United States Postal Service

# Postage Statement—Nonprofit USPS Marketing Mail

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

## Mailer

**Permit Holder** Name, Address, Email, Telephone

USPS Nonprofit Auth. No. _____

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

USPS Nonprofit Auth. No. _____

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
- ☐ Parcels–Machinable
- ☐ Parcels–Irregular
- ☐ CMM
- ☐ Catalogs

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

Total # of Pieces in Mailing

SSF Transaction #

Total Weight

Permit #

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 ☐ I ☐ J ☐ L ☐ S ☐ NSA

| | | |
|---|---|---|
| 1 | **Subtotal Postage** (Add parts totals) | |
| 2 | Price at Which Postage Affixed (Check one). ☐ Correct ☐ Lowest ☐ Neither<br>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 125** [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 that: (1) the mailing complies with DMM 703; (2) the income derived from the sale of any products or services advertised in the mailing is not subject to the Unrelated Business Income Tax (UBIT) and any products and services advertised are substantially related to the nonprofit organization's authorized purpose within the meaning of 39 U.S.C. 3626(j)(1)(d)(ii)(I) and 26 U.S.C. 513(A); (3) the mailing if made by a voting registration official is required or authorized under the National Voter Registration Act of 1993; and (4) it will agree to pay, subject to appeal, any revenue deficiencies assessed on this mailing. 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 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

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)

USPS Employee's Signature

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

Date Mailer Notified

Contact

By (Initials)

Time AM PM

Print USPS Employee's Name

Round Stamp (Required)
Payment Date



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

# Nonprofit 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 | $0.134 | | | | | |
| A2 | None | AADC | 0.154 | | | | | |
| A3 | None | Mixed AADC | 0.171 | | | | | |
| A4 | DNDC | 5-Digit | 0.108 | | | | | |
| A5 | DNDC | AADC | 0.128 | | | | | |
| A6 | DNDC | Mixed AADC | 0.145 | | | | | |
| A7 | DSCF | 5-Digit | 0.100 | | | | | |
| A8 | DSCF | AADC | 0.120 | | | | | |

* 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 $0.001 = | |

# Nonprofit 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 | $0.167 | | | | | |
| B2 | None | Mixed AADC | 0.184 | | | | | |
| B3 | DNDC | AADC | 0.141 | | | | | |
| B4 | DNDC | Mixed AADC | 0.158 | | | | | |
| B5 | DSCF | AADC | 0.133 | | | | | |

### 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 | $0.345 | | | | | |
| B7 | None | 3-Digit | 0.432 | | | | | |
| B8 | None | ADC | 0.457 | | | | | |
| B9 | None | Mixed ADC | 0.530 | | | | | |
| B10 | DNDC | 5-Digit | 0.319 | | | | | |
| B11 | DNDC | 3-Digit | 0.406 | | | | | |
| B12 | DNDC | ADC | 0.431 | | | | | |
| B13 | DNDC | Mixed ADC | 0.504 | | | | | |
| B14 | DSCF | 5-Digit | 0.311 | | | | | |
| B15 | DSCF | 3-Digit | 0.398 | | | | | |
| B16 | DSCF | ADC | 0.423 | | | | | |

### 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 | $0.093 | | | | $0.794 | | | | | | |
| B18 | None | 3-Digit | 0.162 | | | | 0.794 | | | | | | |
| B19 | None | ADC | 0.213 | | | | 0.794 | | | | | | |
| B20 | None | Mixed ADC | 0.246 | | | | 0.794 | | | | | | |
| B21 | DNDC | 5-Digit | 0.093 | | | | 0.634 | | | | | | |
| B22 | DNDC | 3-Digit | 0.162 | | | | 0.634 | | | | | | |
| B23 | DNDC | ADC | 0.213 | | | | 0.634 | | | | | | |
| B24 | DNDC | Mixed ADC | 0.246 | | | | 0.634 | | | | | | |
| B25 | DSCF | 5-Digit | 0.093 | | | | 0.586 | | | | | | |
| B26 | DSCF | 3-Digit | 0.162 | | | | 0.586 | | | | | | |
| B27 | DSCF | ADC | 0.213 | | | | 0.586 | | | | | | |

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) | |

# Nonprofit 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 | $0.111 | | | | | |
| C2 | None | High Density Plus | 0.115 | | | | | |
| C3 | None | High Density | 0.118 | | | | | |
| C4 | None | Basic | 0.209 | | | | | |
| C5 | DNDC | Saturation | 0.087 | | | | | |
| C6 | DNDC | High Density Plus | 0.091 | | | | | |
| C7 | DNDC | High Density | 0.094 | | | | | |
| C8 | DNDC | Basic | 0.179 | | | | | |
| C9 | DSCF | Saturation | 0.080 | | | | | |
| C10 | DSCF | High Density Plus | 0.084 | | | | | |
| C11 | DSCF | High Density | 0.087 | | | | | |
| C12 | DSCF | Basic | 0.171 | | | | | |

### 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 | $0.111 | | | | | |
| C14 | DNDC | Saturation | 0.087 | | | | | |
| C15 | DSCF | Saturation | 0.080 | | | | | |

### 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 | $0.136 | | | | | |
| C17 | None | High Density Plus | 0.146 | | | | | |
| C18 | None | High Density | 0.167 | | | | | |
| C19 | None | Basic | 0.209 | | | | | |
| C20 | DNDC | Saturation | 0.096 | | | | | |
| C21 | DNDC | High Density Plus | 0.106 | | | | | |
| C22 | DNDC | High Density | 0.127 | | | | | |
| C23 | DNDC | Basic | 0.179 | | | | | |
| C24 | DSCF | Saturation | 0.082 | | | | | |
| C25 | DSCF | High Density Plus | 0.092 | | | | | |
| C26 | DSCF | High Density | 0.113 | | | | | |
| C27 | DSCF | Basic | 0.171 | | | | | |

### 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 | $0.136 | | | | | |
| C29 | DNDC | Saturation | 0.096 | | | | | |
| C30 | DSCF | Saturation | 0.082 | | | | | |

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

**Part C continued on next page**

# Nonprofit 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 | $0.025 | | | | $0.445 | | | | | | |
| C32 | None | High Density Plus | 0.035 | | | | 0.445 | | | | | | |
| C33 | None | High Density | 0.056 | | | | 0.445 | | | | | | |
| C34 | None | Basic | 0.071 | | | | 0.550 | | | | | | |
| C35 | DNDC | Saturation | 0.025 | | | | 0.284 | | | | | | |
| C36 | DNDC | High Density Plus | 0.035 | | | | 0.284 | | | | | | |
| C37 | DNDC | High Density | 0.056 | | | | 0.284 | | | | | | |
| C38 | DNDC | Basic | 0.071 | | | | 0.430 | | | | | | |
| C39 | DSCF | Saturation | 0.025 | | | | 0.229 | | | | | | |
| C40 | DSCF | High Density Plus | 0.035 | | | | 0.229 | | | | | | |
| C41 | DSCF | High Density | 0.056 | | | | 0.229 | | | | | | |
| C42 | DSCF | Basic | 0.071 | | | | 0.398 | | | | | | |

### 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 | $0.025 | | | | $0.445 | | | | | | |
| C44 | DNDC | Saturation | 0.025 | | | | 0.284 | | | | | | |
| C45 | DSCF | Saturation | 0.025 | | | | 0.229 | | | | | | |

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 $0.001 = | |

# Nonprofit 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 | $0.244 | | | | | |
| D2 | None | 3-Digit | 0.335 | | | | | |
| D3 | None | ADC | 0.390 | | | | | |
| D4 | None | Mixed ADC | 0.407 | | | | | |
| D5 | DNDC | 5-Digit | 0.204 | | | | | |
| D6 | DNDC | 3-Digit | 0.295 | | | | | |
| D7 | DNDC | ADC | 0.350 | | | | | |
| D8 | DNDC | Mixed ADC | 0.367 | | | | | |
| D9 | DSCF | 5-Digit | 0.192 | | | | | |
| D10 | DSCF | 3-Digit | 0.283 | | | | | |
| D11 | DSCF | ADC | 0.338 | | | | | |

### 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 | $0.045 | | | | $0.794 | | | | | | |
| D13 | None | 3-Digit | 0.136 | | | | 0.794 | | | | | | |
| D14 | None | ADC | 0.191 | | | | 0.794 | | | | | | |
| D15 | None | Mixed ADC | 0.208 | | | | 0.794 | | | | | | |
| D16 | DNDC | 5-Digit | 0.045 | | | | 0.634 | | | | | | |
| D17 | DNDC | 3-Digit | 0.136 | | | | 0.634 | | | | | | |
| D18 | DNDC | ADC | 0.191 | | | | 0.634 | | | | | | |
| D19 | DNDC | Mixed ADC | 0.208 | | | | 0.634 | | | | | | |
| D20 | DSCF | 5-Digit | 0.045 | | | | 0.586 | | | | | | |
| D21 | DSCF | 3-Digit | 0.136 | | | | 0.586 | | | | | | |
| D22 | DSCF | ADC | 0.191 | | | | 0.586 | | | | | | |

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 $0.001 = | |

# Nonprofit 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 | $0.292 | | | | | |
| E2 | None | 3-Digit | 0.361 | | | | | |
| E3 | None | ADC | 0.412 | | | | | |
| E4 | None | Mixed ADC | 0.445 | | | | | |
| E5 | DNDC | 5-Digit | 0.252 | | | | | |
| E6 | DNDC | 3-Digit | 0.321 | | | | | |
| E7 | DNDC | ADC | 0.372 | | | | | |
| E8 | DNDC | Mixed ADC | 0.405 | | | | | |
| E9 | DSCF | 5-Digit | 0.240 | | | | | |
| E10 | DSCF | 3-Digit | 0.309 | | | | | |
| E11 | DSCF | ADC | 0.360 | | | | | |

### 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 | $0.093 | | | | $0.794 | | | | | | |
| E13 | None | 3-Digit | 0.162 | | | | 0.794 | | | | | | |
| E14 | None | ADC | 0.213 | | | | 0.794 | | | | | | |
| E15 | None | Mixed ADC | 0.246 | | | | 0.794 | | | | | | |
| E16 | DNDC | 5-Digit | 0.093 | | | | 0.634 | | | | | | |
| E17 | DNDC | 3-Digit | 0.162 | | | | 0.634 | | | | | | |
| E18 | DNDC | ADC | 0.213 | | | | 0.634 | | | | | | |
| E19 | DNDC | Mixed ADC | 0.246 | | | | 0.634 | | | | | | |
| E20 | DSCF | 5-Digit | 0.093 | | | | 0.586 | | | | | | |
| E21 | DSCF | 3-Digit | 0.162 | | | | 0.586 | | | | | | |
| E22 | DSCF | ADC | 0.213 | | | | 0.586 | | | | | | |

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) | |

# Nonprofit 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** | $0.136 | | | | | |
| F2 | None | High Density Plus | 0.146 | | | | | |
| F3 | None | High Density | 0.167 | | | | | |
| F4 | None | Basic | 0.209 | | | | | |
| F5 | None | Basic—CR Bundles/Pallet | 0.189 | | | | | |
| F6 | DNDC | Saturation** | 0.096 | | | | | |
| F7 | DNDC | High Density Plus | 0.106 | | | | | |
| F8 | DNDC | High Density | 0.127 | | | | | |
| F9 | DNDC | Basic | 0.179 | | | | | |
| F10 | DNDC | Basic—CR Bundles/Pallet | 0.159 | | | | | |
| F11 | DSCF | Saturation** | 0.082 | | | | | |
| F12 | DSCF | High Density Plus | 0.092 | | | | | |
| F13 | DSCF | High Density | 0.113 | | | | | |
| F14 | DSCF | Basic | 0.171 | | | | | |
| F15 | DSCF | Basic—CR Bundles/Pallet | 0.151 | | | | | |
| F16 | DDU | Saturation** | 0.073 | | | | | |
| F17 | DDU | High Density Plus | 0.083 | | | | | |
| F18 | DDU | High Density | 0.104 | | | | | |
| F19 | DDU | Basic | 0.160 | | | | | |
| F20 | DDU | Basic—CR Bundles/Pallet | 0.140 | | | | | |
| F21 | Detached Address Label | | 0.035 | | | | | |
| F22 | Detached Marketing Label | | 0.035 | | | | | |

### 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 | $0.137 | | | | | |
| F24 | DNDC | Saturation | 0.097 | | | | | |
| F25 | DSCF | Saturation | 0.083 | | | | | |
| F26 | DDU | Saturation | 0.074 | | | | | |

* 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**

# Nonprofit 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** | $0.025 | | | | $0.445 | | | | | | |
| F28 | None | High Density Plus | 0.035 | | | | 0.445 | | | | | | |
| F29 | None | High Density | 0.056 | | | | 0.445 | | | | | | |
| F30 | None | Basic | 0.071 | | | | 0.550 | | | | | | |
| F31 | None | Basic—CR Bundles/Pallet | 0.051 | | | | 0.550 | | | | | | |
| F32 | DNDC | Saturation** | 0.025 | | | | 0.284 | | | | | | |
| F33 | DNDC | High Density Plus | 0.035 | | | | 0.284 | | | | | | |
| F34 | DNDC | High Density | 0.056 | | | | 0.284 | | | | | | |
| F35 | DNDC | Basic | 0.071 | | | | 0.430 | | | | | | |
| F36 | DNDC | Basic—CR Bundles/Pallet | 0.051 | | | | 0.430 | | | | | | |
| F37 | DSCF | Saturation** | 0.025 | | | | 0.229 | | | | | | |
| F38 | DSCF | High Density Plus | 0.035 | | | | 0.229 | | | | | | |
| F39 | DSCF | High Density | 0.056 | | | | 0.229 | | | | | | |
| F40 | DSCF | Basic | 0.071 | | | | 0.398 | | | | | | |
| F41 | DSCF | Basic—CR Bundles/Pallet | 0.051 | | | | 0.398 | | | | | | |
| F42 | DDU | Saturation** | 0.025 | | | | 0.193 | | | | | | |
| F43 | DDU | High Density Plus | 0.035 | | | | 0.193 | | | | | | |
| F44 | DDU | High Density | 0.056 | | | | 0.193 | | | | | | |
| F45 | DDU | Basic | 0.071 | | | | 0.354 | | | | | | |
| F46 | DDU | Basic—CR Bundles/Pallet | 0.051 | | | | 0.354 | | | | | | |
| F47 | Detached Address Label | | 0.035 | | | | | | | | | | |
| F48 | Detached Marketing Label | | 0.035 | | | | | | | | | | |

### 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 | $0.026 | | | | $0.445 | | | | | | |
| F50 | DNDC | Saturation | 0.026 | | | | 0.284 | | | | | | |
| F51 | DSCF | Saturation | 0.026 | | | | 0.229 | | | | | | |
| F52 | DDU | Saturation | 0.026 | | | | 0.193 | | | | | | |

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 $0.001 = | |

# Nonprofit 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 | $1.115 | | | | | |
| G2 | None | Mixed NDC | 1.449 | | | | | |
| G3 | DNDC | 5-Digit | 0.658 | | | | | |
| G4 | DNDC | SCF | 0.751 | | | | | |
| G5 | DNDC | NDC | 1.065 | | | | | |
| G6 | DSCF | 5-Digit | 0.608 | | | | | |
| G7 | DSCF | SCF | 0.701 | | | | | |
| G8 | DDU | 5-Digit | 0.563 | | | | | |
| G9 | Nonbarcoded Surcharge | | 0.062 | | | | | |

### 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 | $0.896 | | | | $1.063 | | | | | | |
| G11 | None | Mixed NDC | 1.230 | | | | 1.063 | | | | | | |
| G12 | DNDC | 5-Digit | 0.489 | | | | 0.818 | | | | | | |
| G13 | DNDC | SCF | 0.582 | | | | 0.818 | | | | | | |
| G14 | DNDC | NDC | 0.896 | | | | 0.818 | | | | | | |
| G15 | DSCF | 5-Digit | 0.489 | | | | 0.576 | | | | | | |
| G16 | DSCF | SCF | 0.582 | | | | 0.576 | | | | | | |
| G17 | DDU | 5-Digit | 0.489 | | | | 0.358 | | | | | | |
| G18 | Nonbarcoded Surcharge | | 0.062 | | | | | | | | | | |

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) | |

# Nonprofit 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 | | $30.996 | |
| H8 | DNDC | 5-Digit | | 65.920 | |
| H9 | DNDC | 3-Digit | | 40.542 | |

### Carton/Sack Fee

| | Pallet Type | No. of Cartons | Price | Total Postage |
|---|---|---|---|---|
| H10 | 3-Digit Pallet with 5-Digit Cartons/Sacks | | $5.623 | |

| | | |
|---|---|---|
| | **Part H Total** (add lines H1–H10) | |

## Part I—Machinable Parcels

☐ Check box if prices are populated in this section.

### Parcels 3.5 oz. or more 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| I1 | None | NDC | $0.906 | | | | $1.059 | | | | | | |
| I2 | None | Mixed NDC | 1.302 | | | | 1.059 | | | | | | |
| I3 | DNDC | 5-Digit | 0.620 | | | | 0.814 | | | | | | |
| I4 | DNDC | NDC | 0.906 | | | | 0.814 | | | | | | |
| I5 | DSCF | 5-Digit | 0.620 | | | | 0.551 | | | | | | |
| I6 | DDU | 5-Digit | 0.620 | | | | 0.354 | | | | | | |
| I7 | Nonbarcoded Surcharge | | 0.062 | | | | | | | | | | |

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 I Total** (add lines I1–I7) | |

# Nonprofit USPS Marketing Mail

## Part J—Irregular Parcels

☐ Check box if prices are populated in this section.

### Parcels 3.3 oz. (0.2063 lbs.) or less.

| | Entry | Price Category | Price | No. of Pieces | Subtotal Postage | Discount Total | Fee Total | Total Postage |
|---|---|---|---|---|---|---|---|---|
| J1 | None | NDC | $1.368 | | | | | |
| J2 | None | Mixed NDC | 1.631 | | | | | |
| J3 | DNDC | 5-Digit | 0.788 | | | | | |
| J4 | DNDC | SCF | 0.937 | | | | | |
| J5 | DNDC | NDC | 1.318 | | | | | |
| J6 | DSCF | 5-Digit | 0.734 | | | | | |
| J7 | DSCF | SCF | 0.883 | | | | | |
| J8 | DDU | 5-Digit | 0.693 | | | | | |
| J9 | Nonbarcoded Surcharge | | 0.062 | | | | | |

### Parcels 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| J10 | None | NDC | $1.150 | | | | $1.059 | | | | | | |
| J11 | None | Mixed NDC | 1.413 | | | | 1.059 | | | | | | |
| J12 | DNDC | 5-Digit | 0.620 | | | | 0.814 | | | | | | |
| J13 | DNDC | SCF | 0.769 | | | | 0.814 | | | | | | |
| J14 | DNDC | NDC | 1.150 | | | | 0.814 | | | | | | |
| J15 | DSCF | 5-Digit | 0.620 | | | | 0.551 | | | | | | |
| J16 | DSCF | SCF | 0.769 | | | | 0.551 | | | | | | |
| J17 | DDU | 5-Digit | 0.620 | | | | 0.354 | | | | | | |
| J18 | Nonbarcoded Surcharge | | 0.062 | | | | | | | | | | |

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 J Total** (add lines J1–J18) | |

## 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 | $0.328 | | |

| | | |
|---|---|---|
| | **Part L Total** | |

# Nonprofit USPS Marketing Mail

## 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 (electronic only)* | | | | | |
| S5 | Insurance** | | | | | |
| S8 | Return Receipt (electronic) | | | | | |
| S9 | Return Receipt (Form 3811) | | | | | |
| S17 | Picture Permit Imprint | | | | | |
| S19 | Certificate of Bulk Mailing (Form 3606-D) | | | | | |
| S25 | Live Animal Transportation | | | | | |
| S28 | Hazardous Material Transportation | | | | | |
| S31 | Insurance Restricted Delivery** | | | | | |
| S34 | Return Receipt for Merchandise | | | | | |

* Parcels only
** Bulk insurance on parcels only

| | | |
|---|---|---|
| | **Part S Total** (add lines S4–S34) | |

# Nonprofit USPS Marketing Mail—Instructions

Use this form for Nonprofit USPS Marketing 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.

**Parts I–J: Parcels**
**Part I:** Machinable Parcels. Enter total in Part I Total box.
**Part J:** Irregular Parcels. Enter total in Part J Total box.

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

**Part S: Extra Services**—Report any combined Extra Services on the lines provided for them, e.g., Insured mail that is also Restricted Delivery would be reported on line S31—Insurance Restricted Delivery. 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 mailings 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.

**Instructions continued on next page**

# Nonprofit USPS Marketing Mail—Instructions—Continued

Use this form for regular Nonprofit USPS Marketing Mail prices.

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

**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.***