

QUARTERLY MASS MAIL REPORTING FORM

Please submit your completed form to the Finance Office, 263 Cannon House Office Building

The U.S. House of Representatives (House) is required to publish in the quarterly Statement of Disbursements of the House a summary tabulation setting forth for the office of each Member of the House (Member) the total number of pieces of mass mail mailed during the corresponding quarter, the total cost of those mass mailings, and the average cost and number of pieces per Private Delivery Stop (PDS) in the Member's district. [2 U.S.C. 59(h)]. To fulfill this requirement, each Member is required to file a Quarterly Mass Mail Report at the close of each calendar quarter, stating the total number of pieces of mass mail and the total cost of such mass mailings mailed under the Member's congressional frank during the quarter.

This report must be filed with the Finance Office within 2 weeks after the close of the quarterly reporting period.

Note: The *Statement of Disbursements* will also include a list of those Members who fail to comply with this reporting requirement.

Member's Name (please print or type)		State	District	Office Mail Account Number
Year	Calendar Quarter	Reporting Period		
	Description of Mail Piece¹	Date(s) of Mass Mailing	Number of Pieces Mailed	Costs
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
Totals				

Member's signature

Date

¹For example: Letter, Newsletter, Meeting Notice Postcard, etc.