

United States Postal Service

# Postage Statement—Nonprofit USPS Marketing Mail Easy—Nonautomation Letters or Flats

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

This form may be used only for a single nonautomation price mailing of identical-weight pieces. Use PS Form 3602-N for all other regular Nonprofit USPS Marketing Mail mailings. Checklists and other tools for mailers are available on the Postal Explorer website at [pe.usps.com](https://pe.usps.com).

Mailer	Permit Holder Name, Address, Email, Telephone		Federal Agency Cost Code	Statement Seq. No.	Weight of a Single Piece  0. _ _ _ _ pounds
	USPS Nonprofit Auth. No. _____		Total Pieces	Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> Flats	
	CRID _____		Total Weight	Permit #	<input type="checkbox"/> Mailpiece is a product sample
Mailing	Post Office of Mailing		Mailer's Mailing Date		No. & Type of Containers  ____ Sacks  ____ Trays  ____ Pallets
	<input type="checkbox"/> Letter-size or flat mailpiece contains DVD/CD or other disk				
	Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered	Move Update Method <input type="checkbox"/> Ancillary Service Endorsement <input type="checkbox"/> NCOA <sup>Link</sup> <input type="checkbox"/> ACS	Political Campaign Mailing <input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Alternative Method <input type="checkbox"/> Multiple <input type="checkbox"/> OneCode ACS <input type="checkbox"/> n/a Alternative Address Format		Election Mail - Official Ballots <input type="checkbox"/> Yes <input type="checkbox"/> No		
Postage			Election Mail - Non-Ballot Materials <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Total Postage (Add parts totals)				
	Price at Which Postage Affixed (Check one). <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither Complete if mailing includes pieces bearing metered/PC Postage or precanceled stamps.		____ pcs. x \$ _____ = Postage Affixed		
	Permit # _____		Net Postage Due (Subtract postage affixed from total postage)		
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)		Total Adjusted Postage Permit Imprint		
Certification	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 <a href="https://www.usps.com">www.usps.com</a> .				
	Signature of Mailer or Agent		Printed Name of Mailer or Agent Signing Form		Telephone
USPS Use Only	Weight of a Single Piece _ _ _ _ pounds		Total Weight		Round Stamp (Required) Payment Date
	Total Pieces		Total Postage		
	Presort Verification Performed? (If required) <input type="checkbox"/> Yes <input type="checkbox"/> No		Are postage figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, reason:		
	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		
	USPS Employee's Signature		By (Initials)		
		Print USPS Employee's Name			

# Nonprofit USPS Marketing Mail Postage

## Part B — Nonautomation Letters

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

	Entry	Price Category	Price	No. of Pieces	Total Postage
B1	None	3-Digit			
B2	None	Mixed			
B3	DSCF	3-Digit			

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

	Entry	Price Category	Price	No. of Pieces	Total Postage
B4	None	5-Digit			
B5	None	3-Digit			
B6	None	Mixed			
B7	DSCF	5-Digit			
B8	DSCF	3-Digit			

### Nonmachinable Letters Over 4 oz. (0.25 lbs.) but less than 16 oz. (1 lbs.)

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Total Postage
B9	None	5-Digit									
B10	None	3-Digit									
B11	None	Mixed									
B12	DSCF	5-Digit									
B13	DSCF	3-Digit									

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.

B14	Part B Total (Add lines B1 — B13)	
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## Part E — Nonautomation Flats

### Flats 4 oz. (0.25 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Total Postage
E1	None	5-Digit			
E2	None	3-Digit			
E3	None	Mixed			
E4	DSCF	5-Digit			
E5	DSCF	3-Digit			

E6	Part E Total (Add lines E1 — E5)	
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# Nonprofit USPS Marketing Mail NZ — Easy Nonautomation Letters or Flats — Instructions

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Use this form only for nonautomation letters or flats at regular Nonprofit USPS Marketing Mail prices.

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- Step 1:** Complete Mailer and Mailing sections on pages 1 and 2 applicable to the mailing presented. For all sections not applicable, enter N/A.
- Step 2:** Complete the Postage section for applicable category, Presorted Letters and Flats, as follows: Fill in the number of pieces at each presort and entry discount level on the appropriate line in section B or section E. Multiply the number of pieces by the corresponding postage price. For Permit Imprint mailings, round off to four decimal places. On Postage Affixed mailings round off to three decimal places.
- Step 3:** Add the applicable postage (part B or E). Enter the subtotal for Part B or Part E on the appropriate Part B or E Subtotal line. Enter the Total Postage, rounded off to two decimal places on the Total Postage line. (For postage affixed round off to three decimal places.)
- Step 4:** Complete the line for Postage Affixed (if applicable). Check the box for the Price at Which Postage Affixed (Correct, Lowest, or Neither). Multiply the number of pieces times the postage affixed and put the total in the blank line for Postage Affixed. Subtract the amount of Postage Affixed from the Total Postage; enter remainder in Net Postage
- Step 5:** Read and sign the Certification section, including your telephone number.

**For more information** on mailing standards, prices, and fees please go to Postal Explorer at [pe.usps.com](https://pe.usps.com).