

# Postage Statement—First-Class Mail—Easy Nonautomation Letters, Cards, or Flats

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

<b>Mailer</b>	Permit Holder's Name and Address and Email Address, If Any	Telephone	Post Office of Mailing	Permit #	Weight of a Single Piece 0 . _____ pound	
	Customer No. _____		Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered	Fed. Agency Code	Number and Type of Containers	
			Mailing Date	Statement Seq. No.		
	Processing Category <input type="checkbox"/> Letters (Including Postcards) <input type="checkbox"/> Flats				Total Pieces	Total Weight
	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					

Category		Presort Level	Price	Number of Pieces	Total	
<b>Postage</b>	<b>Cards Eligible for Card Prices</b>	Postage	B1. Presorted	\$0.245 x		
			B2. Single-Piece	0.280 x		
	<b>Letters</b>	Postage	B3. Presorted	x		
			B4. Single-Piece	x		
	<b>Flats</b>	Postage	B9. Presorted	x		
			B10. Single-Piece	x		
	<b>Total Postage (Add parts Totals)</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>Net Postage Due (Subtract postage affixed from total postage)</b>					
	<b>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>	
Postmaster: Report Total Postage in (Permit imprint only) <b>AIC 121</b>					<b>Total Adjusted Postage Permit Imprint</b>	

<b>Certification</b>	<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 <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

<b>USPS Use Only</b>	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				
	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	By (Initials)
	USPS Employee's Signature		Print USPS Employee's Name		Time AM PM

Round Stamp (Required):  
Date Mail Released

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## First-Class Mail EZ — Instructions

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Use this form for nonautomation letters or flats at First-Class Mail prices or for cards eligible for card prices for First-Class Mail only. (Use PS Form 3600-R for Priority Mail prices).

**Step 1:** Complete Mailer and Mailing sections on page 1 applicable to the mailing presented. For all sections not applicable, enter N/A.

**Step 2:** Complete the Postage section for the applicable category - Letters or Flats, or Cards Eligible for Card Prices, as follows:

Determine the per-piece price for Letters or Flats based on the weight of a single piece and the presort level.

Determine the per-piece price for Cards Eligible for Card Prices, presorted or single piece.

Multiply the number of pieces by the corresponding postage price. (Permit Imprint mailings, round off to four decimal places; Postage Affixed mailings, round off to three decimal places).

**Step 3:** Add the postage (lines B1 and B2 for cards; lines B3 and B4 for letters; lines B9 and B10 for flats). Enter sum in Total Postage, rounded off to two decimal places.

**Step 4:** Postage Affixed mailings complete the Postage Affixed line. (Permit Imprint go to Step 5).

Check the applicable box, Price at Which Postage Affixed - Correct, Lowest, or Neither.

Multiply the number of pieces times the actual amount of postage affixed.

Enter the result in the Total column.

Subtract the amount of Postage Affixed from the Total Postage and enter the remainder in Net Postage Due.

**Step 5:** Read and sign Certification section, including your telephone number

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