



# Postage Statement — First-Class Mail & Priority Mail

(This form should be used for either First-Class Mail or Priority Mail only. They may not be combined.)

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"/> Flats <input type="checkbox"/> Automation Flats (DMM 301.3) <input type="checkbox"/> Parcels	Mailing Date	Federal Agency Cost Code	Statement Seq. No.	No. of Containers
	Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered		Weight of a Single Piece _____ pounds		Total Pieces	
	Permit #	For Mail Enclosed Within Another Class <input type="checkbox"/> Standard Mail <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	Total Weight
	For Automation Rate Pieces, Enter Date of Address Matching and Coding (DMM 708.1.3) ____/____/____		For Automation Carrier Route Rate Pieces, Enter Date of Address Matching and Coding (DMM 708.1.3) ____/____/____			

Parts Completed (Select all that apply)  A  B  C  D  E  F  S

<b>Total Postage</b> (Add Section Totals)		
Rate at Which Postage Affixed (Check One) (DMM 234.1.1) <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither	_____ pcs. x \$ _____ . _____ = <b>Postage Affixed</b>	
<b>Net Postage Due</b> (Subtract postage affixed from total postage)		
<b>For USPS Use Only: Additional Postage Payment (State reason)</b>		
For postage affixed add additional payment to net postage due; for permit imprint add additional payment to total postage.		<b>Total Adjusted Postage Affixed</b>
Permit Imprint Only - Check One <input type="checkbox"/> AIC 121 (First-Class Mail) PM: Report Total Postage in AIC: <input type="checkbox"/> AIC 237 (Priority Mail)	<b>Total Adjusted Postage Permit Imprint</b>	

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 <a href="http://www.usps.com">www.usps.com</a></i></p>	
	Signature of Mailer or Agent	Printed Name of Mailer or Agent Signing Form
		Telephone

USPS Use Only	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			
	Total Pieces	Total Weight	<b>Round Stamp (Required)</b>			
	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		Verifying Employee's Name	Time	AM PM	

# First-Class Mail

**Part A** Check box if rates are populated in this section.

## Automation Rates — Letters

	Presort/Automation Discounts	Rate		Number of Pieces	=	Total	
A1	Carrier Route	_____	X	_____	=	\$ _____	<b>Part A Total</b> <div style="border: 1px solid black; width: 100px; height: 40px; margin: 0 auto;"></div>
A2	5-Digit	_____	X	_____	=	\$ _____	
A3	3-Digit	_____	X	_____	=	\$ _____	
A4	AADC	_____	X	_____	=	\$ _____	
A5	Mixed AADC	_____	X	_____	=	\$ _____	

**Part B** Check box if rates are populated in this section.

## Automation Rates — Flats

	Presort/Automation Discounts	Rate		Number of Pieces	=	Total	
B1	5-Digit	_____	X	_____	=	\$ _____	<b>Part B Total</b> <div style="border: 1px solid black; width: 100px; height: 40px; margin: 0 auto;"></div>
B2	3-Digit	_____	X	_____	=	\$ _____	
B3	ADC	_____	X	_____	=	\$ _____	
B4	Mixed ADC	_____	X	_____	=	\$ _____	
B5	Nonmachinable Surcharge <i>(For pieces 1 oz. or less; see DMM 333.4.3)</i>	\$0.055	X	_____	=	\$ _____	

**Part C** Check box if rates are populated in this section.

## Nonautomation Rates — Letters, Flats and Parcels

	Presort	Rate		Number of Pieces	=	Total		
C1	Presorted	_____	X	_____	=	\$ _____	<b>Part C Total</b> <div style="border: 1px solid black; width: 100px; height: 40px; margin: 0 auto;"></div>	
C2	Single-Piece	_____	X	_____	=	\$ _____		
<i>Nonmachinable Surcharge (For pieces 1 oz. or less; see DMM 233.4.3)</i>								
C3	Presorted	\$0.055	X	_____	=	\$ _____		
C4	Single-Piece <i>From Standard Mail (DMM E620)</i>	\$0.120	X	_____	=	\$ _____		
C5	Single-Piece <i>From Standard Mail (DMM E620)</i>	_____	X	_____	=	\$ _____		
C6	Single-Piece	\$0.120	X	_____	=	\$ _____		
<i>Prepaid Returns (Mailers must be pre-approved to use this category.)</i>								
C7	Single-Piece 1 oz. or less	\$0.370	X	_____	=	\$ _____		
C8	Single-Piece over 1 oz. up to 2 oz.	\$0.600	X	_____	=	\$ _____		

**Part D** Check box if rates are populated in this section.

## Cards Eligible for Card Rates

	Presort / Automation Discounts	Rate		Number of Pieces	=	Total		
<i>Automation Rates (DMM 201)</i>								
D1	Carrier Route	\$0.170	X	_____	=	\$ _____	<b>Part D Total</b> <div style="border: 1px solid black; width: 100px; height: 40px; margin: 0 auto;"></div>	
D2	5-Digit	\$0.176	X	_____	=	\$ _____		
D3	3-Digit	\$0.183	X	_____	=	\$ _____		
D4	AADC	\$0.187	X	_____	=	\$ _____		
D5	Mixed AADC	\$0.194	X	_____	=	\$ _____		
<i>Nonautomation Rates</i>								
D6	Presorted	\$0.212	X	_____	=	\$ _____		
D7	Single-Piece	\$0.230	X	_____	=	\$ _____		

# Priority Mail

**Part E** *Check box if rates are populated in this section.*  
**Priority Mail**

Separation Method: All pieces must be separated by zone when presented for acceptance unless all pieces are in a weight category for which the rate does not vary by zone or the postage is reported under a manifest mailing system.

Zone	Rate		Number of Pieces	=	Total
E1 Flat-Rate Envelope	\$3.85	X	_____	=	\$ _____
E10 Flat-Rate Box	\$7.70	X	_____	=	\$ _____
E2 Unzoned (1 pound or less)	\$3.85	X	_____	=	\$ _____
E3 Local, 1, 2, & 3	_____	X	_____	=	\$ _____
E4 4	_____	X	_____	=	\$ _____
E5 5	_____	X	_____	=	\$ _____
E6 6	_____	X	_____	=	\$ _____
E7 7	_____	X	_____	=	\$ _____
E8 8	_____	X	_____	=	\$ _____
E9 Pieces from Standard Mail (DMM 243)	_____	X	_____	=	\$ _____

**Part E Total**

# Repositionable Notes

**Part F** *Check box if rates are populated in this section.*  
**Repositionable Notes** *Rates include only cost of RPN, it does not include applicable postage charges.*

(DMM 709.7)

	RPN Rate	X	Number of Pieces	=	Total RPN Fee
F1 Repositionable Notes (First-Class Mail)	.005	X	_____	=	\$ _____

**Part F Total**

# Extra Services

**Part S** *Check box if rates are populated in this section.*  
**Extra Services**

Domestic Service	Fee		Number of Pieces	=	Total
S1 Certificate of Mailing (3 or more)	\$0.30	X	_____	=	\$ _____
S2 Certified Mail	\$2.30		_____	=	\$ _____
S3 Collect on Delivery (COD)	_____	X	_____	=	\$ _____
S4 Delivery Confirmation (FCM - Parcels only)	_____	X	_____	=	\$ _____
S5 Insured Mail	_____	X	_____	=	\$ _____
=					
S7 Registered Mail	_____	X	_____	=	\$ _____
S8 Restricted Delivery	\$3.50	X	_____	=	\$ _____
S9 Return Receipt (Electronic)	\$1.30	X	_____	=	\$ _____
S9 Return Receipt (Form 3811)	\$1.75	X	_____	=	\$ _____
S10 Return Receipt for Merchandise (Priority Mail only)	\$3.00	X	_____	=	\$ _____
S11 Signature Confirmation (FCM - Parcels only)	_____	X	_____	=	\$ _____
S12 Special Handling	_____	X	_____	=	\$ _____

**Part S Total**

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## First-Class Mail and Priority Mail - Instructions

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STEP 1: Complete the Mailer and Mailing sections. Only use either First-Class Mail or Priority Mail for one form. Do not combine them on one form.

STEP 2: Before proceeding to the Postage section, go to parts A - F and S. Select and complete the part(s) that pertain to your mailing. Only complete the part(s) necessary to be included in the Postage Section.

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

### Parts A - D: First-Class Mail Only

Part A: Complete for automation rates letters. Enter total in Part A total box.

Part B: Complete for automation flats. Enter total in Part B total box.

Part C: Complete for nonautomation rates letters, flats, and parcels.  
Enter total in Part C total box.

Part D: Complete for cards eligible for card rates. Enter total in Part D total box.

### Part E: Priority Mail Only

Part E: Complete part E for Priority Mail. Enter total in Part E total box.

### Part F: Repositionable Notes

Part F: Complete for Repositionable Notes (RPN). Enter total in Part F total box.

### Part S: Extra Services

Part S: Completed Part S for 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 totals for each part and total postage.  
(See rounding numbers below.)

STEP 4: Read and sign the Certification section, including your telephone number.

STEP 5: Complete the postage statement by attaching all completed sections together.  
(Do not include blank forms).

Rounding numbers: 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.