

United States Postal Service
**Postage Statement—First-Class Mail and
 First-Class Package Service**

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

Use this form for First-Class Mail and First-Class Package Service.

Mailer	Permit Holder's Name and Address and Email Address, if Any	Telephone	Name and Address of Mailing Agent (If other than permit holder)	Telephone	Name and Address of Mail Owner (If other than permit holder)
	CAPS Cust. Ref. No. _____				
	CRID _____		CRID _____		CRID _____

Mailing	Post Office of Mailing	Processing Category	Parcels Only Hold For Pickup HFPU No. of Pieces	Mailer's Mailing Date	Federal Agency Cost Code	Statement Seq. No.	No. and type of Containers _____ Sacks _____ 1 ft. Letter Trays _____ 2 ft. Letter Trays _____ EMM Letter Trays _____ Flat Trays _____ Pallets _____ Other	
	Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered	<input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Parcels		Weight of a Single Piece _____ pounds	Combined Mailing <input type="checkbox"/> Single Class	SSF Transaction ID#		
	Permit #	For Mail Enclosed Within Another Class <input type="checkbox"/> Standard Mail <input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> Library Mail <input type="checkbox"/> Media Mail			<input type="checkbox"/> Periodicals	Customer Generated Electronic Labels <input type="checkbox"/> SigCon		
	For Automation Price Pieces, Enter Date of Address Matching and Coding _____/_____/_____	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 Weight		

Postage	Letter or Flat-size mailpieces contain: <input type="checkbox"/> Round Trip ONLY: One DVD/CD or other disk	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"/> S <input type="checkbox"/> NSA	
	This is a Political Campaign Mailing Yes <input type="checkbox"/> No <input type="checkbox"/>		
	This is Official Election Mail Yes <input type="checkbox"/> No <input type="checkbox"/>	1	Subtotal Postage (Add parts totals)
	2 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 \$ _____ = 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	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 121	Total Adjusted Postage Permit Imprint

Certification	Incentive/Discount Claimed: _____ Type of Fee _____
	The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. 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 the supporting documentation comply with all postal standards and 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. <i>Privacy Notice: For information regarding our Privacy Policy visit www.usps.com.</i>
	Signature of Mailer or Agent _____ Printed Name of Mailer or Agent Signing Form _____ Telephone _____

USPS Use Only 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	USPS Use Only To be completed in non-PostalOne! sites
	Total Pieces _____ Total Weight _____		
	Total Postage _____		
	Presort Verification Performed? (If required) <input type="checkbox"/> Yes <input type="checkbox"/> No		
	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)		
Date Mailed Notified _____ Contact _____			
By (Initials) _____ Time _____ AM _____ PM			
USPS Employee's Signature _____	Print USPS Employee's Name _____		

First-Class Mail

Part A
Automation Prices

Check box at left if prices are populated in this section.

Postcards <i>(eligible for postcard price)</i>		Price	No. of Pieces	Subtotal Postage	Discount Total*	Fee Total	Total Postage
A1	5-Digit						
A2	3-Digit						
A3	AADC						
A4	Mixed AADC						

Letters		Price	No. of Pieces	Subtotal Postage	Discount Total*	Fee Total	Total Postage
A5	5-Digit						
A6	3-Digit						
A7	AADC						
A8	Mixed AADC						

Flats		Price	No. of Pieces	Subtotal Postage	Discount Total*	Fee Total	Total Postage
A9	5-Digit						
A10	3-Digit						
A11	ADC						
A12	Mixed ADC						

A13	Part A Total (Add lines A1-A12)						
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Full Service Intelligent Mail Option

A14	DISPLAY ONLY	Postcards - Number of pieces that comply _____ x \$0.003 =	
A15	DISPLAY ONLY	Letters - Number of pieces that comply _____ x \$0.003 =	
A16	DISPLAY ONLY	Flats - Number of pieces that comply _____ x \$0.003 =	

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

First-Class Mail

Part B
Nonautomation Prices

Check box at left if prices are populated in this section.

Postcards <i>(eligible for postcard price)</i>		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B1	Presorted						
B2	Single-Piece						

Letters		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B3	Presorted						
B4	Residual Nonpresorted <i>From First-Class Mail Mailing (Up to and Including 1 oz.)</i>						
B5	Residual Single-Piece <i>From First-Class Mail Mailing (Includes up to 1 oz. and Between 1 oz. and 2 oz.)</i>						
B6	Residual Nonpresorted <i>From First-Class Mail Mailing Which is All Greater Than 1 oz. Up to and Including 2 oz.</i>						
B7	Nonpresorted/Single Piece*						
B8	Single-Piece <i>From Standard Mail Mailing</i>						

* First-Class Mail metered letter price

Nonmachinable Letters		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B9	Presorted						
B10	Nonpresorted/Single-Piece						
B11	Single-Piece <i>From Standard Mail Mailing</i>						
B12	Nonmachinable Surcharge * <i>(for presorted letters)</i>						
B13	Nonmachinable Surcharge * <i>(for single-piece letters)</i>						

* Only on FCM letters with one or more nonmachinable characteristics

Flats		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B14	Presorted						
B15	Single-Piece						
B16	Single-Piece <i>From Standard Mail Mailing</i>						

Permit Reply Mail		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B17	Single-Piece Letter <i>(1 oz. or less)</i>						
B18	Single-Piece Letter <i>(over 1 oz. to 3.5 oz.)</i>						
B19	Single-Piece Flat <i>(1 oz. or less)</i>						
B20	Single-Piece Flat <i>(over 1 oz. to 13 oz.)</i>						

Part B Total (Add lines B1-B20)

First-Class Package Service

Part C
Parcels

Check box at left if prices are populated in this section.

Commercial Parcels (Less than 16 oz.)		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C1	Single-Piece						
C2	Parcel Surcharge						

Commercial Parcels - NSA		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C3	Single-Piece						
C4	Parcel Surcharge						

Part C Total (Add lines C1-C4)

Roundtrip DVD, CD, or Other Disc Mail

Part D
Round Trip Mailings that Contain a DVD, CD, or Other Disc

Check box at left if prices are populated in this section.

Automation Letters		Price	No. of Pieces	Subtotal Postage	Discount Total*	Fee Total	Total Postage
D1	5-Digit						
D2	3-Digit						
D3	AADC						
D4	Mixed AADC						

Presort Letters		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D5	Presorted						
D6	Single-Piece						

Automation Flats		Price	No. of Pieces	Subtotal Postage	Discount Total*	Fee Total	Total Postage
D7	5-Digit						
D8	3-Digit						
D9	ADC						
D10	Mixed ADC						

Presort Flats		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D11	Presorted						
D12	Single-Piece						

Permit Reply Mail		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D13	Single-Piece Letter (1 oz. or less)						
D14	Single-Piece Flat (2 oz. or less)						

D15	Part D Total (Add lines D1-D14)						
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Full Service Intelligent Mail Option

D16	DISPLAY ONLY	Letters - Number of pieces that comply _____ x \$0.003 =	
D17	DISPLAY ONLY	Flats - Number of pieces that comply _____ x \$0.003 =	

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

Extra Services and Fees

Part S
Extra Services

Check box at left if prices are populated in this section.

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

		Fee	No. of Pcs. or Lbs.	Subtotal Postage	Discount Total	Total Postage
S1	Certificate of Mailing (3 or more - Form 3665)					
S2	Certified Mail					
S3	Collect on Delivery (COD)					
S4	USPS Tracking*					
S5	Insurance					
S6	Registered Mail					
S7	Signature Confirmation Restricted Delivery*					
S8	Return Receipt (Electronic)					
S9	Return Receipt (Form 3811)					
S10	Certified Mail Restricted Delivery					
S11	Signature Confirmation*					
S13	Fragile					
S14	Certified Mail Adult Signature Required					
S15	Adult Signature Required					
S16	Adult Signature Restricted Delivery					
S17	Picture Permit Imprint					
S18	Day Certain Delivery					
S19	Certificate of Bulk Mailing (Form 3606-D)					
S20	Sunday Delivery					
S21	Same Day					
S22	Extended Coverage					
S23	IMpb Non-Compliance Fee					
S25	Live Animal Transportation					
S26	Next Day					
S27	Certified Mail Adult Signature Restricted Delivery					
S28	Hazardous Material Transportation					
S29	Perishables					
S30	Registered Mail Restricted Delivery					
S31	Insurance Restricted Delivery					
S32	COD Restricted Delivery					

* Available for parcels only

Part S Total (Add lines S1-S32)

First-Class Mail - Instructions

Use this form for First-Class Mail and First-Class Package Service.

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. The following information will help you determine which parts to complete:

Part A: Automation prices - 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 lines provided. Enter total in Part A Total box.

Part B: Nonautomation prices - Enter total in Part B Total box.

Part C: Commercial Parcels - Enter total in Part C Total box.

Part D: Roundtrip DVD, CD, or other disc mailer - Enter total in Part D 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 without rounding.

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.

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 on Line 3 and any Fee on Line 4.

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 pages and submit with the mailing.

First-Class Mail - Instructions

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:

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

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