United States Postal Service

# Postage Statement—Package Services and Parcel Select Destination Entry

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

Use this form for all Package Services (Bound Printed Matter,Library Mail,Media Mail) and Parcel Select Destination Entry. Library Mail and Media Mail may be combined.

## Mailer

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

EPS 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. | Hold For Pickup (HFPU) # of pieces _____ | No. and type of Containers _____ Sacks _____ Flat Trays _____ Pallets _____ Other |
| Type of Postage ☐ Permit Imprint ☐ Metered | Processing Category ☐ Flats ☐ Parcels | Total # of Pieces in Mailing | SSF Transaction# | | |
| | | Total Weight | Permit # | | |
| For Barcoded Pieces, Enter Date of Address Matching and Coding __ __/__ __/__ __ __ __ | Packaging Based on ☐ Piece Count ☐ Weight ☐ Both | Weight of a Single Piece __ __.__ __ __ __ pounds | | Customer Generated Electronic Labels ☐ DelCon ☐ SigCon | |
| | | Combined Mailing ☐ Mixed Class ☐ Single Class ☐ Catalogs | | | |

## Postage

Parts Completed (Select all that apply): ☐ A ☐ B ☐ C ☐ S

| | | |
|---|---|---|
| 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. __ 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)** | | |
| Add additional payment to net postage due for affixed or permit imprint—choose one only. | **Total Adjusted Postage Affixed** | |
| Postmaster: Report Total Postage in **AIC 131** (Permit Imprint Only) | **Total Adjusted BPM Postage Permit Imprint** | |
| Postmaster: Report Total Postage in **AIC 124** (Permit Imprint Only) | **Total Adjusted Media Mail/Library Mail Postage Permit Imprint** | |
| Postmaster: Report Total Postage in **AIC 211** (Permit Imprint Only) | **Total Adjusted Parcel Select Postage Permit Imprint** | |

## 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 | Are postage figures at left adjusted from mailer's entries? ☐ Yes ☐ No If yes, reason: | Round Stamp (Required) Payment Date |
| 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) | | Date Mailer Notified / Contact | |
| | | By (Initials) / Time AM PM | |
| USPS Employee's Signature | | Print USPS Employee's Name | |

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

# Package Services

## Part A — Bound Printed Matter

### Nonpresorted — Flats

| | | Price | No. of Pieces | Subtotal Postage | Discount Total | Fee Total | Total Postage |
|---|---|---|---|---|---|---|---|
| A1 | Origin | | | | | | |

### Carrier Route — Flats

| | Entry | Piece Price | No. of Pieces | Pieces Subtotal | Pound Price | No. of Pounds | Pounds Subtotal | Subtotal Postage | Discount Total* | Fee Total | Total Postage |
|---|---|---|---|---|---|---|---|---|---|---|---|
| A2 | None | | | | | | | | | | |
| A3 | DNDC | | | | | | | | | | |
| A4 | DSCF | | | | | | | | | | |
| A5 | DDU | | | | | | | | | | |

### Carrier Route — Flats with Simplified Addressing

| | Entry | Piece Price | No. of Pieces | Pieces Subtotal | Pound Price | No. of Pounds | Pounds Subtotal | Subtotal Postage | Discount Total* | Fee Total | Total Postage |
|---|---|---|---|---|---|---|---|---|---|---|---|
| A6 | None | | | | | | | | | | |
| A7 | DNDC | | | | | | | | | | |
| A8 | DSCF | | | | | | | | | | |
| A9 | DDU | | | | | | | | | | |

### Presorted — Flats

| | Entry | Piece Price | No. of Pieces | Pieces Subtotal | Pound Price | No. of Pounds | Pounds Subtotal | Subtotal Postage | Discount Total* | Fee Total | Total Postage |
|---|---|---|---|---|---|---|---|---|---|---|---|
| A10 | None | | | | | | | | | | |
| A11 | DNDC | | | | | | | | | | |
| A12 | DSCF | | | | | | | | | | |
| A13 | DDU | | | | | | | | | | |
| A14 | Detached Address Label | | | | | | | | | | |
| A15 | Detached Marketing Label | | | | | | | | | | |

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

| | | |
|---|---|---|
| A16 | **BPM Flats Subtotal** (Add lines A1 — A15) | |

### Catalog Incentive**

| | | |
|---|---|---|
| A17 | Nonpresorted Flats-Number of Eligible Pieces _____ x $0.001 = | |
| A18 | Carrier Route Flats-Number of Eligible Pieces _____ x 0.001 = | |
| A19 | Presorted Flats-Number of Eligible Pieces _____ x 0.001 = | |

**This mailing contains pieces that meet the requirements for the Catalog Incentive.

| | | |
|---|---|---|
| A20 | **Catalog Incentive Total** (Add lines A17 — A19) | |

| | | |
|---|---|---|
| A21 | **BPM Flats Total** (Line A16 minus line A20) | |

### Full Service Intelligent Mail Option

| | | | |
|---|---|---|---|
| A22 | DISPLAY ONLY | Flats-Number of Pieces that Comply _____ x $0.001 = | |

# Package Services

## Part A — Bound Printed Matter — Continued

**Nonpresorted — Parcels**

| | | Price | No. of Pieces | Subtotal Postage | Discount Total | Fee Total | Total Postage |
|---|---|---|---|---|---|---|---|
| A23 | Origin | | | | | | |

**Carrier Route — Parcels**

| | Entry | Piece Price | No. of Pieces | Pieces Subtotal | Pound Price | No. of Pounds | Pounds Subtotal | Subtotal Postage | Discount Total | Fee Total | Total Postage |
|---|---|---|---|---|---|---|---|---|---|---|---|
| A24 | None | | | | | | | | | | |
| A25 | DNDC | | | | | | | | | | |
| A26 | DSCF | | | | | | | | | | |
| A27 | DDU | | | | | | | | | | |

**Presorted — Parcels**

| | Entry | Piece Price | No. of Pieces | Pieces Subtotal | Pound Price | No. of Pounds | Pounds Subtotal | Subtotal Postage | Discount Total | Fee Total | Total Postage |
|---|---|---|---|---|---|---|---|---|---|---|---|
| A28 | None | | | | | | | | | | |
| A29 | DNDC | | | | | | | | | | |
| A30 | DSCF | | | | | | | | | | |
| A31 | DDU | | | | | | | | | | |

| | | |
|---|---|---|
| A32 | **BPM Parcels Subtotal** (Add lines A23 — A31) | |

### Catalog Incentive*

| | | |
|---|---|---|
| A33 | Nonpresorted Parcels-Number of Eligible Pieces _____ x $0.001 = | |
| A34 | Carrier Route Parcels-Number of Eligible Pieces _____ x 0.001 = | |
| A35 | Presorted Parcels-Number of Eligible Pieces _____ x 0.001 = | |

*This mailing contains pieces that meet the requirements for the Catalog Incentive.

| | | |
|---|---|---|
| A36 | **Catalog Incentive Total** (Lines A33 — A35) | |

| | | |
|---|---|---|
| A37 | **BPM Parcels Total** (Line A32 minus A36) | |

| | | |
|---|---|---|
| A38 | **Part A Total** (Line A21 or A37) | |

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# Package Services

## Part B — Library Mail and Media Mail

### Library Mail

| | | Price | No. of Pieces | Subtotal Postage | Discount Total | Fee Total | Total Postage |
|---|---|---|---|---|---|---|---|
| B1 | Basic | | | | | | |
| B2 | Single-Piece | | | | | | |
| B3 | 5-Digit | | | | | | |

### Media Mail

| | | Price | No. of Pieces | Subtotal Postage | Discount Total | Fee Total | Total Postage |
|---|---|---|---|---|---|---|---|
| B4 | Basic | | | | | | |
| B5 | Single-Piece | | | | | | |
| B6 | 5-Digit | | | | | | |

| | | |
|---|---|---|
| B7 | **Part B Total** (Add lines B1 — B6) | |

# Parcel Select

## Part C — Destination Entry

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### Parcel Select

| | Entry | Parcel/Oversized/Dimensional | Price | No. of Pieces | Subtotal Postage | Discount Total | Fee Total | Total Postage |
|---|---|---|---|---|---|---|---|---|
| C1 | DNDC | Parcels 5-Digit NSA Only | | | | | | |
| C2 | DNDC | Parcels | | | | | | |
| C3 | DSCF | Parcels 5-Digit NSA Only | | | | | | |
| C4 | DSCF | Parcels | | | | | | |
| C5 | DHUB | Parcels | | | | | | |
| C6 | DDU | Parcels | | | | | | |
| C7 | DNDC | Oversized 5-Digit NSA Only | | | | | | |
| C8 | DNDC | Oversized | | | | | | |
| C9 | DSCF | Oversized 5-Digit NSA Only | | | | | | |
| C10 | DSCF | Oversized | | | | | | |
| C11 | DHUB | Oversized | | | | | | |
| C12 | DDU | Oversized | | | | | | |
| C13 | DNDC | Dimensional 5-Digit NSA Only | | | | | | |
| C14 | DNDC | Dimensional | | | | | | |
| C15 | DSCF | Dimensional 5-Digit NSA Only | | | | | | |
| C16 | DSCF | Dimensional | | | | | | |
| C17 | DHUB | Dimensional | | | | | | |
| C18 | DDU | Dimensional | | | | | | |

| | | |
|---|---|---|
| C19 | **Part C Total** (Add lines C1 — C18) | |

# Extra Services and Fees

## Part S

| | | Fee | No. of Pcs. or Lbs. | Subtotal Postage | Discount Total | Total Postage |
|---|---|---|---|---|---|---|
| S1 | Certificate of Mailing (3 or more - Form 3665) | | | | | |
| S3 | Collect on Delivery (COD) | | | | | |
| S4 | USPS Tracking (parcels only) | | | | | |
| S5 | Insurance | | | | | |
| S7 | Signature Confirmation Restricted Delivery | | | | | |
| S8 | Return Receipt Electronic | | | | | |
| S9 | Return Receipt (Form 3811) | | | | | |
| S11 | Signature Confirmation (parcels only) | | | | | |
| S12 | Parcel Airlift (PAL) | | | | | |
| S15 | Adult Signature 21 Required | | | | | |
| S16 | Adult Signature 21 Restricted Delivery | | | | | |
| S17 | Picture Permit Imprint | | | | | |
| S19 | Certificate of Bulk Mailing (Form 3606-D) | | | | | |
| S20 | Sunday Delivery | | | | | |
| S21 | Same Day | | | | | |
| S22 | Extended Coverage | | | | | |
| S23 | IMpb Noncompliance Fee | | | | | |
| S26 | Next Day | | | | | |
| S28 | Hazardous Material Transportation | | | | | |
| S29 | Perishables | | | | | |
| S31 | Insurance Restricted Delivery | | | | | |
| S32 | Collect on Delivery Restricted Delivery | | | | | |
| S35 | USPS Tracking Plus | | | | | |
| S37 | Adult Signature 18 Required NSA Only | | | | | |
| S38 | Adult Signature 18 Restricted Delivery NSA Only | | | | | |
| S47 | Nonstandard Fee - DNDC/DSCF > 22" </= 30" | | | | | |
| S48 | Nonstandard Fee - DDU/DHUB > 22" </= 30" | | | | | |
| S50 | Nonstandard Fee - DNDC/DSCF > 30" | | | | | |
| S51 | Nonstandard Fee - DDU/DHUB > 30" | | | | | |
| S53 | Nonstandard Fee - DNDC/DSCF > 2 Cubic Ft | | | | | |
| S54 | Nonstandard Fee - DDU/DHUB > 2 Cubic Ft | | | | | |

Items mailed with Extra Services must meet the mailing standards for the extra service.

| | | |
|---|---|---|
| S99 | **Part S Total** (Add lines S1 — S54) | |

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# Package Services and Parcel Select Destination Entry — Instructions

Use this form for all Package Services (Bound Printed Matter, Library Mail, Media Mail) and Parcel Select Destination Entry.

**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:** Determine which part(s) to complete for your mailing, as follows: **Part A:** Bound Printed Matter (BPM) Flats or Parcels; **Part B:** Library Mail and Media Mail; **Part C:** Parcel Select Destination Entry; **Part S:** Extra Services

**Step 3:** Complete applicable part(s) as follows:

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**Part A:** Nonpresorted BPM is charged a per-piece price based on weight and zone. Enter applicable per-piece price in "Price" column. Multiply per-piece price by corresponding number of pieces and enter in "Total" column.

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.

**Permit Imprint mailings,** round off to four decimal places. Add line-item totals and enter sum in Part A Total box. Do not round.

Presorted and Carrier Route BPM are charged a per-pound price and a per-piece price. Note: For pieces weighing one pound or less, calculate per-pound postage for a one pound piece.

**Permit Imprint:** Enter corresponding per-piece price for all zones in column one. Multiply applicable per-piece price by number of pieces per zone and enter in "Pieces Subtotal" column. Compute per-pound postage by multiplying the unrounded weight of a single piece (one pound per piece, minimum) by the number of pieces per zone; enter result in "No. of Pounds" column. Multiply the applicable Pound Price by the number of pounds. Do not round. Enter result in Pound Subtotal column. Add Pieces Subtotal, Pound Subtotal, any Discounts or Fees Totals, and enter result in "Total" column. Add line-item totals and enter sum in Part/Total box. Do not round.

**Parts B-C:** These categories of mail are charged a per-piece price.

**Permit Imprint:** Multiply number of pieces by applicable per-piece price. Round each result off to four decimal places. Add the products and enter in "Total" column. Add line-item totals and enter sum in Part/Total box. Do not round.

**Postage Affixed:** Compute applicable postage for a single piece. Round up to next tenth of a cent (three decimal places). Enter single-piece amount(s) in appropriate line in "Price" column; multiply times corresponding number of pieces; enter result in "Total" column. Add line-item totals and enter sum in Part/Total box. Do not round.

**Part S:** Extra Services are charged a per-piece price.

**Permit Imprint:** Multiply price for requested extra service(s) by number of pieces. Enter result in "Total" column. Add the line-item totals and enter sum in Part S Total box.

**Postage Affixed:** Multiply price for requested extra service(s) by number of pieces. Round off to three decimal places. Enter result in "Total" column. Add line-item totals and enter sum in Part S Total box. Do not round.

**Instructions continued on next page**

# Package Services and Parcel Select Destination Entry — Instructions — Continued

Use this form for all Package Services (Bound Printed Matter, Library Mail, Media Mail) and Parcel Select Destination Entry.

**Step 4:** Go to Postage section on page 1. Place a check mark in the appropriate box(es) to show which part(s) you have completed. Add the postage from the Part/Total box for each completed section; round off to the nearest whole cent (two decimal places); enter sum in Total Postage. For postage affixed mailings round off to three decimal places.

**Step 5:** Complete the line 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:** Calculate Net Postage Due by subtracting Postage Affixed from the Total Postage. 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 the Net Postage Due line.

**Step 7:** Read and sign the Certification section, including your telephone number. Attach all completed parts and submit with the mailing. (Do not include blank pages.)

**Further Information About Discount Total Column**

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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) x ID%)

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