

Postage Statement — Nonprofit Standard Mail

Easy — Nonautomation Letters or Flats

USPS Only

Note Mail Arrival Date & Time

This form may be used only for a single nonautomation rate mailing of identical-weight pieces. All other mailings must use PS Form 3602-N. Checklists and other tools for mailers are available on the Postal Explorer website at: <http://pe.usps.gov>.

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|---------------|--|--|-----------|------------------------|--|---|--|
| 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 | |
| | | | | 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 |
| | | | | Mailing Date | Fed Agency Code | No. of Containers | |
| | USPS Nonprofit Auth No. _____ | | | | Processing Category (DMM 201) <input type="checkbox"/> Letters <input type="checkbox"/> Flats | | Total Pieces |

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|---|---|-------------------------|--------------|------------------------------|--------------|---|-------------------------|--------------|------------------------------|--------------|
| Postage | Presorted Letters and Flats — 3.3 oz. (0.2063 lb.) or Less | | | | | Presorted Nonmachinable Letters — 3.3 oz. (0.2063 lb.) or Less | | | | |
| | Entry Discount | Presort Discount | Rate | Number of Pieces | Total | Entry Discount | Presort Discount | Rate | Number of Pieces | Total |
| | None | A1 | 3/5 Letter | .153 x _____ pcs. = \$ _____ | | None | B1 | 3/5 Letter | .173 x _____ pcs. = \$ _____ | |
| | | A2 | Basic Letter | .165 x _____ pcs. = \$ _____ | | | B2 | Basic Letter | .185 x _____ pcs. = \$ _____ | |
| | | A3 | 3/5 Flat | .183 x _____ pcs. = \$ _____ | | | | | | |
| | | A4 | Basic Flat | .230 x _____ pcs. = \$ _____ | | | | | | |
| | DBMC | A5 | 3/5 Letter | .132 x _____ pcs. = \$ _____ | | DBMC | B3 | 3/5 Letter | .152 x _____ pcs. = \$ _____ | |
| | | A6 | Basic Letter | .144 x _____ pcs. = \$ _____ | | | B4 | Basic Letter | .164 x _____ pcs. = \$ _____ | |
| | | A7 | 3/5 Flat | .162 x _____ pcs. = \$ _____ | | DSCF | B5 | 3/5 Letter | .147 x _____ pcs. = \$ _____ | |
| | | A8 | Basic Flat | .209 x _____ pcs. = \$ _____ | | | B6 | Basic Letter | .159 x _____ pcs. = \$ _____ | |
| | DSCF | A9 | 3/5 Letter | .127 x _____ pcs. = \$ _____ | | Part A Subtotal | | | | |
| | | A10 | Basic Letter | .139 x _____ pcs. = \$ _____ | | Part B Subtotal | | | | |
| | | A11 | 3/5 Flat | .157 x _____ pcs. = \$ _____ | | Total Postage (Add Parts Totals) | | | | |
| | | A12 | Basic Flat | .204 x _____ pcs. = \$ _____ | | | | | | |
| Rate at Which Postage Affixed (Check one) (DMM 234.1.1) <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Permit Imprint _____ 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 (Permit Imprint only). AIC 125 Total Adjusted Postage Permit Imprint | | | | | | | | | | |

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|----------------------|---|--|-----------|
| Certification | <p>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.</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 |
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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 | | Verifying Employee's Name | | Time | AM PM | |

Nonprofit Standard Mail EZ - Instructions

This form is to be used 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 and complete the selected selection(s)
Letters or flats or
Cards eligible for card rates

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, including your telephone number.