

236 Enter and Deposit

Overview

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1.0 Deposit

1.1 Service Objectives

All First-Class Mail receives expeditious handling and transportation. The USPS follows uniform guidelines for distributing and delivering mail but does not guarantee delivery within the specified time. Local postmasters can provide more information.

1.2 Time and Location of Deposit

First-Class Mail paid at Presorted or any automation prices must be deposited at locations and times designated by the postmaster. Metered mail must be deposited in locations under the jurisdiction of the licensing Post Office except as permitted in [604.4.6.3](#). Permit imprint mail must be deposited under [604.5.0](#) or [705, Advanced Preparation and Special Postage Payment Systems](#).

1.3 Approved Collections

The USPS may collect Presorted First-Class Mail and automation First-Class Mail at a mailer's facility if part of an approved collection service for other classes of mail; space is available on the transportation required for those classes; and:

- Acceptance and verification are done at the customer's facility; or
- Postage is paid with permit imprint under an optional procedure; or
- Postage is paid with meter or precanceled stamps.

1.4 Permit Imprint Collection

The USPS does not collect presort mailings from a customer's facility if paid with a permit imprint and not covered by optional procedures.

2.0 Verification

2.1 USPS Verification and Mailer Correction

Mailings are subject to USPS procedures to verify correct preparation and postage payment. The mailer is responsible for correcting irregularities found in the mailing. If, at the acceptance unit, a mailing is found not to qualify for a Presorted First-Class Mail price or an automation First-Class Mail price, the mailer must either take corrective action or pay the full single-piece price. The return of such mailings to the mailer's facility for any reworking is the mailer's responsibility.

2.2 Timeframe for Corrective Action

If a mailer corrects the presort or preparation problems in a metered or precanceled stamped mailing that caused its disqualification when originally presented for acceptance, but cannot resubmit that mailing on the same day, the date shown in



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the meter or mailer's precancel postmark must be corrected. The mailer may either re-envelope each piece and reapply postage and request a postage refund under [604.9.0, Refunds and Exchanges](#), or apply a legible “.00” meter impression that includes the correct mailing date.

2.3 Payment at Single-Piece Price Rather Than Correcting Errors

A mailer who pays the single-piece First-Class Mail price rather than correcting errors in a mailing paid with meter or precanceled stamps must pay the difference in cash at the window and present the copy of the cash receipt to the acceptance point before the mail may be released for processing. A mailer who makes the same choice for a mailing paid with a permit imprint must correct the postage statement presented with the mailing to show that postage is to be paid at the higher price.