234   Postage Payment and Documentation

Overview

1.0   Basic Standards for Postage Payment
[4-7-25]

1.1   General

First-Class Mail presorted and automation postage must be paid with precanceled stamps, metered postage, or permit imprints. All pieces in a mailing must be paid with the same method unless otherwise permitted by standard or Business Acceptance Solutions authorization. Permit imprints may be used for mailings of nonidentical-weight pieces only if authorized by the director, Business Acceptance Solutions (see 608.8.0 for address).
[4-7-25]

1.2   USPS Connect Local Mail

[4-7-25] USPS Connect Local Mail mailings must be paid with USPS Click-N-Ship or USPS API, which will produce the shipping label with a trackable Intelligent Mail Package Barcode (IMpb).

2.0   Affixing Postage to Presorted and Automation Letters and Flats

2.1   Affixing Postage for Presorted and Automation First-Class Mail

Except as permitted under 2.2 or authorized by the director, Business Acceptance Solutions, each piece must bear the numerical value of postage under one of these conditions:

a.   Each letter-size or flat-size piece bearing metered postage must bear the correct numerical value of postage for which the piece qualifies.

b.   Each letter-size or flat-size piece may bear a USPS precanceled stamp (or stamps precanceled with a mailer's precancel postmark), under 604.3.0; postage documentation under 3.0 is required. Any additional postage must be paid at the time of mailing with an advance-deposit account.

2.2   Affixing Postage at Less than Full Price to All Pieces

A mailer may affix postage at a price other than the full postage price as provided in 2.2.1 and 2.2.2.

2.2.1   Lowest Price

A mailer may affix postage evidencing postage at the lowest price as follows:

a.   *Letter-size or flat-size pieces:* A mailer may affix postage at the lowest eligible presort level and weight increment price in the mailing.

b. *Additional postage:* Additional postage is computed based on the difference between the lowest price affixed to any piece in the mailing and the price for each price level in the mailing. The total additional postage must be paid by advance-deposit account.

c. *Documentation:* The computation must be documented to meet the basic standards in 3.0.

2.2.2 Mixed Price Alternative

Where it is not practicable for the mailer to affix the exact postage to each piece or to affix the lowest postage price to all pieces in the mailing, the mailer may compute postage for the mailing as if the lowest price affixed to any piece in the mailing were affixed to all pieces. Additional postage is computed based on the difference between the lowest price affixed to any piece in the mailing and the price for each price level in the mailing. This computation must be documented to meet the basic standards in 3.0.

No refund is paid for any piece where postage is affixed at a price higher than the lowest price claimed for or affixed to any piece. The total additional postage must be paid by advance-deposit account.

3.0 Mailing Documentation

See 203.1.0 and 203.2.0 for postage statement and documentation standards.