



Instructions to the Publisher: Please ensure that all information is complete. Please type or print legibly.

- The publisher of the publication named in Item 1b. must complete this application.
- Before you complete this application, read Publication PO 406, *Guide to the Centralized Postage Payment System for Periodicals Mail*, and applicable *Domestic Mail Manual* requirements in their entirety.
- Complete a separate application for each publication you wish to mail under the CPP system.
- Submit your completed application and any other supporting documentation to:

 NY RATES AND CLASSIFICATION SVC CTR
 US POSTAL SERVICE
 1250 BROADWAY 14TH FL
 NEW YORK NY 10095-9599

 Identify all supporting documentation appropriately, as prescribed on this application.

Part 1 General Information

1a. USPS Number	1e. Original Entry Post Office
1b. Publication Name	City, State, ZIP + 4 -9998
1c. Address (No., street, apt./ste.no./PO box, city, state, and ZIP + 4)	1f. Frequency of Issue
	1g. Attach a list of all additional entry post offices (these are the offices where mail is verified by postal employees). Identify it as "Attachment 1g."
1d. Contact Person Name	1h. Alternate Contact Person Name
Title	Title
Telephone Number (Include area code)	Telephone Number (Include area code)

Part 2 Printing and Mailing Information

Enter the name(s) and address(es) of printer/mailer plant(s) for publication. If you have more than two plants, attach an additional sheet including all information as shown below. Identify it as "Attachment 2."

2a. Printer/Mailer Name	2b. Printer/Mailer Name
Address (No., street, apt./ste.no./PO box., city, state, and ZIP + 4)	Address (No., street, apt./ste.no./PO box., city, state, and ZIP + 4)
Contact Person Name	Contact Person Name
Title	Title
Telephone Number (Include area code)	Telephone Number (Include area code)

2c. Is/are your plant(s) currently staffed with postal employees?
 Yes No

Part 3 Editions

3a. Are the issues of this publication prepared in geographic/demographic editions? <input type="checkbox"/> Yes <input type="checkbox"/> No	3b. If you checked "Yes" in 3a., describe how edition codes are assigned and attach a listing of the edition codes for a recent issue. Include corresponding production schedule. Identify this listing as "Attachment 3b."	3c. Are edition codes shown in the address area of mailing pieces and on sack/pallet labels as required? <input type="checkbox"/> Yes <input type="checkbox"/> No Include a sample of each as they will be generated under the CPP system. Identify these as "Attachment 3c."
3d. Are mailpieces claimed at the automation rate. If "Yes," enclose all supporting documentation. Identify these as "Attachment 3d." <input type="checkbox"/> Yes <input type="checkbox"/> No	3e. Is your presort software PAVE Certified? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	What presort software do you use?	Who presorts your address lists?
	Who provides your address matching services?	

Part 4 Postage Payment and Postage Statements

4a. Which postage deposit/payment method will you be using?

Single Payment per Issue

Multiple Payments per Issue

Qualified publishers who chose the multiple payment per issue must attach a completed *Centralized Postage Payment System - Multiple Payment Schedule Worksheet*. (See Publication 406.)

4b. You must be able to produce the required computer-generated individual postage statements, a summary of postage statements, and a register of postage statements before applying for CPP system authorization. Include with this application a complete issue of individual computerized postage statements on diskette, and a hard copy of the summary of postage statements and register of postage statements. Identify these as "Attachment 4b."

4c. Where will the computerized postage statements be prepared?

4d. When will the computerized postage statements be prepared in relationship to the dispatch of the last regular mailing of an issue?

4e. Describe how data for the postage statement generation is input. Attach a flowchart that describes the flow of information necessary to complete the postage statements. The narrative and flowchart must include a description of how information concerning the mailing of back issues or supplemental mailings is included in the final postage statements. Identify the flowchart and accompanying narrative as "Attachment 4e."

Part 5 - Advertising/Non-Advertising Percentages and per Copy Weights

5a. Describe how, where, and by whom copies are marked to identify advertising/non-advertising content and percentages for each edition/issue.

5b. What method of measurement is used to develop advertising/non-advertising percentages?

Column Inches

Page

P.A.G.E

Square Inches

Other (Describe):

5c. How and when is the information regarding advertising/percentages provided to the unit that generates postage statements?

5d. How and when is per copy weight data for each edition/issue provided to the unit that generates postage statements?

Statement of Adherence

I certify that the information provided in this application is accurate to the best of my knowledge. Upon approval of this application to mail under the CPP system, I will comply with all applicable postal standards governing Periodicals mail. I recognize that failure to comply will result in revocation of CPP authorization.

Title (Please print)

Signature

Date

Submit the completed application and all required attachments to the Manager of the New York Rates and Classification Service Center.

Checklist of Required Attachments

- 1g. List of additional entry post offices
- 2. List of printer/mailer plant(s), including contact person(s)
- 3b. Listing of edition codes for recent issue and corresponding production schedule
- 3c. Sample of address label and sack or pallet label showing edition code
- 3d. Supporting documentation for automation rate mailpieces.
- 4b. Set of computer-generated mailing statements on diskettes and a hard copy of the summary of postage statements and register of postage statements.
- 4e. Flowchart of information (and narrative) necessary for completion of postage statements.