



## 374 Postage Payment and Documentation

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### 1.0 Basic Standards for Postage Payment

#### 1.1 Postage Payment Options

The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage for Media Mail may be paid by any method (see [604](#)) except precanceled stamps. Pieces with postage affixed must bear the correct postage. Permit imprint may be used for mailings that contain nonidentical-weight pieces only when authorized by Business Mailer Support.

### 2.0 Mailing Documentation

#### 2.1 Completing Postage Statements

Any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). The mailer may submit a computer-generated facsimile (see [2.7, Facsimile Postage Statements](#)). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction.

#### 2.2 Basic Documentation Standards

Generally, documentation is required from a mailer when a mailing is presented to the USPS. Supporting documentation of postage is required unless the correct price is affixed to each piece or each piece is of identical weight and the pieces are separated by price when presented for acceptance. Documentation describes the preparation, price levels, and content of the mailing; details the volume and postage data; and, by comparison with the actual mailing it describes, supports the claims contained on the postage statement accompanying the mailing and allows the USPS to verify its accuracy. Documentation must be submitted when specified for the price claimed or postage payment method used.

#### 2.3 Preparing Documentation

As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle.

#### 2.4 Multiple Standards

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards.



#### **2.5 Providing Additional Information**

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under [607, Mailer Compliance and Appeals of Classification Decisions](#).

#### **2.6 Reporting Multiple Mailings on One Statement**

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, price, and postage payment method. A mailer may report more than one mailing from a single job on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement.

#### **2.7 Facsimile Postage Statements**

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and prices claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (e.g., permit imprint), and four-digit form number (hyphen and suffix optional). All parts, and line numbers within each part, must reflect those on the USPS form. In some cases, this can include fields from multiple USPS forms onto a single facsimile. Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster.