

# 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. 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](http://pe.usps.com).

<b>Mailer</b>	Permit Holders Name and Address and Email Address, if Any	Telephone
	USPS Nonprofit Auth. No. _____ CRID _____	

<b>Mailing</b>	Post Office of Mailing	Mailer's Mailing Date	Permit No.	Federal Agency Cost Code	Statement Seq. No.	No. & Type of Containers Sacks _____ Trays _____ Pallets _____
	Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered	Weight of a Single Piece 0 . _____ pound		<input type="checkbox"/> Mailpiece is a product sample	Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> Flats	
	Move Update Method: <input type="checkbox"/> Ancillary Service Endorsement <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					Total Pieces

<b>Postage</b>	<input type="checkbox"/> Letter-size or flat mailpiece contains DVD/CD or other disk		<b>Total Postage (Add parts Totals)</b>
	Price at Which Postage Affixed (Check one) Complete if the mailing includes pieces bearing metered/PC Postage or precanceled stamps. <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither _____ pcs. x \$ _____ = <b>Postage Affixed</b>		
	<b>Permit # _____</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 125</b>		<b>Total Adjusted Postage Permit Imprint</b>	

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 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.

Privacy Notice: For information regarding our Privacy Policy visit [www.usps.com](http://www.usps.com)

Signature of Mailer or Agent	Printed Name of Mailer or Agent Signing Form	Telephone
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<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	Round Stamp (Required) Payment Date		
	Total Postage				
	Presort Verification Performed? (If required) <input type="checkbox"/> Yes <input type="checkbox"/> No (Check one)		Date Mailer Notified		
	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 (if required); and (5) sufficient funds on deposit (if required)		Contact		
			By (Initials)		Time AM PM
USPS Employee's Signature		Print USPS Employee's Name			

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

# Nonprofit Standard Mail-Postage (cont.)

Part B Letters-3.3 oz. (0.2063 lb.) or less						Part E Flats-3.3 oz. (0.2063 lb.) or less					
Machinable		Price Category	Price	No. of Pieces	Total Postage			Price Category	Price	No. of Pieces	Total Postage
Entry						Entry					
B1	None	AADC	\$0.162			E1	None	5-Digit	\$0.258		
B2	None	Mixed AADC	0.178			E2	None	3-Digit	0.336		
B3	DNDC	AADC	0.129			E3	None	ADC	0.380		
B4	DNDC	Mixed AADC	0.145			E4	None	Mixed ADC	0.417		
B5	DSCF	AADC	0.119			E5	DNDC	5-Digit	0.225		
						E6	DNDC	3-Digit	0.303		
<b>Nonmachinable - 3.3 oz. (0.2063 lb.) or less</b>						E7	DNDC	ADC	0.347		
B6	None	5-Digit	\$0.296			E8	DNDC	Mixed ADC	0.384		
B7	None	3-Digit	0.391			E9	DSCF	5-Digit	0.215		
B8	None	ADC	0.425			E10	DSCF	3-Digit	0.293		
B9	None	Mixed ADC	0.520			E11	DSCF	ADC	0.337		
B10	DNDC	5-Digit	0.263								<b>Part E Total</b> (add lines E1-E11) <input type="text"/>
B11	DNDC	3-Digit	0.358								
B12	DNDC	ADC	0.392								
B13	DNDC	Mixed ADC	0.487								
B14	DSCF	5-Digit	0.253								
B15	DSCF	3-Digit	0.348								
B16	DSCF	ADC	0.382								

## Nonmachinable Letters Over 3.3 oz. but less than 16 oz.

Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Total Postage
B17	None	5-Digit	\$0.134			\$0.648			
B18	None	3-Digit	0.212			0.648			
B19	None	ADC	0.257			0.648			
B20	None	Mixed ADC	0.299			0.648			
B21	DNDC	5-Digit	0.134			0.487			
B22	DNDC	3-Digit	0.212			0.487			
B23	DNDC	ADC	0.257			0.487			
B24	DNDC	Mixed ADC	0.299			0.487			
B25	DSCF	5-Digit	0.134			0.439			
B26	DSCF	3-Digit	0.212			0.439			
B27	DSCF	ADC	0.257			0.439			

For affixed postage mailings as described in DMM 243, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

**Part B Total** (add lines B1-B27)

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## Nonprofit Standard Mail NZ-Instructions

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### Nonprofit Standard Mail - Easy Nonautomation Letters or Flats Instructions

Use this form only for nonautomation letters less than 16 oz., or for flats 3.3 oz. or less, at Nonprofit 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 B 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 and enter on the appropriate Part B or E Total line. Enter, rounded off to two decimal places, on the Total Postage line on page 1 of the form.

**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.

**Step 5:** Calculate Net Postage Due by subtracting any Postage Affixed from the Total Postage. 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 the Net Postage Due line.

**Step 6:** 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](http://pe.usps.com).