

United States Postal Service

Post Office: Note Mail Arrival Date & Time (Do Not Round-Stamp)

Postage Statement— Nonprofit USPS Marketing Mail

Mailer	Permit Holder Name, Address, Email, Telephone		Mailing Agent (If other than permit holder) Name, Address, Telephone		Mail Owner (If other than permit holder) Name, Address			
	USPS Nonprofit Auth. No. _____		CRID _____		USPS Nonprofit Auth. No. _____			
CAPS Cust. Ref. No. _____		CRID _____		CRID _____				
Mailing	Post Office of Mailing		Mailer's Mailing Date		Federal Agency Cost Code			
	Statement Seq. No.		For Automation Pieces, Enter Date of Address Matching and Coding		No. & Type of Containers			
	Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered		Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Marketing Parcels <input type="checkbox"/> Parcels—Machinable <input type="checkbox"/> Parcels—Irregular <input type="checkbox"/> CMM <input type="checkbox"/> Catalogs		Total # of Pieces in Mailing		SSF Transaction #	
	For Mail Enclosed within Another Class <input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> Library Mail <input type="checkbox"/> Periodicals <input type="checkbox"/> Media Mail		Move Update Method <input type="checkbox"/> Ancillary Service Endorsement <input type="checkbox"/> NCOA ^{Link} <input type="checkbox"/> ACS		Weight of a Single Piece 0. _____ pounds		Mailpiece is a product sample _____ % Samples	
	Combined Mailing <input type="checkbox"/> Mixed Class <input type="checkbox"/> Single Class		<input type="checkbox"/> Alternative Method <input type="checkbox"/> Multiple <input type="checkbox"/> OneCode ACS <input type="checkbox"/> n/a Alternative Address Format		Letter-size or flat mailpiece contains DVD/CD or other disk. <input type="checkbox"/>		For Carrier Route Pieces, Enter Date of Address Matching and Coding	
		This is a Political Campaign Mailing <input type="checkbox"/> Yes <input type="checkbox"/> No		This is Official Election Mail <input type="checkbox"/> Yes <input type="checkbox"/> No		For Carrier Route Price Pieces, Enter Date of Carrier Route Sequencing		
						For Pieces Bearing a Simplified Address Enter Date of Delivery Statistics File or Alternative Method		
Parts Completed (Select all that apply): <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> I <input type="checkbox"/> J <input type="checkbox"/> K <input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> N <input type="checkbox"/> O <input type="checkbox"/> P <input type="checkbox"/> Q <input type="checkbox"/> R <input type="checkbox"/> S <input type="checkbox"/> NSA								
Postage	1		Subtotal Postage (Add parts totals)					
	2		Price at Which Postage Affixed (Check one). <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither		= Postage Affixed			
	3		Incentive/Discount Flat Dollar Amount		-			
	4		Fee Flat Dollar Amount		+			
	5		Permit # _____		Net Postage Due (Line 1 +/- Lines 2, 3, 4)			
USPS Use Only	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 AIC 125 [Permit Imprint Only, Excluding Simplified Addressing (EDDM)]				Total Adjusted Postage Permit Imprint			
Postmaster: Report Total Postage in AIC 205 [Simplified Addressing (EDDM), Permit Imprint Only]				Total Adjusted Postage Simplified Addressing (EDDM)				
Certification	Incentive/Discount Claimed: _____ Type of Fee: _____ The mailer's signature certifies that: (1) the mailing complies with EDDM 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); (3) 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(c)(2); (4) the mailing is made by a voting registration official as required or authorized under the National Voter Registration Act of 1993; and (5) 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.							
	Signature of Owner or Agent		Printed Name of Mailer or Agent Signing Form		Telephone			
USPS Use Only	Weight of a Single Piece		Total Weight		Are postage figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, reason:			
	_____ pounds							
	Total Pieces		Total Postage					
	Presort Verification Performed? (If required) <input type="checkbox"/> Yes <input type="checkbox"/> No		Date Mailer Notified		Contact			
	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; and (5) sufficient funds on deposit (if required)		By (Initials)		Time AM PM			
USPS Employee's Signature		Print USPS Employee's Name						
				Round Stamp (Required) Payment Date				

Nonprofit USPS Marketing Mail

Part A — Automation Letters

Letters 3.5 oz. (0.2188 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total*	Fee Total	Total Postage
A1	None	5-Digit						
A2	None	AADC						
A3	None	Mixed AADC						
A4	DNDC	5-Digit						
A5	DNDC	AADC						
A6	DNDC	Mixed AADC						
A7	DSCF	5-Digit						
A8	DSCF	AADC						

* May contain both Full Service Intelligent Mail and other discount-see Instructions page for additional information.

A9	Part A Total (Add lines A1 — A8)							
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Full Service Intelligent Mail Option

A10	DISPLAY ONLY	Letters-Number of Pieces that Comply _____ x \$0.003 =
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DRAFT

Nonprofit USPS Marketing Mail

Part B — Nonautomation Letters

Machinable Letters 3.5 oz. (0.2188 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B1	None	AADC						
B2	None	Mixed AADC						
B3	DNDC	AADC						
B4	DNDC	Mixed AADC						
B5	DSCF	AADC						

Nonmachinable Letters 4 oz. (0.25 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B6	None	5-Digit						
B7	None	3-Digit						
B8	None	ADC						
B9	None	Mixed ADC						
B10	DNDC	5-Digit						
B11	DNDC	3-Digit						
B12	DNDC	ADC						
B13	DNDC	Mixed ADC						
B14	DSCF	5-Digit						
B15	DSCF	3-Digit						
B16	DSCF	ADC						

Nonmachinable Letters Over 4 oz. (0.25 lbs.) but less than 16 oz. (1 lb.)

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
B17	None	5-Digit										
B18	None	3-Digit										
B19	None	ADC										
B20	None	Mixed ADC										
B21	DNDC	5-Digit										
B22	DNDC	3-Digit										
B23	DNDC	ADC										
B24	DNDC	Mixed ADC										
B25	DSCF	5-Digit										
B26	DSCF	3-Digit										
B27	DSCF	ADC										

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.

B28	Part B Total (Add lines B1 — B27)											
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Nonprofit USPS Marketing Mail

Part C — Carrier Route Letters

(Automation) Letters 3.5 oz. (0.2188 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total*	Fee Total	Total Postage
C1	None	Saturation						
C2	None	High Density Plus						
C3	None	High Density						
C4	None	Basic						
C5	DNDC	Saturation						
C6	DNDC	High Density Plus						
C7	DNDC	High Density						
C8	DNDC	Basic						
C9	DSCF	Saturation						
C10	DSCF	High Density Plus						
C11	DSCF	High Density						
C12	DSCF	Basic						

Letters EDDM (Auto) 3.5 oz. (0.2188 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C13	None	Saturation						
C14	DNDC	Saturation						
C15	DSCF	Saturation						

Nonautomation Letters 4 oz. (0.25 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C16	None	Saturation						
C17	None	High Density Plus						
C18	None	High Density						
C19	None	Basic						
C20	DNDC	Saturation						
C21	DNDC	High Density Plus						
C22	DNDC	High Density						
C23	DNDC	Basic						
C24	DSCF	Saturation						
C25	DSCF	High Density Plus						
C26	DSCF	High Density						
C27	DSCF	Basic						

Letters EDDM (Nonauto) 4 oz. (0.25 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C28	None	Saturation						
C29	DNDC	Saturation						
C30	DSCF	Saturation						

* May contain both Full Service Intelligent Mail and other discount-see Instructions page for additional information.

Part C continued on next page

Nonprofit USPS Marketing Mail

Part C — Carrier Route Letters — Continued

Nonautomation Letters Over 4 oz. (0.25 lbs.) but less than 16 oz. (1 lbs.)

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
C31	None	Saturation											
C32	None	High Density Plus											
C33	None	High Density											
C34	None	Basic											
C35	DNDC	Saturation											
C36	DNDC	High Density Plus											
C37	DNDC	High Density											
C38	DNDC	Basic											
C39	DSCF	Saturation											
C40	DSCF	High Density Plus											
C41	DSCF	High Density											
C42	DSCF	Basic											

Letters EDDM (Nonauto) Over 4 oz. (0.25 lbs.) but less than 16 oz. (1 lbs.)

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
C43	None	Saturation											
C44	DNDC	Saturation											
C45	DSCF	Saturation											

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

C46	Part C Total (Add lines C1 — C45)												
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Full Service Intelligent Mail Option

C47	DISPLAY ONLY	Letters-Number of Pieces that Comply _____ x \$0.003 =										
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Nonprofit USPS Marketing Mail

Part D — Automation Flats

Flats 4 oz. (0.25 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total*	Fee Total	Total Postage
D1	None	5-Digit						
D2	None	3-Digit						
D3	None	ADC						
D4	None	Mixed ADC						
D5	DNDC	5-Digit						
D6	DNDC	3-Digit						
D7	DNDC	ADC						
D8	DNDC	Mixed ADC						
D9	DSCF	5-Digit						
D10	DSCF	3-Digit						
D11	DSCF	ADC						

Flats Over 4 oz. (0.25 lbs.) but less than 16 oz. (1 lbs.)

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds Subtotal	Subtotal Postage	Discount Total*	Fee Total	Total Postage
D12	None	5-Digit										
D13	None	3-Digit										
D14	None	ADC										
D15	None	Mixed ADC										
D16	DNDC	5-Digit										
D17	DNDC	3-Digit										
D18	DNDC	ADC										
D19	DNDC	Mixed ADC										
D20	DSCF	5-Digit										
D21	DSCF	3-Digit										
D22	DSCF	ADC										

For affixed postage mailings as described in DMM 243, enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.
 * May contain both Full Service Intelligent Mail and other discount-eligible mail. Instructions page for additional information.

D23	Part D Total (Add lines D1 — D22)											
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Full Service Intelligent Mail Option

D24	DISPLAY ONLY	Flats-Number of Pieces that Comply _____ x \$0.003 =										
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Nonprofit USPS Marketing Mail

Part E — Nonautomation Flats

Flats 4 oz. (0.25 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
E1	None	5-Digit						
E2	None	3-Digit						
E3	None	ADC						
E4	None	Mixed ADC						
E5	DNDC	5-Digit						
E6	DNDC	3-Digit						
E7	DNDC	ADC						
E8	DNDC	Mixed ADC						
E9	DSCF	5-Digit						
E10	DSCF	3-Digit						
E11	DSCF	ADC						

Flats Over 4 oz. (0.25 lbs.) but less than 16 oz. (1 lbs.)

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
E12	None	5-Digit										
E13	None	3-Digit										
E14	None	ADC										
E15	None	Mixed ADC										
E16	DNDC	5-Digit										
E17	DNDC	3-Digit										
E18	DNDC	ADC										
E19	DNDC	Mixed ADC										
E20	DSCF	5-Digit										
E21	DSCF	3-Digit										
E22	DSCF	ADC										

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

E23	Part E Total (Add lines E1 — E22)											
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Nonprofit USPS Marketing Mail

Part F — Carrier Route Flats

Flats 4 oz. (0.25 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total*	Fee Total	Total Postage
F1	None	Saturation**						
F2	None	High Density Plus						
F3	None	High Density						
F4	None	High Density - CR Bundles/Pallet	0.XXX	new line				
F5	None	Basic						
F6	None	Basic – CR Bundles/Pallet						
F7	DNDC	Saturation**						
F8	DNDC	High Density Plus						
F9	DNDC	High Density						
F10	DNDC	High Density - CR Bundles/Pallet	0.XXX	new line				
F11	DNDC	Basic						
F12	DNDC	Basic – CR Bundles/Pallet						
F13	DSCF	Saturation**						
F14	DSCF	High Density Plus						
F15	DSCF	High Density						
F16	DSCF	High Density - CR Bundles/Pallet	0.XXX	new line				
F17	DSCF	Basic						
F18	DSCF	Basic – CR Bundles/Pallet						
F19	DDU	Saturation**						
F20	DDU	High Density Plus						
F21	DDU	High Density						
F22	DDU	High Density - CR Bundles/Pallet	0.XXX	new line				
F23	DDU	Basic						
F24	DDU	Basic – CR Bundles/Pallet						
F25	Detached Address Label							
F26	Detached Marketing Label							

Flats EDDM 4 oz. (0.25 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
F27	None	Saturation						
F28	DNDC	Saturation						
F29	DSCF	Saturation						
F30	DDU	Saturation						

* May contain both Full Service Intelligent Mail and other discount-see Instructions page for additional information.

** Full Service Intelligent Mail Option not available

Part F continued on next page

Nonprofit USPS Marketing Mail

Part F — Carrier Route Flats — Continued

Flats Over 4 oz. (0.25 lbs.) but less than 16 oz. (1 lbs.)

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total*	Fee Total	Total Postage
F31	None	Saturation**											
F32	None	High Density Plus											
F33	None	High Density											
F34	None	High Density - CR Bundles/Pallet	0.XXX				0.XXX						
F35	None	Basic											
F36	None	Basic - CR Bundles/Pallet											
F37	DNDC	Saturation**											
F38	DNDC	High Density Plus											
F39	DNDC	High Density											
F40	DNDC	High Density - CR Bundles/Pallet	0.XXX				0.XXX						
F41	DNDC	Basic											
F42	DNDC	Basic - CR Bundles/Pallet											
F43	DSCF	Saturation**											
F44	DSCF	High Density Plus											
F45	DSCF	High Density											
F46	DSCF	High Density - CR Bundles/Pallet	0.XXX				0.XXX						
F47	DSCF	Basic											
F48	DSCF	Basic - CR Bundles/Pallet											
F49	DDU	Saturation**											
F50	DDU	High Density Plus											
F51	DDU	High Density											
F52	DDU	High Density - CR Bundles/Pallet	0.XXX				0.XXX						
F53	DDU	Basic											
F54	DDU	Basic - CR Bundles/Pallet											
F55	Detached Address Label												
F56	Detached Marketing Label												

Flats EDDM Over 4 oz. (0.25 lbs.) but less than 16 oz. (1 lbs.)**

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total*	Fee Total	Total Postage
F57	None	Saturation											
F58	DNDC	Saturation											
F59	DSCF	Saturation											
F60	DDU	Saturation											

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.

* May contain both Full Service Intelligent Mail and other discount-see Instructions page for additional information.

** Full Service Intelligent Mail Option not available

F61	Part F Total (Add lines F1 — F60)											
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Full Service Intelligent Mail Option

F62	DISPLAY ONLY	Flats-Number of Pieces that Comply _____ x \$0.003 =											
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Nonprofit USPS Marketing Mail

Part G — Marketing Parcels

Presorted 3.3 oz. (0.2063 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
G1	None	NDC						
G2	None	Mixed NDC						
G3	DNDC	5-Digit						
G4	DNDC	SCF						
G5	DNDC	NDC						
G6	DSCF	5-Digit						
G7	DSCF	SCF						
G8	DDU	5-Digit						
G9	Nonbarcoded Surcharge							

Presorted Over 3.3 oz. (0.2063 lbs.) but less than 16 oz. (1 lbs.)

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
G10	None	NDC											
G11	None	Mixed NDC											
G12	DNDC	5-Digit											
G13	DNDC	SCF											
G14	DNDC	NDC											
G15	DSCF	5-Digit											
G16	DSCF	SCF											
G17	DDU	5-Digit											
G18	Nonbarcoded Surcharge												

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.

G19	Part G Total (Add lines G1 — G18)												
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Nonprofit USPS Marketing Mail

Part H — Carrier Route Parcels

Parcels — Simple Samples

	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
H1	Targeted Small						
H2	Targeted Large						
H3	Every Door (Saturation) Small						
H4	Every Door (Saturation) Large						
H5	Detached Address Label						
H6	Detached Marketing Label						

Pallet Fee

	Entry Point	Pallet Type	No. of Pallets	Price	Total Postage
H7	DSCF	5-Digit			
H8	DNDC	5-Digit			
H9	DNDC	3-Digit			

Carton/Sack Fee

	Pallet Type	No. of Cartons	Price	Total Postage
H10	3-Digit Pallet with 5-Digit Cartons/Sacks			
H11	Part H Total (Add lines H1 — H10)			

Part I — Machinable Parcels

Machinable Over 3.5 oz. (0.2188 lbs.) but less than 16 oz. (1 lb.)

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Piece Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
I1	None	NDC											
I2	None	Mixed NDC											
I3	DNDC	5-Digit											
I4	DNDC	NDC											
I5	DSCF	5-Digit											
I6	DDU	5-Digit											
I7	Nonbarcoded Surcharge												

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.

I8	Part I Total (Add lines I1 — I7)											
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Nonprofit USPS Marketing Mail

Part J — Irregular Parcels

Irregular Parcels 3.3 oz. (0.2063 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
J1	None	NDC						
J2	None	Mixed NDC						
J3	DNDC	5-Digit						
J4	DNDC	SCF						
J5	DNDC	NDC						
J6	DSCF	5-Digit						
J7	DSCF	SCF						
J8	DDU	5-Digit						
J9	Nonbarcoded Surcharge							

Irregular Parcels Over 3.3 oz. (0.2063 lbs.) but less than 16 oz. (1 lbs.)

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
J10	None	NDC											
J11	None	Mixed NDC											
J12	DNDC	5-Digit											
J13	DNDC	SCF											
J14	DNDC	NDC											
J15	DSCF	5-Digit											
J16	DSCF	SCF											
J17	DDU	5-Digit											
J18	Nonbarcoded Surcharge												

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.

J19	Part J Total (Add lines J1 — J18)											
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Part L — Customized MarketMail

Pieces 3.3 oz. (0.2063 lbs.) or less

	Price	No. of Pieces	Total Postage
L1			
L2	Part L Total		

Nonprofit USPS Marketing Mail

Part S — Extra Services and Fees

		Fee	No. of Pcs. or Lbs.	Subtotal Postage	Discount Total	Total Postage
S4	USPS Tracking (electronic only)*					
S5	Insurance**					
S8	Return Receipt (electronic)					
S9	Return Receipt (Form 3811)					
S17	Picture Permit Imprint					
S19	Certificate of Bulk Mailing (Form 3606-D)					
S25	Live Animal Transportation					
S28	Hazardous Material Transportation					
S31	Insurance Restricted Delivery**					

Items mailed with Extra Services must meet the mailing standards for the extra service.

* Parcels Only

** Bulk insurance on parcels only

S99	Part S Total (Add lines S4 — S31)					
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DRAFT

Nonprofit USPS Marketing Mail — Instructions

Use this form for Nonprofit USPS Marketing prices.

Step 1: Complete Mailer and Mailing sections on page 1. The Mailer section must be completely filled in, including the Permit Holder in the first box, the Mailing Agent, if any as described below, in the second box, and the Mail Owner, as described below, if other than the Permit Holder, in the third box.

Mailing Agent: The mailing agent is a business entity, organization, or individual acting on behalf of one or more mail owners by providing mailing services for which the mail owners compensate the mailing agent. A business entity, organization, or individual whose services define it as a mailing agent may also be considered a mail owner, but only for its own mail or the mail of its subsidiaries. Mailing agents include, but are not limited to the following: Printer, letter shop, address list provider/manager; mail preparer, postage payment provider, mailing logistics provider, mailing tracking provider, ad agency, and mailing information manager.

Mail Owner: The mail owner is the business entity, organization, or individual who makes business decisions regarding the mailpiece content, directly benefits from the mailing, and ultimately pays for postage on the mailpiece directly or by way of a mailing agent.

Step 2: Before you complete the Postage section, go to parts A through S. Complete the part(s) that pertain to your mailing. All pieces must be reported on the appropriate line at the full published price (not including the Full-Service Intelligent Mail incentive). Pieces that comply with the Full-Service Intelligent Mail option requirements are additionally reported on the line provided. The following information will help you to determine which parts to complete:

Parts A—C: Letters

Part A: Automation Letters. Enter total in Part A Total box.

Part B: Nonautomation Letters. Enter total in Part B Total box.

Part C: Carrier Route Letters. Enter total in Part C Total box.

Parts D—F: Flats

Part D: Automation Flats. Enter total in Part D Total box.

Part E: Nonautomation Flats. Enter total in Part E Total box.

Part F: Carrier Route Flats. Enter total in Part F Total box.

Parts G—H: Marketing Parcels

Part G: Marketing Parcels. Enter total in Part G Total box.

Part H: Carrier Route Marketing Parcels. Enter total in Part H Total box.

Parts I—J: Parcels

Part I: Machinable Parcels. Enter total in Part I Total box.

Part J: Irregular Parcels. Enter total in Part J Total box.

Part L: Customized Marketing Mail (CMM) — Enter total in Part L Total box.

Part S: Extra Services — Report any combined Extra Services on the lines provided for them, e.g., Insured mail that is also Restricted Delivery would be reported on line S31—Insurance Restricted Delivery. Enter total in Part S Total box.

Step 3: Add the postage in parts A through S. For Permit Imprint mailings round off to four decimal places. For Postage Affixed round off to three decimal places.

Step 4: Return to the Postage section on page 1. Check the boxes that correspond to the form parts used. Add the postage amounts for all parts and enter on Line 1 Subtotal Postage, rounded off to two decimal places. For postage affixed mailings round off to three decimal places.

Step 5: Complete Line 2 for Postage Affixed mailings. Check the box for the Price at Which Postage Affixed (Correct, Lowest, or Neither). Multiply the number of pieces by the postage affixed. Put the total in the Postage Affixed block.

Step 6: Lines 3 and 4 are for postage adjustments that apply to the entire mailing. Report any Incentive/Discount Flat Dollar Amount on Line 3 and any Fee Flat Dollar Amount on Line 4.

Instructions continued on next page

Nonprofit USPS Marketing Mail — Instructions — Continued

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- Step 7:** Calculate Line 5 Net Postage Due by subtracting any Postage Affixed and Incentive/Discount (Lines 2 and 3) from the Subtotal Postage (Line 1) and adding any Fee (Line 4). 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 Line 5.
- Step 8:** Read and sign the Certification section, including your telephone number. Attach all completed parts and submit with the mailing.

Further Information About Discount Total Column

Mailings that qualify for Full Service Intelligent Mail Option will report the discount in the Discount Total column of each line of the postage statement. The Full Service Intelligent Mail Option lines are for display and data gathering purposes only.

When there is a Full Service discount but no other incentive discount, the Full Service discount is reported directly in the Discount Total column.

When there is both a Full Service discount and an incentive discount, the Discount Total must include both discounts so it must be calculated in an offline calculation with the resulting value reported in the Discount Total column. The calculation is performed as follows:

The Subtotal Postage (SP) amount is not affected and is calculated in the usual way. The Discount Total (DT) is calculated by, first, determining the Full Service discount (FSD) by multiplying the number of Full Service pieces by the per-piece Full Service discount. Then you must calculate the Incentive Discount (ID) by subtracting the Full Service discount (FSD) from the Subtotal Postage (SP) and multiplying the result by the Incentive Discount percentage (ID%) expressed in decimal form, such as .02. Then add the Full Service discount (FSD) and the Incentive Discount (ID) to get the Discount Total (DT).

This calculation can be expressed as an equation as follows:

$$DT = FSD + ID \text{ or } DT = FSD + ((SP - FSD) \times ID\%)$$

For more information on mailing standards, prices, and fees please go to Postal Explorer at pe.usps.com.