

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 | | Mailing Agent (If other than permit holder) Name, Address, Telephone | | Mail Owner (If other than permit holder) Name, Address | |
| | EPS Cust. Ref. No. _____ CRID _____ | | CRID _____ | | CRID _____ | |
| Mailing | Post Office of Mailing | Mailer's Mailing Date | Federal Agency Cost Code | Statement Seq. No. | Hold For Pickup (HFPU) | No. and type of Containers ____ Sacks ____ Flat Trays ____ Pallets ____ Other |
| | Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Metered | Processing Category <input type="checkbox"/> Flats <input type="checkbox"/> Parcels | Total # of Pieces in Mailing | SSF Transaction# | # of pieces _____ | |
| | | | Total Weight | Permit # | | |
| | For Barcoded Pieces, Enter Date of Address Matching and Coding ____/____/____ | Packaging Based on <input type="checkbox"/> Piece Count <input type="checkbox"/> Weight <input type="checkbox"/> Both | Weight of a Single Piece _____ pounds Combined Mailing/Discount/Incentive <input type="checkbox"/> Mixed Class <input type="checkbox"/> Single Class <input type="checkbox"/> Catalogs | Customer Generated Electronic Labels <input type="checkbox"/> DelCon <input type="checkbox"/> SigCon | | |
| Parts Completed (Select all that apply): <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> S <input type="checkbox"/> Z | | | | | | |
| Postage | 1 | | Subtotal Postage (Add parts totals) | | | |
| | 2 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. | | _____ pcs. x \$ _____ = Postage Affixed | | - | |
| | 3 | | Incentive/Discount Flat Dollar Amount | | - | |
| | 4 Permit # _____ | | Net Postage Due (Line 1 +/- Lines 2, 3) | | | |
| 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 |
| Certification | Postmaster: Report Total Postage in AIC 131 (Permit Imprint Only) | | | | | Total Adjusted Parcel Select Postage Permit Imprint |
| | Incentive/Discount Claimed: _____ 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 . | | | | | |
| USPS Use Only | Signature of Mailer or Agent | | Printed Name of Mailer or Agent Signing Form | | Telephone | |
| | Weight of a Single Piece _____ pounds | Total Weight | Are postage figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, reason: | | Round Stamp (Required) Payment Date | |
| | Total Pieces | Total Postage | | | | |
| | Presort Verification Performed? (If required) <input type="checkbox"/> Yes <input type="checkbox"/> 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 | | | | |

Package Services

Part A — Bound Printed Matter

Nonpresorted — Flats

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

Carrier Route — Flats

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

Carrier Route — Flats with Simplified Addressing

| | Entry | Piece Price | No. of Pieces | Subtotal Postage | Discount Total* | Total Postage |
|----|-------|-------------|---------------|------------------|-----------------|---------------|
| A5 | None | | | | | |
| A6 | DSCF | | | | | |
| A7 | DDU | | | | | |

Presorted — Flats

| | Entry | Piece Price | No. of Pieces | Subtotal Postage | Discount Total* | Total Postage |
|-----|------------------------|-------------|---------------|------------------|-----------------|---------------|
| A8 | None | | | | | |
| A9 | DSCF | | | | | |
| A10 | DDU | | | | | |
| A11 | Detached Address Label | | | | | |

* Full Service Intelligent Mail, promotions, incentives, and other discounts-see Instructions page for additional information.

| | | | | | | |
|-----|---|--|--|--|--|--|
| A12 | BPM Flats Total (Add lines A1 — A11) | | | | | |
|-----|---|--|--|--|--|--|

Catalog Incentive**

| | | |
|-----|--------------|---|
| A13 | DISPLAY ONLY | Nonpresorted Flats-Number of Eligible Pieces _____ x \$ _____ = |
| A14 | DISPLAY ONLY | Carrier Route Flats-Number of Eligible Pieces _____ x _____ = |
| A15 | DISPLAY ONLY | Presorted Flats-Number of Eligible Pieces _____ x _____ = |

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

Full Service Intelligent Mail Option

| | | |
|-----|--------------|--|
| A16 | DISPLAY ONLY | Flats-Number of Pieces that Comply _____ x _____ = |
|-----|--------------|--|

Package Services

Part A — Bound Printed Matter — Continued

Nonpresorted — Parcels

| | | Price | No. of Pieces | Subtotal Postage | Discount Total* | Total Postage |
|-----|--------|-------|---------------|------------------|-----------------|---------------|
| A17 | Origin | | | | | |

Carrier Route — Parcels

| | Entry | Piece Price | No. of Pieces | Subtotal Postage | Discount Total* | Total Postage |
|-----|-------|-------------|---------------|------------------|-----------------|---------------|
| A18 | None | | | | | |
| A19 | DSCF | | | | | |
| A20 | DDU | | | | | |

Presorted — Parcels

| | Entry | Piece Price | No. of Pieces | Subtotal Postage | Discount Total* | Total Postage |
|-----|-------|-------------|---------------|------------------|-----------------|---------------|
| A21 | None | | | | | |
| A22 | DSCF | | | | | |
| A23 | DDU | | | | | |

* Promotions, incentives and other discounts - see instructions page for additional information.

| | | | | | | |
|-----|--|--|--|--|--|--|
| A24 | BPM Parcels Total (Add lines A17 — A23) | | | | | |
|-----|--|--|--|--|--|--|

Catalog Incentive*

| | | |
|-----|--------------|---|
| A25 | DISPLAY ONLY | Nonpresorted Parcels-Number of Eligible Pieces _____ x \$ _____ = |
| A26 | DISPLAY ONLY | Carrier Route Parcels-Number of Eligible Pieces _____ x _____ = |
| A27 | DISPLAY ONLY | Presorted Parcels-Number of Eligible Pieces _____ x _____ = |

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

| | | | | | | |
|-----|---------------------------------------|--|--|--|--|--|
| A28 | Part A Total (Line A12 or A24) | | | | | |
|-----|---------------------------------------|--|--|--|--|--|

Package Services

Part B — Library Mail and Media Mail

Library Mail

| | | Price | No. of Pieces | Subtotal Postage | Discount Total | Total Postage |
|----|--------------|-------|---------------|------------------|----------------|---------------|
| B1 | Single-Piece | | | | | |

Media Mail

| | | Price | No. of Pieces | Subtotal Postage | Discount Total | Total Postage |
|----|--------------|-------|---------------|------------------|----------------|---------------|
| B2 | Single-Piece | | | | | |

| | | | | | | |
|----|---|--|--|--|--|--|
| B3 | Part B Total (Add lines B1 — B2) | | | | | |
|----|---|--|--|--|--|--|

Parcel Select

Part C — Destination Entry

Parcel Select

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

| | | | | | | |
|-----|--|--|--|--|--|--|
| C16 | Part C Total (Add lines C1 — C15) | | | | | |
|-----|--|--|--|--|--|--|

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 | Package Quality 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 | | | | | |
| S46 | Nonstandard Fee - DRPDC NSA Only > 22" <= 30" | | | | | |
| S47 | Nonstandard Fee - DSCF > 22" <= 30" | | | | | |
| S48 | Nonstandard Fee - DDU > 22" <= 30" | | | | | |
| S49 | Nonstandard Fee - DRPDC NSA Only > 2 Cubic Ft | | | | | |
| S50 | Nonstandard Fee - DSCF > 30" | | | | | |
| S51 | Nonstandard Fee - DDU > 30" | | | | | |
| S52 | Nonstandard Fee - DRPDC NSA Only > 2 Cubic Ft | | | | | |
| S53 | Nonstandard Fee - DSCF > 2 Cubic Ft | | | | | |
| S54 | Nonstandard Fee - DDU > 2 Cubic Ft | | | | | |
| S58 | Nonstandard Fee - DHUB > 22" <= 30" | | | | | |
| S59 | Nonstandard Fee - DHUB > 30" | | | | | |
| S60 | Nonstandard Fee - DHUB > 2 Cubic Ft | | | | | |
| S61 | Nonstandard Fee - Characteristics - DSCF | | | | | |
| S62 | Nonstandard Fee - Characteristics - DHUB | | | | | |
| S63 | Nonstandard Fee - Characteristics - DDU | | | | | |
| S65 | Nonstandard Fee - Characteristics - DRPDC NSA Only | | | | | |
| S71 | HAZMAT Handling Fee | | | | | |
| S72 | HAZMAT Noncompliance Fee | | | | | |

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

| | | |
|-----|--|--|
| S99 | Part S Total (Add lines S1 — S72) | |
|-----|--|--|

Part Z - Promotions, Incentives, Discounts - Optional/Display Only*

*Not intended to be used for postage calculations.

| | | | |
|------------|---------------------------------------|-------------------|--------|
| Incentives | | | |
| | Code | Incentive | Amount |
| Z14 | CT | Catalog Incentive | |
| Z21 | Part Z - Incentives Total (Enter Z14) | | |

| | | | |
|-----------|--------------------------------------|--------------------------------------|--------|
| Discounts | | | |
| | | Discount | Amount |
| Z24 | | Full-Service Intelligent Mail Option | |
| Z30 | Part Z - Discounts Total (Enter Z24) | | |

DRAFT

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:

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 of 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 rounded 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, 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 Columns

Promotion Discounts are calculated and applied after all other discounts and incentives are applied at each line/product level.

If multiple promotion discounts apply, each promotion is calculated based on the same postage subtotal (for each line/product level), after other discounts and incentives are applied.

Further Information About Part Z — Promotions, Incentives, Discounts — Optional/Display Only

Part Z is an optional, display-only part. This part summarizes the information on promotions, discounts, and incentives that were received on prior parts of the postage statement. This part is not used to calculate promotions, discounts, or incentive amounts; rather summarize the amounts that were already processed elsewhere on the statement. This part is intended for reporting and display purposes only, and is marked as an optional part.

The promotions, discounts and incentives are documented as aggregate amounts by the type of promotion, discount, and incentive. For example, a promotion, discount, or incentive applies to mailpieces listed across lines (sorts/entries), or spans multiple parts of the statement, the total amount will be combined and shown as a single value (per promotion, discount or incentive) in Part Z.

For credit-based incentives, if credits from multiple periods are claimed in the statement, they will also be aggregated and displayed as a single total amount in Part Z.

Part Z is primarily used for market dominant products. Additions of promotions, discounts and incentives may be published as part of the current market dominant updates. Removal of promotions, discounts and incentives may be published with the next cycle of market dominant updates.

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