United States Postal Service

Postage Statement—First-Class Mail and USPS Ground Advantage

Use this form for First-Class Mail and USPS Ground Advantage

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

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.

Permit #

No. and 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
- ☐ Parcels

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

Combined Mailing
- ☐ Single Class

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

SSF Transaction ID#

Total Pieces

Total Weight

Letter or flat-size mailpieces contain:
- ☐ Round Trip ONLY: One DVD/CD or other disk.

Political Campaign Mailing ☐ Yes ☐ No

Election Mail - Official Ballots ☐ Yes ☐ No

Election Mail - Non-Ballot Materials ☐ Yes ☐ No

Parcels Only Hold For Pickup (HFPU)

No. of pieces _____

Customer Generated Electronic Labels
- ☐ SigCon

For Automation Price Pieces, Enter Date of Address Matching and Coding

__ __/__ __/__ __ __ __

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

Postage

Parts Completed (Select all that apply): ☐ A ☐ B ☐ C ☐ D ☐ 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. _____ 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)**	

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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 121** (Permit Imprint Only)	**Total Adjusted First-Class Mail Postage Permit Imprint**	
Postmaster: Report Total Postage in **AIC 150** (Permit Imprint Only)	**Total Adjusted USPS Ground Advantage 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

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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

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

First-Class Mail

Part A — Automation Price

Postcards (eligible for postcard price)

		Price	No. of Pieces	Subtotal Postage	Discount Total*	Fee Total	Total Postage
A1	5-Digit						
A2	AADC						
A3	Mixed AADC						

Letters

		Price	No. of Pieces	Subtotal Postage	Discount Total*	Fee Total	Total Postage
A4	5-Digit						
A5	AADC						
A6	Mixed AADC						

Flats

		Price	No. of Pieces	Subtotal Postage	Discount Total*	Fee Total	Total Postage
A7	5-Digit						
A8	3-Digit						
A9	ADC						
A10	Mixed ADC						

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

A11	**Part A Total** (Add lines A1 — A10)	

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Full Service Intelligent Mail Option

A12	DISPLAY ONLY	Postcards — Number of Pieces that Comply _____ x $0.005	
A13	DISPLAY ONLY	Letters — Number of Pieces that Comply _____ x 0.005	
A14	DISPLAY ONLY	Flats — Number of Pieces that Comply _____ x 0.005	

First-Class Mail

Part B — Nonautomation Price

Postcards (eligible for postcard price)

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B1	Presorted						
B2	Single-Piece						

Machinable Letters

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B3	AADC						
B4	Mixed AADC						
B5	Residual From First-Class Mail Mailing (Includes up to 1 oz. **and** between 1 oz. and 3.5 oz.)						
B6	Nonpresorted/Single-Piece*						
B7	Single-Piece From USPS Marketing Mail Mailing						

Nonmachinable Letters

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B8	5-Digit						
B9	3-Digit						
B10	Mixed ADC						
B11	Nonpresorted/Single-Piece*						
B12	Single-Piece From USPS Marketing Mail Mailing						
B13	Nonmachinable Surcharge** (for single-piece letters)						

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Flats

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B14	Presorted						
B15	Single-Piece						
B16	Single-Piece From USPS Marketing Mail Mailing						

Permit Reply Mail

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B17	Single-Piece Letters (1 oz. or less)						
B18	Single-Piece Letters (over 1 oz. to 3.5 oz.)						
B19	Single-Piece Flats (1 oz. or less)						
B20	Single-Piece Flats (over 1 oz. to 13 oz.)						

* First-Class Mail metered letter price
** Only on FCM letters with one or more nonmachinable characteristics

B21	**Part B Total** (Add lines B1 — B20)	

Part C — USPS Ground Advantage — Commercial Parcels

Commercial Parcels

	Zone	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C1	1						
C2	2						
C3	3						
C4	4						
C5	5						
C6	6						
C7	7						
C8	8						
C9	9						

Commercial Prices — NSA

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C10	Single-Piece						

Oversized

	Zone	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C11	1						
C12	2						
C13	3						
C14	4						
C15	5						
C16	6						
C17	7						
C18	8						
C19	9						

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Dimensional

	Zone	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C20	1						
C21	2						
C22	3						
C23	4						
C24	5						
C25	6						
C26	7						
C27	8						
C28	9						

C29	**Part C Commercial Parcels Subtotal** (Add lines C1 - C28)	

Part C — USPS Ground Advantage — Cubic

Tier 1 (Up to .10)		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C30	Zone 1						
C31	Zone 2						
C32	Zone 3						
C33	Zone 4						
C34	Zone 5						
C35	Zone 6						
C36	Zone 7						
C37	Zone 8						
C38	Zone 9						

Tier 2 (Up to .20)		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C39	Zone 1						
C40	Zone 2						
C41	Zone 3						
C42	Zone 4						
C43	Zone 5						
C44	Zone 6						
C45	Zone 7						
C46	Zone 8						
C47	Zone 9						

Tier 3 (Up to .30)		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C48	Zone 1						
C49	Zone 2						
C50	Zone 3						
C51	Zone 4						
C52	Zone 5						
C53	Zone 6						
C54	Zone 7						
C55	Zone 8						
C56	Zone 9						

Tier 4 (Up to .40)		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C57	Zone 1						
C58	Zone 2						
C59	Zone 3						
C60	Zone 4						
C61	Zone 5						
C62	Zone 6						
C63	Zone 7						
C64	Zone 8						
C65	Zone 9						

Tier 5 (Up to .50)		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C66	Zone 1						
C67	Zone 2						
C68	Zone 3						
C69	Zone 4						
C70	Zone 5						
C71	Zone 6						
C72	Zone 7						
C73	Zone 8						
C74	Zone 9						

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Part C — USPS Ground Advantage — Cubic — Continued

Tier 6 (Up to .60)		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C75	Zone 1						
C76	Zone 2						
C77	Zone 3						
C78	Zone 4						
C79	Zone 5						
C80	Zone 6						
C81	Zone 7						
C82	Zone 8						
C83	Zone 9						
Tier 7 (Up to .70)		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C84	Zone 1						
C85	Zone 2						
C86	Zone 3						
C87	Zone 4						
C88	Zone 5						
C89	Zone 6						
C90	Zone 7						
C91	Zone 8						
C92	Zone 9						
Tier 8 (Up to .80)		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C93	Zone 1						
C94	Zone 2						
C95	Zone 3						
C96	Zone 4						
C97	Zone 5						
C98	Zone 6						
C99	Zone 7						
C100	Zone 8						
C101	Zone 9						
Tier 9 (Up to .90)		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C102	Zone 1						
C103	Zone 2						
C104	Zone 3						
C105	Zone 4						
C106	Zone 5						
C107	Zone 6						
C108	Zone 7						
C109	Zone 8						
C110	Zone 9						
Tier 10 (Up to 1.00)		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C111	Zone 1						
C112	Zone 2						
C113	Zone 3						
C114	Zone 4						
C115	Zone 5						
C116	Zone 6						
C117	Zone 7						
C118	Zone 8						
C119	Zone 9						

C120	**Part C Cubic Subtotal** (Add lines C30 - C119)	

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USPS Ground Advantage

Part C — Retail Parcels

Retail Parcels

	Zone	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C121	1						
C122	2						
C123	3						
C124	4						
C125	5						
C126	6						
C127	7						
C128	8						
C129	9						

Oversized

	Zone	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C130	1						
C131	2						
C132	3						
C133	4						
C134	5						
C135	6						
C136	7						
C137	8						
C138	9						

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Dimensional

	Zone	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C139	1						
C140	2						
C141	3						
C142	4						
C143	5						
C144	6						
C145	7						
C146	8						
C147	9						

Retail Parcels from USPS Marketing Mail

	Zone	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C148	1						
C149	2						
C150	3						
C151	4						
C152	5						
C153	6						
C154	7						
C155	8						
C156	9						

C157	**Part C Retail Parcels Subtotal** (Add lines C121 - C156)	

C158	**Part C Total** (Add lines C29, C120 and C157)	

Round Trip DVD, CD, or Other Disc Mail

Part D — Round Trip Mailing that Contain a DVD, CD, or Other Disc

Automation Letters

		Price	No. of Pieces	Subtotal Postage	Discount Total*	Fee Total	Total Postage
D1	5-Digit						
D2	AADC						
D3	Mixed AADC						

Machinable Letters

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D4	AADC						
D5	Mixed AADC						
D6	Single-Piece						

Automation Flats

		Price	No. of Pieces	Subtotal Postage	Discount Total*	Fee Total	Total Postage
D7	5-Digit						
D8	3-Digit						
D9	ADC						
D10	Mixed ADC						

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Nonautomation Flats

		Price	No. of Pieces	Subtotal Postage	Discount Total*	Fee Total	Total Postage
D11	ADC						
D12	Mixed ADC						
D13	Single-Piece						

Permit Reply Mail

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D14	Single-Piece Letters (1 oz. or less)						
D15	Single-Piece Flats (2 oz. or less)						

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

D16	**Part D Total** (Add lines D1 — D15)	

Full Service Intelligent Mail Option

D17	DISPLAY ONLY	Letters — Number of Pieces that Comply _____ x $0.005	
D18	DISPLAY ONLY	Flats — Number of Pieces that Comply _____ x 0.005	

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)					
S2	Certified Mail					
S3	Collect on Delivery (COD)					
S4	USPS Tracking*					
S5	Insurance					
S6	Registered Mail					
S7	Signature Confirmation Restricted Delivery*					
S8	Return Receipt Electronic					
S9	Return Receipt (Form 3811)					
S10	Certified Mail Restricted Delivery					
S11	Signature Confirmation*					
S14	Certified Mail Adult Signature Required					
S15	Adult Signature 21 Required					
S16	Adult Signature 21 Restricted Delivery					
S17	Picture Permit Imprint					
S18	Day Certain Delivery					
S19	Certificate of Bulk Mailing (Form 3606-D)					
S20	Sunday Delivery					
S21	Same Day					
S22	Extended Coverage					
S23	Impb Noncompliance Fee					
S26	Next Day					
S27	Certified Mail Adult Signature Restricted Delivery					
S28	Hazardous Material Transportation					
S29	Perishables					
S30	Registered Mail Restricted Delivery					
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					
S55	Nonstandard Fee > 22" <= 30"					
S56	Nonstandard Fee > 30"					
S57	Nonstandard Fee > 2 Cubic Ft					

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* Available for parcels only
Items mailed with Extra Services must meet the mailing standards for the extra service.

S99	**Part S Total** (Add lines S1 — S57)	

First-Class Mail — Instructions

Use this form for First-Class Mail and USPS Ground Advantage.

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

Part A: Automation prices—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 lines provided. Enter total in Part A Total box.
Part B: Nonautomation prices. Report any mixed weight residual mail from a presort mailing on line B4. Report single piece and residual pieces on line B5, when choosing to present mail with various weights, separately. Enter total in Part B Total box.
Part C: Commercial and Retail Parcels. Enter total in Part C Total box.
Part D: Round Trip DVD, CD, or other disc mailer. Enter total in Part D 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.

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Step 3: Add the postage in parts A through S without rounding.

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 on Line 3 and any Fee on Line 4.

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.

Instructions continued on next page

First-Class Mail — Instructions

Use this form for First-Class Mail and USPS Ground Advantage.

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) x ID%)

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