

January 2018 Price Change Postage Statement Exception Instructions and Form

Exception Requests

As of January 21, 2018, new postage statements are required for:

- First-Class Mail® PS Form 3600 FCM
- Periodicals PS Form 3541
- International Mail PS Form 3700

New prices are required for all mailings; no exception.

Customers are required to transition to the new postage statements beginning January 21, 2018.

Customers who cannot make the change to the new postage statements by January 21, 2018, must apply for an exception through their local BMEU office.

- Acceptance employees must assist customers in completing the postage statement exception request form (page 2). Once complete, the form must be emailed by BME to Deborah Branagan, HQ Operations Integration, at Deborah.I.Branagan@usps.gov or via fax to 651-456-6142. The Operations Integration Specialists will follow-up with the individual customers to ensure they will meet the dates provided.
- The BME Manager will approve the exception request and acceptance sites will maintain this postage statement exception form for each customer and ensure that the customer is using the correct postal forms by the compliance date shown on the exception form.
- Postage Statement exceptions are not to be extended past March 3, 2018.

Customers that do not anticipate meeting the March 3, 2018 cutoff date for presenting the correct postage statements will need to immediately apply for an exception from the PCSC. The customer's written request must be on the customer's letterhead and state the specific problem and date that the problem will be resolved. The BME must submit the postage statement exception request form (page 2) and the customer's written request to the PCSC at PCSC@usps.gov.

Questions concerning the exception process can be directed to the [HQMailEntry](#) mailbox.

January 2018 Price Change Postage Statement Exception Request Form

Type the information directly in this form. The form fields will expand to accommodate your entries. **PLEASE DO NOT PRINT OUT AND HANDWRITE** THE INFORMATION ON THIS FORM, AS IT IS OFTEN DIFFICULT TO READ HANDWRITTEN INFORMATION.

Mail Preparer Information:

Company Name:

Address:

City:

State:

ZIP Code:

Contact Name:

Contact Phone #:

Contact email:

Post Office Where Mailing is Presented for Acceptance

City:

State:

ZIP Code:

Permit Type & Number Used to Pay for Mailings:

Mailer Software Information:

Software Supplier Name:

Address:

City:

State:

ZIP Code:

Contact Name:

Contact Phone #:

Contact email:

If Software Developed In-House Provide:

Contact Name:

Contact Phone #:

Contact email:

Mailing Type Information

Check or Fill-in All That Apply

Class(es) of Mail:

First-Class Mail

Priority Mail

Other (Fill-in)

Exception Request Information

Describe problem:

Date customer expects the problem to be resolved:*

*If the customer indicates they will not be able to comply by March 3, 2018, inform the customer that you can take certain old (2017) statements up until that time and inform them they will need to immediately apply for an exception from the PCSC. BME will submit the customer's letter and this form via email to PCSC@usps.gov.