	=	_____		.608	X	_____	=	_____	=	\$ _____
	G4 Basic	.428	X	_____	=	_____		.608	X	_____	=	_____	=	\$ _____
DSCF	G5 3/5	.372	X	_____	=	_____		.583	X	_____	=	_____	=	\$ _____
	G6 Basic	.428	X	_____	=	_____		.583	X	_____	=	_____	=	\$ _____
	G7 Subtract Barcoded Discount					\$0.03 per piece	X	_____		barcoded pieces	=	\$ - _____		

For affixed postage mailings, complete piece rate and total based on amount affixed per piece.

Part G Total

Part H
ECR Nonletter Rates — Pieces 3.3 oz. (0.2063 lb.) or Less
Rates include \$0.20 residual shape surcharge.

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

Entry	Rate Category	Rate		Number of Pieces	=	Total
None	H1 Saturation	.360	X	_____	=	\$ _____
	H2 High Density	.369	X	_____	=	\$ _____
	H3 Basic	.394	X	_____	=	\$ _____
DBMC	H4 Saturation	.339	X	_____	=	\$ _____
	H5 High Density	.348	X	_____	=	\$ _____
	H6 Basic	.373	X	_____	=	\$ _____
DSCF	H7 Saturation	.334	X	_____	=	\$ _____
	H8 High Density	.343	X	_____	=	\$ _____
	H9 Basic	.368	X	_____	=	\$ _____
DDU	H10 Saturation	.328	X	_____	=	\$ _____
	H11 High Density	.337	X	_____	=	\$ _____
	H12 Basic	.362	X	_____	=	\$ _____

Part H Total

Standard Mail — Subject to Surcharge

Part I
ECR Nonletter Rates — Pieces More Than 3.3 oz. (0.2063 lb.)
Piece rates include \$.20 residual shape surcharge.

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

Entry	Rate Category	Piece Rate	X	No. of Pieces	=	Pieces Subtotal	PLUS	Pound Rate	X	Pounds	=	Pound Subtotal	=	Total
None	I1 Saturation	.234	X		=			.610	X		=		=	\$
	I2 High Density	.243	X		=			.610	X		=		=	\$
	I3 Basic	.268	X		=			.610	X		=		=	\$
DBMC	I4 Saturation	.234	X		=			.510	X		=		=	\$
	I5 High Density	.243	X		=			.510	X		=		=	\$
	I6 Basic	.268	X		=			.510	X		=		=	\$
DSCF	I7 Saturation	.234	X		=			.485	X		=		=	\$
	I8 High Density	.243	X		=			.485	X		=		=	\$
	I9 Basic	.268	X		=			.485	X		=		=	\$
DDU	I10 Saturation	.234	X		=			.453	X		=		=	\$
	I11 High Density	.243	X		=			.453	X		=		=	\$
	I12 Basic	.268	X		=			.453	X		=		=	\$

For affixed postage mailings, complete piece rate and total based on amount affixed per piece.

Part I Total

Standard Mail — Heavy Letters

Part J
Automation Heavy Letters
Piece rates include a discount that equals the nonletter piece rate minus the letter piece rate (DMM 243.1.3).

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

Entry	Rate Category	Piece Rate	X	No. of Pieces	=	Pieces Subtotal	PLUS	Pound Rate	X	Pounds	=	Pound Subtotal	=	Total
None	J1 5-Digit	.044	X		=			.708	X		=		=	\$
	J2 3-Digit	.057	X		=			.708	X		=		=	\$
	J3 AADC	.066	X		=			.708	X		=		=	\$
	J4 Mixed AADC	.073	X		=			.708	X		=		=	\$
DBMC	J5 5-Digit	.044	X		=			.608	X		=		=	\$
	J6 3-Digit	.057	X		=			.608	X		=		=	\$
	J7 AADC	.066	X		=			.608	X		=		=	\$
	J8 Mixed AADC	.073	X		=			.608	X		=		=	\$
DSCF	J9 5-Digit	.044	X		=			.583	X		=		=	\$
	J10 3-Digit	.057	X		=			.583	X		=		=	\$
	J11 AADC	.066	X		=			.583	X		=		=	\$

For affixed postage mailings, complete piece rate and total based on amount affixed per piece.

Part J Total

Part K
ECR Heavy Letters
Piece rates include a discount that equals the nonletter piece rate minus the letter piece rate (DMM 243.1.3).

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

Entry	Rate Category	Piece Rate	X	No. of Pieces	=	Pieces Subtotal	PLUS	Pound Rate	X	Pounds	=	Pound Subtotal	=	Total
None	K1 Saturation	.026	X		=			.610	X		=		=	\$
	K2 High Density	.038	X		=			.610	X		=		=	\$
	K3 Basic Automation	.045	X		=			.610	X		=		=	\$
DBMC	K4 Saturation	.026	X		=			.510	X		=		=	\$
	K5 High Density	.038	X		=			.510	X		=		=	\$
	K6 Basic Automation	.045	X		=			.510	X		=		=	\$
DSCF	K7 Saturation	.026	X		=			.485	X		=		=	\$
	K8 High Density	.038	X		=			.485	X		=		=	\$
	K9 Basic Automation	.045	X		=			.485	X		=		=	\$
DDU	K10 Saturation	.026	X		=			.453	X		=		=	\$
	K11 High Density	.038	X		=			.453	X		=		=	\$
	K12 Basic Automation	.045	X		=			.453	X		=		=	\$

For affixed postage mailings, complete piece rate and total based on amount affixed per piece.

Part K Total

Customized MarketMail

Part L *Check box at left if rates are populated in this section.*
Customized MarketMail Rates - Pieces 3.3 oz. (0.2063) or Less
Rates include \$.23 residual shape surcharge.

	CMM Rate	X	Number of Pieces	=	Total	
L1 Basic	.574	X	_____	=	\$ _____	Part L Total <div style="border: 1px solid black; width: 100px; height: 40px; margin: 0 auto;"></div>

Repositionable Notes

Part M *Check box at left if rates are populated in this section.*
Repositionable Notes (RPNs) —
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	
M1 Repositionable Notes (Standard Mail)	.015	X	_____	=	\$ _____	Part M Total <div style="border: 1px solid black; width: 100px; height: 40px; margin: 0 auto;"></div>

Extra Services

Part S *Check box if rates are populated in this section.*
Extra Services *S4 and S5 are available only if mail includes residual shape surcharge (Parts F, G, H and I).*

Domestic Service	Fee		Number of Pieces		Total	
S4 Delivery Confirmation <i>(electronic option only)</i>	.13	X	_____	=	\$ _____	Part S Total <div style="border: 1px solid black; width: 100px; height: 40px; margin: 0 auto;"></div>
S5 Insured Mail <i>(bulk only)</i>	_____	X	_____	=	\$ _____	

Standard Mail — Instructions

Step 1: Complete the Mailer and Mailing sections.

Step 2: Before proceeding to the Postage section, go to parts A through M and S. Select and complete only those part(s) that pertain to your mailing.

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

Parts A - D: Letters and Flats Not Subject to Surcharge

Part A: Complete for Automation Rate Letters and Flats. Enter total in Part A total box.

Part B: Complete for Presorted Rate Letters and Flats. Enter total in Part B total box.

Part C: Complete for ECR Rate Letters and Flats. Enter total in Part C total box.

Part D: Complete for Letters and Flats more than 3.3 oz. (0.2063 lb). Enter total in Part D total box.

Parts E - I: Letters and Flats Subject to Surcharge

Part E: Complete for Presorted Letter Rates. Enter total in Part E total box.

Part F: Complete for Presorted Nonletter Rates. Enter total in Part F total box.

Part G: Complete for Presorted Rates more than 3.3 oz (0.2063 lb). Enter total in Part G total box.

Part H: Complete for ECR Nonletter Rates. Enter total in Part H total box.

Part I: Complete for ECR Nonletter Rates more than 3.3 oz (0.2063 lb). Enter total in Part I total box.

Parts J - K: Heavy Letters

Part J: Complete for Automation Heavy Letters. Enter total in Part J total box.

Part K: Complete for ECR Heavy Letters. Enter total in Part K total box.

Part L: Customized MarketMail Rates - Enter total in Part L total box.

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

Part S: 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 Total Postage.

Step 4: Read and sign the Certification section and include your telephone number.

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

Rounding numbers: Multiply the number of pieces by the rate. 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.