

Postage Statement—Nonprofit Standard Mail Easy—Nonautomation Letters or Flats

This form may be used only for a single nonautomation price mailing of identical-weight pieces up to 3.3 ounces. Use PS Form 3602-N for all other Nonprofit Standard Mail mailings. Checklists and other tools for mailers are available on the Postal Explorer website at pe.usps.com.

Mailer	Permit Holders Name and Address and Email Address, If Any		Telephone
			USPS Nonprofit Auth. No. _____
			Customer No. _____

Mailing	Post Office of Mailing	Mailing Date	Permit No.	Federal Agency Cost Code	Statement Seq. No.	No. & Type of Containers
	Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered	Weight of a Single Piece 0 . _____ pound		If Sacked, Based on <input type="checkbox"/> 125 pieces <input type="checkbox"/> 15 pounds	Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> Flats	
	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					Total Pieces

Postage	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		
Postmaster: Report Total Postage in (Permit imprint only) AIC 125 Total Adjusted Postage Permit Imprint		

Certification	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 supporting documentation comply with all postal standards and that the mailing qualifies for the rate and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone that 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.	
	Privacy Notice: For information regarding our Privacy Policy visit www.usps.com	
	Signature of Mailer or Agent	Printed Name of Mailer or Agent Signing Form
	Telephone	

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	Round Stamp (Required) Date Mail Released	
	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)			
	USPS Employee's Signature	Date Mailed Notified	Contact	By (Initials)
		Print USPS Employee's Name	Time	AM PM

See reverse side of this form for complete *Postage* section

Nonprofit Standard Mail—Postage (cont.)

Part D Letters—3.3 oz. (0.2063 lb.) or less					Part E Flats—3.3 oz. (0.2063 lb.) or less					
Machinable		Price	No. of		Total			Price	No. of	
Entry	Category	Price	Pieces	Entry		Category	Price	Pieces	Total	
D1	None	AADC	\$0.155			E1	None	5-Digit	\$0.233	
D2	None	Mixed AADC	0.172			E2	None	3-Digit	0.330	
D3	DBMC	AADC	0.121			E3	None	ADC	0.375	
D4	DBMC	Mixed AADC	0.138			E4	None	Mixed ADC	0.424	
D5	DSCF	AADC	0.112			E5	DBMC	5-Digit	0.199	
Nonmachinable						E6	DBMC	3-Digit	0.296	
D6	None	5-Digit	\$0.229			E7	DBMC	ADC	0.341	
D7	None	3-Digit	0.346			E8	DBMC	Mixed ADC	0.390	
D8	None	ADC	0.390			E9	DSCF	5-Digit	0.190	
D9	None	Mixed ADC	0.477			E10	DSCF	3-Digit	0.287	
D10	DBMC	5-Digit	0.195			E11	DSCF	ADC	0.332	
D11	DBMC	3-Digit	0.312							
D12	DBMC	ADC	0.356			E12	Part E Total (add lines E1-E11)			
D13	DBMC	Mixed ADC	0.443							
D14	DSCF	5-Digit	0.186							
D15	DSCF	3-Digit	0.303							
D16	DSCF	ADC	0.347							
D17	Part D Total (add lines D1-D16)									

Nonprofit Standard Mail NZ—Instructions

Standard Mail - Easy Nonautomation Letters or Flats Instructions

Use this form only for nonautomation letters or flats at regular Standard Mail prices.

Step 1: Complete Mailer and Mailing sections on pages 1 and 2 applicable to the mailing presented. For all sections not applicable, enter N/A.

Step 2: Complete the Postage section for applicable category - Presorted Letters and Flats, as follows:
Fill in the number of pieces at each presort and entry discount level on the appropriate line in section D or section E. Multiply the number of pieces by the corresponding postage price. For Permit Imprint mailings, round off to four decimal places. On Postage Affixed mailings round off to three decimal places.

Step 3: Add the postage (lines D1 through D5 for machinable letters; lines D6 through D16 for nonmachinable letters; and E1 through E11 for flats). Enter the subtotal for Part D or Part E on the appropriate Part D or E Subtotal line. Enter the Total Postage, rounded off to two decimal places on the Total Postage line.

Step 4: Complete the line for Postage Affixed (if applicable). Check the box for the Price at Which Postage Affixed (Correct, Lowest, or Neither). Multiply the number of pieces times the postage affixed and put the total in the blank line for Postage Affixed. Subtract the amount of Postage Affixed from the Total Postage; enter remainder in Net Postage Due.

Step 5: Read and sign the 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.