

Postage Statement—First-Class Mail and Priority Mail

Post Office: Note Mail Arrival Date & Time
(Do Not Round-Stamp)

Use this form for either First-Class Mail or Priority Mail. They may not be combined.

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. _____				
	Customer No. _____		Customer No. _____		Customer No. _____

Mailing	Post Office of Mailing	Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Automation Flats <input type="checkbox"/> Parcels	Mailing Date	Federal Agency Cost Code	Statement Seq. No.	No. & 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		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			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"/> NCOALink <input type="checkbox"/> ACS <input type="checkbox"/> Alternative Method <input type="checkbox"/> Multiple			

Postage	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"/> S (Part C only) <input type="checkbox"/> Commercial Base <input type="checkbox"/> Commercial Plus	
	Total Postage (Add parts Totals)	
	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 \$ _____ = Postage Affixed	
	Net Postage Due (Subtract postage affixed from total postage)	
	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
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)		Total Adjusted Postage Permit Imprint

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 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.</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

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		
	Total Postage		Round Stamp (Required) Date Mail Released	
	Presort Verification Performed? (Check One) <input type="checkbox"/> Yes <input type="checkbox"/> No			
	I CERTIFY that this mailing has been inspected concerning: (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)		Date Mailer Notified	Contact
USPS Employee's Signature		Print USPS Employee's Name		Time AM PM

First-Class Mail

Part A
Automation Prices

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

Cards (eligible for card price)		Price	No. of Pieces	Total
A1	5-Digit	\$0.205		
A2	3-Digit	0.218		
A3	AADC	0.220		
A4	Mixed AADC	0.230		

Letters		Price	No. of Pieces	Total
A5	5-Digit			
A6	3-Digit			
A7	AADC			
A8	Mixed AADC			
A9	Single-Piece <i>From Standard Mail Mailing</i>			

Flats		Price	No. of Pieces	Total
A10	5-Digit			
A11	3-Digit			
A12	ADC			
A13	Mixed ADC			
A14	Single-Piece <i>From Standard Mail Mailing</i>			

Part A Total

First-Class Mail

Part B
Nonautomation Prices

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

Cards (eligible for card price)		Price	No. of Pieces	Total
B1	Presorted	\$0.245		
B2	Single-Piece	0.280		

Letters		Price	No. of Pieces	Total
B3	Presorted			
B4	Single-Piece			

Nonmachinable Letters		Price	No. of Pieces	Total
B5	Presorted			
B6	Single-Piece			
B7	Nonmachinable Surcharge* (for presorted letters)	0.200		
B8	Nonmachinable Surcharge* (for single-piece letters)	0.200		

* Only on FCM letters with one or more nonmachinable characteristics

Flats		Price	No. of Pieces	Total
B9	Presorted			
B10	Single-Piece			

Presorted Parcels		Price	No. of Pieces	Total
B11	5-Digit			
B12	3-Digit			
B13	ADC			
B14	Single-Piece/Mixed ADC			
B15	Parcel Surcharge	0.05		
B16	Single-Piece From Standard Mail Mailing			

Permit Reply Mail		Price	No. of Pieces	Total
B17	Single-Piece Letter (1 oz. or less)	\$0.440		
B18	Single-Piece Letter (over 1 oz. to 3.5)			
B19	Single-Piece Flat (1 oz. or less)	0.880		
B20	Single-Piece Flat (over 1 oz. to 13 oz.)			

Part B Total

Priority Mail—Permit Imprint

Part C
Priority Mail

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

Flat-Rate & Commercial Prices		Price	No. of Pieces	Total
C1	Flat-Rate Envelope			
C2	Small Flat-Rate Box			
C3	Regular/Medium Flat-Rate Box			
C4	Large Flat-Rate Box			
C5	Large Flat-Rate Box APO/FPO			
C6	Unzoned (1 pound or less)			
C7	Local, Zone 1 & 2			
C8	Zone 3			
C9	Zone 4			
C10	Zone 5			
C11	Zone 6			
C12	Zone 7			
C13	Zone 8			
C14	Pieces from Standard Mail			

Permit Reply Mail		Price	No. of Pieces	Total
C15	Flats			

Dimensional Prices	Dim-Weight Price	Balloon Price	No. of Pieces	Total
C16	Local, Zone 1 & 2			
C17	Zone 3			
C18	Zone 4			
C19	Zone 5			
C20	Zone 6			
C21	Zone 7			
C22	Zone 8			

Part C Total

Repositionable Notes (RPN)

Part D
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
D1	Repositionable Notes	\$0.005		

Part D Total

Extra Services

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
S1	Certificate of Mailing (3 or more)	\$0.42		
S2	Certified Mail	2.80		
S3	Collect on Delivery (COD)			
S4	Delivery Confirmation *			
S5	Insurance			
S6	Registered Mail			
S7	Restricted Delivery	4.50		
S8	Return Receipt (Electronic)	1.10		
S9	Return Receipt (Form 3811)	2.30		
S10	Return Receipt for Merchandise	3.80		
S11	Signature Confirmation *			
S12				
S13	Special Handling			

* Available for all Priority Mail pieces. Not available for First-Class Mail pieces except parcels.

Part S Total

First-Class Mail and Priority Mail — Instructions

Priority Mail must use either Commercial Base or Commercial Plus prices. Do not combine both on one form.

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

Step 2: Before you complete the Postage section, go to parts A through D 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 (not Priority Mail)

Part A: Automation prices.

Cards - Complete lines A1 through A4.

Letters - Complete lines A5 through A9.

Flats - Complete lines A10 through A14.

Enter total in Part A Total box.

Part B: Nonautomation prices.

Cards - Complete lines B1 and B2.

Letters - Complete lines B3 and B4.

Nonmachinable Letters - Complete lines B5 through B8.

Flats - Complete lines B9 and B10.

Presorted parcels - Complete lines B11 through B16.

Permit Reply Mail - Complete lines B17 through B20.

Enter total in Part B Total box.

Part C: Priority Mail - Enter total in Part C Total box.

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

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

Step 3: Complete only applicable part(s), as follows:

1. In each applicable part, determine the per-piece price based on the weight of a single piece and presort level for letters and flats other than Priority Mail. For Priority Mail, determine the per-piece price based on the weight of a single piece and the zone.
2. Multiply the number of addressed pieces by corresponding postage price. *Do not round.*
3. For presorted parcels sorted to 3-digit or AADC level the Nonmachinable Surcharge applies if: (a) no barcode; (b) less than 2 ounces; (c) irregularly shaped, such as rolls or tubes.
4. In Part/Total box for each completed part, enter sum of the (unrounded) postage amounts for that part.

Step 4: Go to Postage section on page 1.

1. Place a check mark in the applicable box(es) to show which part(s) you have completed.
2. Add postage from Part/Total box for each completed part; enter that sum in Total Postage, rounded off to nearest whole cent (two decimal places).

Step 5: Complete the line for Postage Affixed (if applicable). Subtract amount of Postage Affixed from Total Postage; enter remainder in Net Postage Due.

Step 6: Read and sign the Certification section, including your telephone number. Attach all completed pages together to submit with the mailing. (Do not include blank pages.)

Information: For more information on mailing standards, prices, and fees please go to Postal Explorer at pe.usps.com.