

144 Postage Payment and Documentation

Overview

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1.0 Basic Standards for Postage Payment

1.1 Postage Payment Options

The mailer is responsible for proper postage payment. Postage for EDDM-Retail flats must be paid with metered postage (see [604.4.0](#)) of the correct amount of postage affixed to each piece or, at the time of mailing, by cash, check, debit card, or credit card.

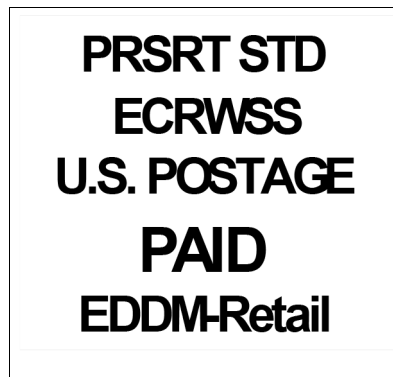
1.2 Customer Registration

Mailers must obtain a Customer Registration ID (CRID), available online at <https://gateway.usps.com>.

1.3 Postage Indicia

A postage indicia must be on each piece mailed as EDDM-Retail, printed above and to the right of the simplified address. See [Exhibit 1.3](#) for the required wording of the indicia.

Exhibit 1.3 EDDM-Retail Indicia



2.0 Mailing Documentation

2.1 Completing Postage Statements

Each mailing of EDDM-Retail flats be accompanied by a postage statement (PS Form 3587) completed and signed by the mailer.

2.2 Basic Documentation Standards

Documentation for mailings of EDDM-Retail flats includes the postage statement (see [2.1](#)), a sample mailpiece, and (if applicable) a list of “do not deliver” addresses.

