United States Postal Service

Postage Statement—USPS Marketing Mail

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

Mailer

Permit Holder Name, Address, Email, Telephone

CAPS Cust. Ref. No. _____ CRID _____

Mailing Agent (If other than permit holder) Name, Address, Telephone

CRID _____

Mail Owner (If other than permit holder) Name, Address

CRID _____

Mailing

Post Office of Mailing

Mailer's Mailing Date

Federal Agency Cost Code

Statement Seq. No.

For Automation Pieces, Enter Date of Address Matching and Coding
__ __/__ __/__ __ __ __

For Carrier Route Pieces, Enter Date of Address Matching and Coding
__ __/__ __/__ __ __ __

For Carrier Route Price Pieces, Enter Date of Carrier Route Sequencing
__ __/__ __/__ __ __ __

For Pieces Bearing a Simplified Address Enter Date of Delivery Statistics File or Alternative Method
__ __/__ __/__ __ __ __

No. & Type of Containers
- ____ Sacks
- ____ 1 ft. Letter Trays
- ____ 2 ft. Letter Trays
- ____ EMM Letter Trays
- ____ Flat Trays
- ____ Pallets
- ____ Other

Type of Postage
- ☐ Permit Imprint
- ☐ Precanceled Stamps
- ☐ Metered

Processing Category
- ☐ Letters
- ☐ Flats
- ☐ Marketing Parcels
- ☐ CMM
- ☐ Catalogs

Total # of Pieces in Mailing

SSF Transaction#

Total Weight

Permit #

For Mail Enclosed within Another Class
- ☐ Bound Printed Matter
- ☐ Library Mail
- ☐ Periodicals
- ☐ Media Mail

Move Update Method
- ☐ Ancillary Service Endorsement
- ☐ NCOA[Link]
- ☐ ACS
- ☐ Alternative Method
- ☐ Multiple
- ☐ OneCode ACS
- ☐ n/a Alternative Address Format

Combined Mailing
- ☐ Mixed Class
- ☐ Single Class

Weight of a Single Piece
0.__ __ __ __ pounds

☐ Mailpiece is a product sample
____ % Samples

☐ Letter-size or flat mailpiece contains DVD/CD or other disk.

This is a Political Campaign Mailing ☐ Yes ☐ No

This is Official Election Mail ☐ Yes ☐ No

Postage

Parts Completed (Select all that apply): ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐ H ☐ L ☐ S ☐ NSA

1		**Subtotal Postage** (Add parts totals)	
2	Price at Which Postage Affixed (Check one). ☐ Correct ☐ Lowest ☐ Neither Complete if mailing includes pieces bearing metered/PC Postage or precanceled stamps.	__ 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 Only

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 130** [Permit Imprint Only, Excluding Simplified Addressing (EDDM)]	**Total Adjusted Postage Permit Imprint**	
Postmaster: Report Total Postage in **AIC 208** [Simplified Addressing (EDDM), Permit Imprint Only]	**Total Adjusted Postage Simplified Addressing (EDDM)**	

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 that 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.

Privacy Notice: For information regarding our Privacy Policy visit *www.usps.com.*

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
__ __.__ __ __ __ pounds

Total Weight

Total Pieces

Total Postage

Presort Verification Performed? (If required) ☐ Yes ☐ No

Are postage figures at left adjusted from mailer's entries?
☐ Yes ☐ No If yes, reason:

Round Stamp (Required)
Payment Date

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 Mailer Notified

Contact

By (Initials)

Time AM PM

USPS Employee's Signature

Print USPS Employee's Name

This form and mailing standards are available on Postal Explorer at ***pe.usps.com.***

USPS Marketing Mail

Part A—Automation letters

☐ Check box if prices are populated in this section.

Letters 3.5 oz. (0.2188 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total*	Fee Total	Total Postage
A1	None	5-Digit	$0.256					
A2	None	AADC	0.281					
A3	None	Mixed AADC	0.291					
A4	DNDC	5-Digit	0.234					
A5	DNDC	AADC	0.259					
A6	DNDC	Mixed AADC	0.269					
A7	DSCF	5-Digit	0.228					
A8	DSCF	AADC	0.253					

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

A9	**Part A Total** (add lines A1–A8)	

Full Service Intelligent Mail Option

A10	DISPLAY ONLY	Letters—Number of Pieces that Comply _____ x $0.003 =	

USPS Marketing Mail

Part B—Nonautomation letters

☐ Check box if prices are populated in this section.

Machinable Letters 3.5 oz. (0.2188 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B1	None	AADC	$0.292					
B2	None	Mixed AADC	0.302					
B3	DNDC	AADC	0.270					
B4	DNDC	Mixed AADC	0.280					
B5	DSCF	AADC	0.264					

Nonmachinable Letters 4 oz. (0.25 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B6	None	5-Digit	$0.505					
B7	None	3-Digit	0.573					
B8	None	ADC	0.595					
B9	None	Mixed ADC	0.668					
B10	DNDC	5-Digit	0.483					
B11	DNDC	3-Digit	0.551					
B12	DNDC	ADC	0.573					
B13	DNDC	Mixed ADC	0.646					
B14	DSCF	5-Digit	0.477					
B15	DSCF	3-Digit	0.545					
B16	DSCF	ADC	0.567					

Nonmachinable Letters Over 4 oz. but less than 16 oz.

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
B17	None	5-Digit	$0.242				$0.907						
B18	None	3-Digit	0.334				0.907						
B19	None	ADC	0.390				0.907						
B20	None	Mixed ADC	0.425				0.907						
B21	DNDC	5-Digit	0.242				0.736						
B22	DNDC	3-Digit	0.334				0.736						
B23	DNDC	ADC	0.390				0.736						
B24	DNDC	Mixed ADC	0.425				0.736						
B25	DSCF	5-Digit	0.242				0.694						
B26	DSCF	3-Digit	0.334				0.694						
B27	DSCF	ADC	0.390				0.694						

For affixed postage mailings as described in DMM 243, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

	Part B Total (add lines B1–B27)	

USPS Marketing Mail

Part C—Carrier Route Letters

☐ Check box if prices are populated in this section.

(Automation) Letters 3.5 oz. (0.2188 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total*	Fee Total	Total Postage
C1	None	Saturation	$0.190					
C2	None	High Density Plus	0.200					
C3	None	High Density	0.209					
C4	None	Basic	0.294					
C5	DNDC	Saturation	0.170					
C6	DNDC	High Density Plus	0.180					
C7	DNDC	High Density	0.189					
C8	DNDC	Basic	0.269					
C9	DSCF	Saturation	0.165					
C10	DSCF	High Density Plus	0.175					
C11	DSCF	High Density	0.184					
C12	DSCF	Basic	0.262					

Letters EDDM (Auto) 3.5 oz. (0.2188 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C13	None	Saturation	$0.190					
C14	DNDC	Saturation	0.170					
C15	DSCF	Saturation	0.165					

Nonautomation Letters 4 oz. (0.25 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C16	None	Saturation	$0.224					
C17	None	High Density Plus	0.232					
C18	None	High Density	0.250					
C19	None	Basic	0.300					
C20	DNDC	Saturation	0.186					
C21	DNDC	High Density Plus	0.194					
C22	DNDC	High Density	0.212					
C23	DNDC	Basic	0.270					
C24	DSCF	Saturation	0.179					
C25	DSCF	High Density Plus	0.187					
C26	DSCF	High Density	0.205					
C27	DSCF	Basic	0.262					

Letters EDDM (Nonauto) 4 oz. (0.25 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C28	None	Saturation	$0.224					
C29	DNDC	Saturation	0.186					
C30	DSCF	Saturation	0.179					

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

Part C continued on next page

USPS Marketing Mail

Part C—Carrier Route Letters—Continued

☐ Check box if prices are populated in this section.

Nonautomation Letters Over 4 oz. but less than 16oz.

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
C31	None	Saturation	$0.072				$0.609						
C32	None	High Density Plus	0.080				0.609						
C33	None	High Density	0.098				0.609						
C34	None	Basic	0.125				0.700						
C35	DNDC	Saturation	0.072				0.454						
C36	DNDC	High Density Plus	0.080				0.454						
C37	DNDC	High Density	0.098				0.454						
C38	DNDC	Basic	0.125				0.580						
C39	DSCF	Saturation	0.072				0.426						
C40	DSCF	High Density Plus	0.080				0.426						
C41	DSCF	High Density	0.098				0.426						
C42	DSCF	Basic	0.125				0.549						

Letters EDDM (Nonauto) Over 4 oz. but less than 16 oz.

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
C43	None	Saturation	$0.072				$0.609						
C44	DNDC	Saturation	0.072				0.454						
C45	DSCF	Saturation	0.072				0.426						

For affixed postage mailings as described in DMM 243, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

C46	**Part C Total** (add lines C1–C45)	

Full Service Intelligent Mail Option

C47	DISPLAY ONLY	Letters—Number of Pieces that Comply _____ x $0.003 =	

USPS Marketing Mail

Part D—Automation Flats

☐ Check box if prices are populated in this section.

Flats 4 oz. (0.25 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total*	Fee Total	Total Postage
D1	None	5-Digit	$0.405					
D2	None	3-Digit	0.523					
D3	None	ADC	0.597					
D4	None	Mixed ADC	0.632					
D5	DNDC	5-Digit	0.362					
D6	DNDC	3-Digit	0.480					
D7	DNDC	ADC	0.554					
D8	DNDC	Mixed ADC	0.589					
D9	DSCF	5-Digit	0.352					
D10	DSCF	3-Digit	0.470					
D11	DSCF	ADC	0.544					

Flats Over 4 oz. but less than 16 oz.

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total*	Fee Total	Total Postage
D12	None	5-Digit	$0.178				$0.907						
D13	None	3-Digit	0.296				0.907						
D14	None	ADC	0.370				0.907						
D15	None	Mixed ADC	0.405				0.907						
D16	DNDC	5-Digit	0.178				0.736						
D17	DNDC	3-Digit	0.296				0.736						
D18	DNDC	ADC	0.370				0.736						
D19	DNDC	Mixed ADC	0.405				0.736						
D20	DSCF	5-Digit	0.178				0.694						
D21	DSCF	3-Digit	0.296				0.694						
D22	DSCF	ADC	0.370				0.694						

For affixed postage mailings as described in DMM 243, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

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

D23	**Part D Total** (add lines D1–D22)	

Full Service Intelligent Mail Option

D24	DISPLAY ONLY	Flats—Number of Pieces that Comply _____ x $0.003 =	

USPS Marketing Mail

Part E—Nonautomation Flats

☐ Check box if prices are populated in this section.

Flats 4 oz. (0.25 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
E1	None	5-Digit	$0.469					
E2	None	3-Digit	0.561					
E3	None	ADC	0.617					
E4	None	Mixed ADC	0.652					
E5	DNDC	5-Digit	0.426					
E6	DNDC	3-Digit	0.518					
E7	DNDC	ADC	0.574					
E8	DNDC	Mixed ADC	0.609					
E9	DSCF	5-Digit	0.416					
E10	DSCF	3-Digit	0.508					
E11	DSCF	ADC	0.564					

Flats Over 4 oz. but less than 16 oz.

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
E12	None	5-Digit	$0.242				$0.907						
E13	None	3-Digit	0.334				0.907						
E14	None	ADC	0.390				0.907						
E15	None	Mixed ADC	0.425				0.907						
E16	DNDC	5-Digit	0.242				0.736						
E17	DNDC	3-Digit	0.334				0.736						
E18	DNDC	ADC	0.390				0.736						
E19	DNDC	Mixed ADC	0.425				0.736						
E20	DSCF	5-Digit	0.242				0.694						
E21	DSCF	3-Digit	0.334				0.694						
E22	DSCF	ADC	0.390				0.694						

For affixed postage mailings as described in DMM 243, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

	Part E Total (add lines E1–E22)	

USPS Marketing Mail

Part F—Carrier Route Flats

☐ Check box if prices are populated in this section.

Flats 4 oz. (0.25 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total*	Fee Total	Total Postage
F1	None	Saturation**	$0.224					
F2	None	High Density Plus	0.232					
F3	None	High Density	0.250					
F4	None	Basic	0.300					
F5	None	Basic—CR Bundles/Pallet	0.279					
F6	DNDC	Saturation**	0.186					
F7	DNDC	High Density Plus	0.194					
F8	DNDC	High Density	0.212					
F9	DNDC	Basic	0.270					
F10	DNDC	Basic—CR Bundles/Pallet	0.249					
F11	DSCF	Saturation**	0.179					
F12	DSCF	High Density Plus	0.187					
F13	DSCF	High Density	0.205					
F14	DSCF	Basic	0.262					
F15	DSCF	Basic—CR Bundles/Pallet	0.241					
F16	DDU	Saturation**	0.161					
F17	DDU	High Density Plus	0.169					
F18	DDU	High Density	0.187					
F19	DDU	Basic	0.253					
F20	DDU	Basic—CR Bundles/Pallet	0.232					
F21	Detached Address Label		0.040					
F22	Detached Marketing Label		0.040					

Flats EDDM 4 oz. (0.25 lbs.) or less**

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
F23	None	Saturation	$0.225					
F24	DNDC	Saturation	0.187					
F25	DSCF	Saturation	0.180					
F26	DDU	Saturation	0.162					

* May contain both Full Service Intelligent Mail and other discount—see Instructions page for additional information.
** Full Service Intelligent Mail Option not available

Part F continued on next page

USPS Marketing Mail

Part F—Carrier Route Flats—Continued

☐ Check box if prices are populated in this section.

Flats Over 4 oz. but less than 16 oz.

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total*	Fee Total	Total Postage
F27	None	Saturation**	$0.072				$0.609						
F28	None	High Density Plus	0.080				0.609						
F29	None	High Density	0.098				0.609						
F30	None	Basic	0.125				0.700						
F31	None	Basic—CR Bundles/Pallet	0.104				0.700						
F32	DNDC	Saturation**	0.072				0.454						
F33	DNDC	High Density Plus	0.080				0.454						
F34	DNDC	High Density	0.098				0.454						
F35	DNDC	Basic	0.125				0.580						
F36	DNDC	Basic—CR Bundles/Pallet	0.104				0.580						
F37	DSCF	Saturation**	0.072				0.426						
F38	DSCF	High Density Plus	0.080				0.426						
F39	DSCF	High Density	0.098				0.426						
F40	DSCF	Basic	0.125				0.549						
F41	DSCF	Basic—CR Bundles/Pallet	0.104				0.549						
F42	DDU	Saturation**	0.072				0.357						
F43	DDU	High Density Plus	0.080				0.357						
F44	DDU	High Density	0.098				0.357						
F45	DDU	Basic	0.125				0.511						
F46	DDU	Basic—CR Bundles/Pallet	0.104				0.511						
F47	Detached Address Label		0.040										
F48	Detached Marketing Label		0.040										

Flats EDDM Over 4 oz. but less than 16 oz.**

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
F49	None	Saturation	$0.073				$0.609						
F50	DNDC	Saturation	0.073				0.454						
F51	DSCF	Saturation	0.073				0.426						
F52	DDU	Saturation	0.073				0.357						

For affixed postage mailings as described in DMM 243, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

* May contain both Full Service Intelligent Mail and other discount—see Instructions page for additional information.
** Full Service Intelligent Mail Option not available

F53	**Part F Total** (add lines F1–F52)	

Full Service Intelligent Mail Option

F54	DISPLAY ONLY	Flats—Number of Pieces that Comply _____ x $0.003 =	

USPS Marketing Mail

Part G—Marketing Parcels

☐ Check box if prices are populated in this section.

Presorted 3.3 oz. (0.2063 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
G1	None	NDC	$1.270					
G2	None	Mixed NDC	1.604					
G3	DNDC	5-Digit	0.813					
G4	DNDC	SCF	0.906					
G5	DNDC	NDC	1.220					
G6	DSCF	5-Digit	0.763					
G7	DSCF	SCF	0.856					
G8	DDU	5-Digit	0.718					
G9	Nonbarcoded Surcharge		0.054					

Presorted Over 3.3 oz. but less than 16 oz.

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
G10	None	NDC	$1.033				$1.150						
G11	None	Mixed NDC	1.367				1.150						
G12	DNDC	5-Digit	0.626				0.905						
G13	DNDC	SCF	0.719				0.905						
G14	DNDC	NDC	1.033				0.905						
G15	DSCF	5-Digit	0.626				0.663						
G16	DSCF	SCF	0.719				0.663						
G17	DDU	5-Digit	0.626				0.445						
G18	Nonbarcoded Surcharge		0.054										

For affixed postage mailings as described in DMM 243, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

	Part G Total (add lines G1-G18)	

USPS Marketing Mail—Marketing Parcels

Part H—Carrier Route Parcels

☐ Check box if prices are populated in this section.

Parcels—Simple Samples

	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
H1	Targeted Small						
H2	Targeted Large						
H3	Every Door (Saturation) Small						
H4	Every Door (Saturation) Large						
H5	Detached Address Label						
H6	Detached Marketing Label						

Pallet Fee

	Entry Point	Pallet Type	No. of Pallets	Price	Total Postage
H7	DSCF	5-Digit		$40.259	
H8	DNDC	5-Digit		85.927	
H9	DNDC	3-Digit		52.847	

Carton/Sack Fee

	Pallet Type	No. of Cartons	Price	Total Postage
H10	3-Digit Pallet with 5-Digit Cartons/Sacks		$7.196	

	Part H Total (add lines H1–H10)	

Part L—Customized MarketMail

☐ Check box if prices are populated in this section.

Pieces 3.3 oz. (0.2063 lbs.) or less

	Price	No. of Pieces	Total Postage
L1	$0.462		

	Part L Total	

Part S—Extra Services and Fees

☐ Check box 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
S4	USPS Tracking (Parcels only)					
S17	Picture Permit Imprint					
S19	Certificate of Bulk Mailing (Form 3606-D)					
S25	Live Animal Transportation					
S28	Hazardous Material Transportation					

	Part S Total (add lines S4–S28)	

USPS Marketing Mail—Instructions

Use this form for regular USPS Marketing Mail prices.

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

Parts A–C: Letters
Part A: Automation Letters. Enter total in Part A Total box.
Part B: Nonautomation Letters. Enter total in Part B Total box.
Part C: Carrier Route Letters. Enter total in Part C Total box.

Parts D–F: Flats
Part D: Automation Flats. Enter total in Part D Total box.
Part E: Nonautomation Flats. Enter total in Part E Total box.
Part F: Carrier Route Flats. Enter total in Part F Total box.

Parts G–H: Marketing Parcels
Part G: Marketing Parcels. Enter total in Part G Total box.
Part H: Carrier Route Marketing Parcels. Enter total in Part H Total box.

Part L: Customized MarketMail (CMM)—Enter total in Part L Total box.

Part S: Extra Services—Enter total in Part S Total box

Step 3: Add the postage in parts A through S. For Permit Imprint mailings round off to four decimal places. For Postage Affixed round off to three decimal places.

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. For postage affixed mail round off to three 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 flat dollar amount on Line 3 and any Fee flat dollar amount on Line 4.

Step 7: Calculate Line 5 Net Postage Due by subtracting any Postage Affixed (Line 2) from the Subtotal Postage (Line 1), subtracting and Incentive/Discount (Line 3), 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.

Instructions continued on next page

USPS Marketing Mail—Instructions—Continued

Use this form for regular USPS Marketing Mail prices.

Step 8: Read and sign the Certification section, including your telephone number. Attach all completed parts and submit with the mailing.

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:

$DT = FSD + ID$ or $DT = FSD + ((SP - FSD) \times ID\%)$

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