

# Postage Statement—First-Class Mail and First-Class Package Service

Postal Regulatory Commission  
 Submitted 6/27/2012 3:18:23 PM  
 Filing ID: 83249  
 Accepted 6/27/2012

Use this form for First-Class Mail and First-Class Package Service.

<b>Mailer</b>	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. _____				
	CRID _____		CRID _____		CRID _____

<b>Mailing</b>	Post Office of Mailing	Processing Category	Parcels Only Hold For Pickup (HFPU): No. of Pieces _____	Mailer's Mailing Date	Federal Agency Cost Code	Statement Seq. No.	No. and type of Containers _____ Sacks _____ 1 ft. Letter Trays _____ 2 ft. Letter Trays _____ EMM Letter Trays _____ Flat Trays _____ Pallets _____ Other	
	Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered	<input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Parcels	Weight of a Single Piece _____ pounds	Combined Mailing <input type="checkbox"/> Single Class	Total Pieces	Customer Generated Electronic Labels <input type="checkbox"/> DelCon <input type="checkbox"/> SigCon		
	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			Total Weight			
	For Automation Price Pieces, Enter Date of Address Matching and Coding _____/_____/_____	Move Update Method: <input type="checkbox"/> Ancillary Service Endorsement <input type="checkbox"/> FASTforward <input type="checkbox"/> OneCode ACS <input type="checkbox"/> NCOALink <input type="checkbox"/> ACS <input type="checkbox"/> Alternative Method <input type="checkbox"/> Multiple <input type="checkbox"/> n/a Alternative Address Format						

<b>Postage</b>	Letter or Flat-size mailpieces contain: <input type="checkbox"/> Reply card or reply envelope <input type="checkbox"/> Only contents that are not required to be mailed FCM <input type="checkbox"/> DVD/CD or other disk <input type="checkbox"/> Round Trip ONLY: One DVD/CD or other disk	Parts Completed (Select all that apply) <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> NSA <input type="checkbox"/> F <input type="checkbox"/> S		
		<b>1</b>	<b>Subtotal Postage (Add parts totals)</b>	
		<b>2</b>	Price at Which Postage Affixed (Check one) Complete if the mailing includes pieces bearing metered or precanceled stamps. <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither _____ pcs. x \$ _____ = <b>Postage Affixed</b>	-
		<b>3</b>	Incentive/Discount Flat Dollar Amount	-
		<b>4</b>	Fee Flat Dollar Amount	+
	<b>5</b>	<b>Permit # _____</b>	<b>Net Postage Due (Line 1 +/- Lines 2, 3, 4)</b>	

<b>USPS Use</b>	Additional Postage Payment (State reason) <i>For postage affixed add additional payment to net postage due; for permit imprint add additional payment to total postage.</i>	<b>Total Adjusted Postage Affixed</b>
	Postmaster: Report Total Postage in <b>AIC 121</b>	<b>Total Adjusted Postage Permit Imprint</b>

<b>Certification</b>	Incentive/Discount Claimed: _____	Type of Fee _____
	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 the mailing qualifies for the prices 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. <i>Privacy Notice: For information regarding our Privacy Policy visit www.usps.com.</i>	
	Signature of Mailer or Agent	Printed Name of Mailer or Agent Signing Form

<b>USPS Use Only</b> To be completed in non-PostalOne! sites	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	<b>USPS Use Only</b> To be completed in non-PostalOne! sites
	Total Pieces _____ Total Weight _____		
	Total Postage _____	Round Stamp (Required) Payment Date	
	Presort Verification Performed? (If required) <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Mailed Notified _____ Contact _____	
	I CERTIFY that this mailing has been inspected for each item below if required: (1) eligibility for postage prices claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; (4) payment of annual fee; and (5) sufficient funds on deposit (if required)	By (Initials) _____ Time _____ AM/PM	
	USPS Employee's Signature _____	Print USPS Employee's Name _____	

# First-Class Mail

**Part A**  
Automation Prices

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

Postcards (eligible for postcard price)		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
A1	5-Digit	\$0.229					
A2	3-Digit	0.243					
A3	AADC	0.244					
A4	Mixed AADC	0.255					

Letters		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
A5	5-Digit						
A6	3-Digit						
A7	AADC						
A8	Mixed AADC						

Flats		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
A9	5-Digit						
A10	3-Digit						
A11	ADC						
A12	Mixed ADC						

A13	Part A Subtotal (Add lines A1-A12)						
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**Full Service Intelligent Mail Option**

A14	Postcards - Number of pieces that comply _____ x \$0.003 =	
A15	Letters - Number of pieces that comply _____ x \$0.003 =	
A16	Flats - Number of pieces that comply _____ x \$0.003 =	

A17	Full Service Intelligent Mail Option Subtotal (Add lines A14-A16)						
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<b>Part A Total (Line A13 minus A17)</b>						
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# First-Class Mail

**Part B**  
Nonautomation Prices

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

<b>Postcards</b> <i>(eligible for postcard price)</i>		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B1	Presorted	\$0.280					
B2	Single-Piece	0.320					

<b>Letters</b>		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B3	Presorted						
B4	Single-Piece						
B5	Single-Piece <i>From Standard Mail Mailing</i>						

<b>Nonmachinable Letters</b>		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B6	Presorted						
B7	Single-Piece						
B8	Single-Piece <i>From Standard Mail Mailing</i>						
B9	Nonmachinable Surcharge * <i>(for presorted letters)</i>	0.200					
B10	Nonmachinable Surcharge * <i>(for single-piece letters)</i>	0.200					

\* Only on FCM letters with one or more nonmachinable characteristics

<b>Flats</b>		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B11	Presorted						
B12	Single-Piece						
B13	Single-Piece <i>From Standard Mail Mailing</i>						

<b>Parcels</b>		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B14	Single-Piece/Does not meet content stds.						

<b>Permit Reply Mail</b>		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B15	Single-Piece Letter <i>(1 oz. or less)</i>	\$0.450					
B16	Single-Piece Letter <i>(over 1 oz. to 3.5 oz.)</i>						
B17	Single-Piece Flat <i>(1 oz. or less)</i>	0.900					
B18	Single-Piece Flat <i>(over 1 oz. to 13 oz.)</i>						

**Part B Total** (Add lines B1-B18)

# First-Class Package Service

**Part C**  
Parcels

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

Commercial Base Parcels		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C1	5-Digit						
C2	3-Digit						
C3	ADC						
C4	Single-Piece/Mixed ADC						
C5	Single Pc/From Std Mail Mailing						
C6	Parcel Surcharge						

Commercial Plus Parcels (3.5 oz. or more but less than 16 oz.)		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C7	5-Digit						
C8	3-Digit						
C9	ADC						
C10	Single-Piece/Mixed ADC						
C11	Parcel Surcharge						

**Part C Total** (Add lines C1-C11)

# Roundtrip DVD, CD, or Other Disc Mail

**Part D**  
Round Trip Mailings that contain a DVD, CD, or Other Disc

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

Automation Letters		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D1	5-Digit						
D2	3-Digit						
D3	AADC						
D4	Mixed AADC						

Presort Letters		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D5	Presorted						
D6	Single-Piece						

Automation Flats		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D7	5-Digit						
D8	3-Digit						
D9	ADC						
D10	Mixed ADC						

Presort Flats		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D11	Presorted						
D12	Single-Piece						

Permit Reply Mail		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D13	Single-Piece Letter (1 oz. or less)						
D14	Single-Piece Flat (2 oz. or less)						

D15	Part D Subtotal (Add lines D1-D14)						
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Full Service Intelligent Mail Option		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D16	Letters - Number of pieces that comply _____ x \$0.003 =						
D17	Flats - Number of pieces that comply _____ x \$0.003 =						

**Part D Total (Line D15 minus D16 or D17)**

# Election Mail

**Part E**  
Automation Election Mail Prices

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

Letter-size (not over 3 oz.)		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
E1	Letter-size						

E2	Part E Subtotal (Line E1)						
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Full Service Intelligent Mail Option		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
E3	Letters - Number of pieces that comply _____ x \$0.003 =						

**Part E Total (Line E2 minus E3)**

## Repositionable Notes (RPN)

**Part F**  
Repositionable Notes

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

Price includes only charge for RPN, it does not include postage charges. If using RPNs, all pieces in mailing must include RPNs.

		Price	No. of Pieces	Total Postage
F1	Repositionable Notes	\$0.005		

**Part F Total (Line F1)**

## Extra Services and Fees

**Part S**  
Extra Services

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

Items mailed with Extra Services must meet the mailing standards for the extra service.

		Fee	No. of Pieces	Total Postage
S1	Certificate of Mailing (3 or more)	\$0.44		
S2	Certified Mail	2.95		
S3	Collect on Delivery (COD)			
S4	Delivery Confirmation *			
S5	Insurance			
S6	Registered Mail			
S7	Restricted Delivery	4.55		
S8	Return Receipt (Electronic)	1.15		
S9	Return Receipt (Form 3811)	2.35		
S10				
S11	Signature Confirmation *			
S12				
S13	Special Handling			
S14				
S15				
S16				
S17	Picture Permit Imprint **			
S18	Day Certain Delivery			

\* Available for First-Class Mail parcels only.

\*\* Available for Automation letters and postcards

**Part S Total (Add lines S1-S18)**

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# First-Class Mail - Instructions

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Use this form for First-Class Mail and First-Class Package Service.

**Step 1:** Complete Mailer and Mailing sections on page 1.

**Step 2:** Before you complete the Postage section, go to parts A, B, and S. Complete the part(s) that pertain to your mailing. The following information will help you determine which parts to complete:

## Parts A and B First-Class Mail

**Part A: Automation prices:** All pieces must be reported on the appropriate line at the full published price (not including the Full Service Intelligent Mail incentive). Pieces that comply with the Full Service Intelligent Mail option requirements are additionally reported on the lines provided.

Postcards - Complete lines A1 through A4.

Letters - Complete lines A5 through A8.

Flats - Complete lines A9 through A12.

Enter total in Part A Total box.

## Part B: Nonautomation prices.

Postcards - Complete lines B1 and B2.

Letters - Complete lines B3 through B5.

Nonmachinable Letters - Complete lines B6 through B10.

Flats - Complete lines B11 through B13.

Parcels - Complete line B14.

Permit Reply Mail - Complete lines B15 through B18.

Enter total in Part B Total box.

**Part C: Commercial Plus Parcels:** Complete lines C1 through C4. Enter total in Part C Total box.

**Part D: Roundtrip DVD, CD, or other disc mailer:** Complete lines D1 through D17. Enter total in Part D Total box.

**Part E: Election Mail:** Complete lines E1 through E3. Enter total in Part E Total box.

**Part F: Repositionable Notes (RPN)** - Enter total in Part F Total box.

**Part S: Extra Services** - Enter total in Part S Total box.

**Step 3:** Add the postage in parts A through S without rounding.

**Step 4:** Return to the Postage section on page 1. Check the boxes that correspond to the form parts used. Add the postage amounts for all parts and enter on Line 1 Subtotal Postage, rounded off to two decimal places.

**Step 5:** Complete Line 2 for Postage Affixed mailings. Check the box for the Price at Which Postage Affixed (Correct, Lowest, or Neither). Multiply the number of pieces by the postage affixed. put the total in the Postage Affixed block.

**Step 6:** Lines 3 and 4 are for postage adjustments that apply to the entire mailing. Report any Incentive/Discount on Line 3 and any Fee on Line 4.

**Step 7:** Calculate Line 5 Net Postage Due by subtracting any Postage Affixed and Incentive/Discount (Lines 2 and 3) from the Subtotal Postage (Line 1) and adding any Fee (Line 4). For permit imprint mailings, the Net Postage Due is the amount that will be withdrawn from the permit imprint account listed in the Permit # box in the Mailing section. For postage affixed mailings, the Net Postage Due is the amount that must be tendered in addition to that already affixed to the mail, and it may be tendered by any of the applicable methods including withdrawal from an advance deposit account that can be listed by Permit # on Line 5.

**Step 8:** Read and sign the Certification section, including your telephone number. Attach all completed pages and submit with the mailing.

**Information:** For more information on mailing standards, prices, and fees please go to Postal Explorer at [pe.usps.com](http://pe.usps.com).