

# QBRM DMM Redlines under consideration for January 2017

## DMM 505 Return Services

(Note to reader: eliminating the annual permit fee for QBRM only)

### 1.0 Business Reply Mail (BRM)

#### 1.1.3 Basic Qualified BRM (QBRM)

For basic qualified BRM a permit holder is required to pay ~~an annual permit fee under 1.2~~, an account maintenance fee under 1.1.8, and a per-piece fee under 1.1.7 in addition to the applicable letter or card First-Class Mail postage for each returned piece. Pieces that do not meet the format requirements for QBRM cannot qualify for the QBRM per-piece fees or postage prices and are charged the high-volume BRM per-piece fees and First-Class Mail postage under 1.1.2.

#### 1.1.4 High-Volume Qualified BRM

In addition to the ~~annual account maintenance, per-piece~~ fees and applicable postage required under 1.1.3, a quarterly fee under 1.1.11 is required for high-volume QBRM.

### 1.2 Permits

#### 1.2.2 Application Process

The mailer may apply for a BRM permit by submitting a completed Form 3615 to the Post Office issuing the permit and ~~except under 1.2.3~~ paying the annual permit fee ~~if required~~. If a completed Form 3615 is already on file for the mailer for other permits at that office, then the mailer must submit the annual BRM permit fee and the USPS amends Form 3615 by adding the BRM authorization. An advanced deposit account is established for a permit holder's use upon BRM authorization (see 1.1.9).

#### 1.2.3 Annual Permit Fee

~~Except for QBRM permits~~, a permit fee must be paid once each 12-month period at each Post Office where a BRM permit is held. Payment of the permit fee is based on the anniversary date of the permit's issuance. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment. Agents authorized by a permit holder 1.7 are not required to pay an annual permit fee at the Post Office where their BRM is received.

#### 1.2.4 Renewal of Annual Permit Fee

~~Except for QBRM permits~~, an annual renewal notice is provided to each BRM permit holder by the USPS. ~~QBRM permits do not expire unless the account is unused for a period of 12 months~~. The ~~renewal~~ notice and the payment for the next 12 months must be returned by the expiration date to

the Post Office that issued the permit. After the expiration date, if the permit holder has not paid the annual permit fee, then returned BRM pieces are treated as follows:

- a. Postcards of no obvious value are treated as waste and disposed of at the delivery unit.
- b. Pieces (excluding postcards) with a return address are endorsed "Business Reply Permit Canceled" and are returned to the sender.
- c. Pieces without a return address are endorsed "Business Reply Permit Canceled" and forwarded to the mail recovery center for handling.

#### **1.2.6 Revocation of a Permit**

The USPS may revoke **any** BRM permit because of format errors or for refusal to pay **the applicable** permit fees (annual, accounting, quarterly, or monthly), postage, or per piece fees. If the permit was revoked due to format errors, then a former permit holder may obtain a new permit and permit number by completing and submitting a new Form 3615, paying the required BRM annual permit fee **(if applicable)**, paying a new annual account maintenance fee (if applicable), and, for the next 2 years, submitting two samples of each BRM format to the appropriate Post Office for approval.