

Postage Statement - Standard Mail

Post Office: Note Mail Arrival Date & Time

Mailer	Permit Holder's Name and Address and Email Address, If Any	Telephone	Name and Address of Mailing Agent <i>(If other than permit holder)</i>	Telephone	Name and Address of Individual or Organization for Which Mailing Is Prepared <i>(If other than permit holder)</i>
	CAPS Cust. Ref. No. _____ Dun & Bradstreet No. _____		Dun & Bradstreet No. _____		Dun & Bradstreet No. _____

Mailing	Post Office of Mailing	Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> CMM <input type="checkbox"/> Flats <input type="checkbox"/> Automation Flats (DMM 301.3) <input type="checkbox"/> Parcels	Mailing Date	Federal Agency Cost Code	Statement Seq. No.	No. and type of Containers
	Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered		Weight of a Single Piece 0 . _____ pounds		Total Pieces	
	Permit #	For Mail Enclosed within Another Class <input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> Library Mail <input type="checkbox"/> Media Mail <input type="checkbox"/> Parcel Post	<input type="checkbox"/> Periodicals	If Sacked, Based on <input type="checkbox"/> 125 pcs <input type="checkbox"/> 15 lbs. <input type="checkbox"/> both		Total Weight
For Automation Rate Pieces, Enter Date of Address Matching and Coding <i>(DMM 708.3.3)</i> ____/____/____		For Enhanced Carrier Route Rate Pieces, Enter Date of Address Matching and Coding <i>(DMM 708.3.3)</i> ____/____/____		For Enhanced Carrier Route Rate Pieces, Enter Date of Carrier Route Sequencing <i>(DMM 245/345/445.6.10.1)</i> ____/____/____		

Postage	Parts Completed <i>(Select all that apply)</i> <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> I <input type="checkbox"/> J <input type="checkbox"/> K <input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> S	
	Total Postage <i>(Add parts totals)</i>	
	Rate at Which Postage Affixed <i>(Check one)</i> <i>(DMM 244, 344, 444)</i> <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither _____ pcs. x \$ _____ = Postage Affixed	
	Net Postage Due <i>(Subtract postage affixed from total postage)</i>	
	For USPS Use Only: Additional Postage Payment <i>(State reason)</i>	
	For postage affixed add additional payments to net postage due; for permit imprint add additional payment to total postage.	
Total Adjusted Postage Affixed		
Postmaster: Report Total Postage in AIC 130 <i>(Permit Imprint Only)</i>	Total Adjusted Postage Permit Imprint	

Certification	<p>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 rates 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.</p> <p style="text-align:right;"><i>Privacy Notice: For information regarding our Privacy Policy visit www.usps.com.</i></p>	
	Signature of Mailer or Agent	Printed Name of Mailer or Agent Signing Form
	Telephone	

USPS Use Only	Weight of a Single Piece 0 . _____ pounds	Are postage figures at left adjusted from mailer's entries? If "Yes" state reason. <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Total Pieces	Total Weight		
	Total Postage		Round Stamp <i>(Required)</i>	
	Check One <input type="checkbox"/> Presort Verification Not Scheduled <input type="checkbox"/> Presort Verification Performed as Scheduled			
	I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rates claimed; (2) proper preparation <i>(and presort where required)</i> ; (3) proper completion of postage statement; and (4) payment of annual fee <i>(if required)</i> .		Date Mailed Notified	Contact
	Verifying Employee's Signature		By <i>(Initials)</i>	Time AM PM
		Print Verifying Employee's Name		

Standard Mail — Letters and Flats

Part A Automation Rates — Letters and Flats - 3.3 oz. (0.2063 lb.) or Less

Check box at left if rates are populated in this section.

Entry	Rate Category	Rate		Number of Pieces		Total
NONE	A1 5-Digit Letter	.200	X	_____	=	\$ _____
	A2 3-Digit Letter	.214	X	_____	=	\$ _____
	A3 AADC Letter	.223	X	_____	=	\$ _____
	A4 Mixed AADC Letter	.231	X	_____	=	\$ _____
	A5 3/5 Flat	.275	X	_____	=	\$ _____
	A6 Basic Flat	.316	X	_____	=	\$ _____
DBMC	A7 5-Digit Letter	.178	X	_____	=	\$ _____
	A8 3-Digit Letter	.192	X	_____	=	\$ _____
	A9 AADC Letter	.201	X	_____	=	\$ _____
	A10 Mixed AADC Letter	.209	X	_____	=	\$ _____
	A11 3/5 Flat	.253	X	_____	=	\$ _____
	A12 Basic Flat	.294	X	_____	=	\$ _____
DSCF	A13 5-Digit Letter	.173	X	_____	=	\$ _____
	A14 3-Digit Letter	.187	X	_____	=	\$ _____
	A15 AADC Letter	.196	X	_____	=	\$ _____
	A16 3/5 Flat	.248	X	_____	=	\$ _____
	A17 Basic Flat	.289	X	_____	=	\$ _____

Part A Total

Part B Presorted Rates — Letters and Flats - 3.3 oz. (0.2063 lb.) or Less

Check box at left if rates are populated in this section.

Entry	Rate Category	Rate		Number of Pieces		Total
NONE	B1 3/5 Letter	.261	X	_____	=	\$ _____
	B2 Basic Letter	.282	X	_____	=	\$ _____
	B3 3/5 Flat	.304	X	_____	=	\$ _____
	B4 Basic Flat	.363	X	_____	=	\$ _____
DBMC	B5 3/5 Letter	.239	X	_____	=	\$ _____
	B6 Basic Letter	.260	X	_____	=	\$ _____
	B7 3/5 Flat	.282	X	_____	=	\$ _____
	B8 Basic Flat	.341	X	_____	=	\$ _____
DSCF	B9 3/5 Letter	.234	X	_____	=	\$ _____
	B10 Basic Letter	.255	X	_____	=	\$ _____
	B11 3/5 Flat	.277	X	_____	=	\$ _____
	B12 Basic Flat	.336	X	_____	=	\$ _____

Part B Total

Standard Mail — Letters and Flats

Part C
ECR Rates — Letters and Flats - 3.3 oz. (0.2063 lb.) or Less

Check box at left if rates are populated in this section.

Entry	Rate Category	Rate		Number of Pieces	=	Total
NONE	C1	Saturation Letter	.160	X		\$
	C2	High Density Letter	.173	X		\$
	C3	Basic Letter	.204	X		\$
	C4	Basic Auto Letter	.180	X		\$
	C5	Saturation Flat	.169	X		\$
	C6	High Density Flat	.178	X		\$
	C7	Basic Flat	.204	X		\$
DBMC	C8	Saturation Letter	.138	X		\$
	C9	High Density Letter	.151	X		\$
	C10	Basic Letter	.182	X		\$
	C11	Basic Auto Letter	.158	X		\$
	C12	Saturation Flat	.147	X		\$
	C13	High Density Flat	.156	X		\$
	C14	Basic Flat	.182	X		\$
DSCF	C15	Saturation Letter	.133	X		\$
	C16	High Density Letter	.146	X		\$
	C17	Basic Letter	.177	X		\$
	C18	Basic Auto Letter	.153	X		\$
	C19	Saturation Flat	.142	X		\$
	C20	High Density Flat	.151	X		\$
	C21	Basic Flat	.177	X		\$
DDU	C22	Saturation Letter	.127	X		\$
	C23	High Density Letter	.140	X		\$
	C24	Basic Letter	.171	X		\$
	C25	Basic Auto Letter	.147	X		\$
	C26	Saturation Flat	.136	X		\$
	C27	High Density Flat	.145	X		\$
	C28	Basic Flat	.171	X		\$

Part C Total

Part D
Letters and Flats More Than 3.3 oz. (0.2063 lb) Not Subject to Surcharge

Check box at left if rates are populated in this section.

Entry	Rate Category	Piece Rate	Or Amt. Affixed	x	No. of Pieces	=	Pieces Subtotal	+	Lb. Rate	x	Pounds	=	Pound Subtotal	=	TOTAL
NONE	D1	Saturation ECR	.036		X				.643	X			\$		
	D2	High Density ECR	.045		X				.643	X			\$		
	D3	Basic ECR	.071		X				.643	X			\$		
	D4	3/5 Automation	.121		X				.746	X			\$		
	D5	Basic Automation	.162		X				.746	X			\$		
	D6	3/5 Presort	.150		X				.746	X			\$		
	D7	Basic Presort	.209		X				.746	X			\$		
DBMC	D8	Saturation ECR	.036		X				.538	X			\$		
	D9	High Density ECR	.045		X				.538	X			\$		
	D10	Basic ECR	.071		X				.538	X			\$		
	D11	3/5 Automation	.121		X				.641	X			\$		
	D12	Basic Automation	.162		X				.641	X			\$		
	D13	3/5 Presort	.150		X				.641	X			\$		
	D14	Basic Presort	.209		X				.641	X			\$		
DSCF	D15	Saturation ECR	.036		X				.511	X			\$		
	D16	High Density ECR	.045		X				.511	X			\$		
	D17	Basic ECR	.071		X				.511	X			\$		
	D18	3/5 Automation	.121		X				.614	X			\$		
	D19	Basic Automation	.162		X				.614	X			\$		
	D20	3/5 Presort	.150		X				.614	X			\$		
	D21	Basic Presort	.209		X				.614	X			\$		
DDU	D22	Saturation ECR	.036		X				.477	X			\$		
	D23	High Density ECR	.045		X				.477	X			\$		
	D24	Basic ECR	.071		X				.477	X			\$		

For affixed postage mailings as described in DMM 243, 343 and 443, compute and enter the rate for each piece in the amount affixed column, multiply by number of pieces and complete the total column.

Part D Total

Standard Mail — Subject to Surcharge

Part E
 Presorted Nonmachinable Letter Rates — Pieces 3.3 oz. (0.2063 lb.) or Less
 Rates include a \$0.042 nonmachinable surcharge.

Check box at left if rates are populated in this section.

Entry	Rate Category	Rate		Number of Pieces		Total
NONE	E1 3/5	.303	X	_____	=	\$ _____
	E2 Basic	.324	X	_____	=	\$ _____
DBMC	E3 3/5	.281	X	_____	=	\$ _____
	E4 Basic	.302	X	_____	=	\$ _____
DSCF	E5 3/5	.276	X	_____	=	\$ _____
	E6 Basic	.297	X	_____	=	\$ _____

Part E Total

Part F
 Presorted Nonletter Rates — Pieces 3.3 oz. (0.2063 lb.) or Less
 Rates include a \$0.242 residual shape surcharge per piece for items that are prepared as parcels or are not letter-size or flat-size.

Check box at left if rates are populated in this section.

Entry	Rate Category	Rate		Number of Pieces		Total
NONE	F1 3/5	.546	X	_____	=	\$ _____
	F2 Basic	.605	X	_____	=	\$ _____
DBMC	F3 3/5	.524	X	_____	=	\$ _____
	F4 Basic	.583	X	_____	=	\$ _____
DSCF	F5 3/5	.519	X	_____	=	\$ _____
	F6 Basic	.578	X	_____	=	\$ _____

Part F Total

Part G
 Presorted Nonletter Rates — Pieces More Than 3.3 oz. (0.2063 lb.)
 Rates include a \$0.242 residual shape surcharge per piece for items that are prepared as parcels or are not letter-size or flat-size.

Check box at left if rates are populated in this section.

Entry	Rate Category	Piece Rate	Or Amt. Affixed	X	No. of Pieces	=	Pieces Subtotal	PLUS	Pound Rate	X	Pounds	=	Pound Subtotal	=	Total
NONE	G1 3/5	.392	_____	X	_____	=	_____		.746	X	_____	=	_____	=	\$ _____
	G2 Basic	.451	_____	X	_____	=	_____		.746	X	_____	=	_____	=	\$ _____
DBMC	G3 3/5	.392	_____	X	_____	=	_____		.641	X	_____	=	_____	=	\$ _____
	G4 Basic	.451	_____	X	_____	=	_____		.641	X	_____	=	_____	=	\$ _____
DSCF	G5 3/5	.392	_____	X	_____	=	_____		.614	X	_____	=	_____	=	\$ _____
	G6 Basic	.451	_____	X	_____	=	_____		.614	X	_____	=	_____	=	\$ _____
	G7 Subtract Barcoded Discount						\$0.03 per piece	X			_____ barcoded pieces	=	_____	=	\$ _____

For affixed postage mailings as described in DMM 243, 343 and 443, compute and enter the rate for each piece in the amount affixed column, multiply by number of pieces and complete the total column.

Part G Total

Part H
 ECR Nonletter Rates — Pieces 3.3 oz. (0.2063 lb.) or Less
 Rates include a \$0.211 residual shape surcharge per piece for items that are prepared as parcels or are not letter-size or flat-size.

Check box at left if rates are populated in this section.

Entry	Rate Category	Rate		Number of Pieces		Total
NONE	H1 Saturation	.380	X	_____	=	\$ _____
	H2 High Density	.389	X	_____	=	\$ _____
	H3 Basic	.415	X	_____	=	\$ _____
DBMC	H4 Saturation	.358	X	_____	=	\$ _____
	H5 High Density	.367	X	_____	=	\$ _____
	H6 Basic	.393	X	_____	=	\$ _____
DSCF	H7 Saturation	.353	X	_____	=	\$ _____
	H8 High Density	.362	X	_____	=	\$ _____
	H9 Basic	.388	X	_____	=	\$ _____
DDU	H10 Saturation	.347	X	_____	=	\$ _____
	H11 High Density	.356	X	_____	=	\$ _____
	H12 Basic	.382	X	_____	=	\$ _____

Part H Total

Standard Mail — Subject to Surcharge

Part I Check box at left if rates are populated in this section.
 ECR Nonletter Rates — Pieces More Than 3.3 oz. (0.2063 lb.)
 Piece rates include a \$0.211 residual shape surcharge.

Entry	Rate Category	Piece Rate	Or Amt. Affixed	X	No. of Pieces	=	Pieces Subtotal	PLUS	Pound Rate	X	Pounds	=	Pound Subtotal	=	Total
NONE	I1	Saturation	.247		X		=		.643	X		=	\$		
	I2	High Density	.256		X		=		.643	X		=	\$		
	I3	Basic	.282		X		=		.643	X		=	\$		
DBMC	I4	Saturation	.247		X		=		.538	X		=	\$		
	I5	High Density	.256		X		=		.538	X		=	\$		
	I6	Basic	.282		X		=		.538	X		=	\$		
DSCF	I7	Saturation	.247		X		=		.511	X		=	\$		
	I8	High Density	.256		X		=		.511	X		=	\$		
	I9	Basic	.282		X		=		.511	X		=	\$		
DDU	I10	Saturation	.247		X		=		.477	X		=	\$		
	I11	High Density	.256		X		=		.477	X		=	\$		
	I12	Basic	.282		X		=		.477	X		=	\$		

Part I Total

For affixed postage mailings as described in DMM 243, 343 and 443, compute and enter the rate for each piece in the amount affixed column, multiply by number of pieces and complete the total column.

Standard Mail — Heavy Letters

Part J Check box at left if rates are populated in this section.
 Automation Heavy Letters
 Piece rates include a discount that equals the nonletter piece rate minus the letter piece rate (DMM 243.1.3).

Entry	Rate Category	Piece Rate	Or Amt. Affixed	X	No. of Pieces	=	Pieces Subtotal	PLUS	Pound Rate	X	Pounds	=	Pound Subtotal	=	Total
NONE	J1	5-Digit	.046		X		=		.746	X		=	\$		
	J2	3-Digit	.060		X		=		.746	X		=	\$		
	J3	AADC	.069		X		=		.746	X		=	\$		
	J4	Mixed AADC	.077		X		=		.746	X		=	\$		
DBMC	J5	5-Digit	.046		X		=		.641	X		=	\$		
	J6	3-Digit	.060		X		=		.641	X		=	\$		
	J7	AADC	.069		X		=		.641	X		=	\$		
	J8	Mixed AADC	.077		X		=		.641	X		=	\$		
DSCF	J9	5-Digit	.046		X		=		.614	X		=	\$		
	J10	3-Digit	.060		X		=		.614	X		=	\$		
	J11	AADC	.069		X		=		.614	X		=	\$		

Part J Total

For affixed postage mailings as described in DMM 243, 343 and 443, compute and enter the rate for each piece in the amount affixed column, multiply by number of pieces and complete the total column.

Part K Check box at left if rates are populated in this section.
 ECR Heavy Letters
 Piece rates include a discount that equals the nonletter piece rate minus the letter piece rate (DMM 243.1.3).

Entry	Rate Category	Piece Rate	Or Amt. Affixed	X	No. of Pieces	=	Pieces Subtotal	PLUS	Pound Rate	X	Pounds	=	Pound Subtotal	=	Total
NONE	K1	Saturation	.027		X		=		.643	X		=	\$		
	K2	High Density	.040		X		=		.643	X		=	\$		
	K3	Basic Auto	.047		X		=		.643	X		=	\$		
DBMC	K4	Saturation	.027		X		=		.538	X		=	\$		
	K5	High Density	.040		X		=		.538	X		=	\$		
	K6	Basic Auto	.047		X		=		.538	X		=	\$		
DSCF	K7	Saturation	.027		X		=		.511	X		=	\$		
	K8	High Density	.040		X		=		.511	X		=	\$		
	K9	Basic Auto	.047		X		=		.511	X		=	\$		
DDU	K10	Saturation	.027		X		=		.477	X		=	\$		
	K11	High Density	.040		X		=		.477	X		=	\$		
	K12	Basic Auto	.047		X		=		.477	X		=	\$		

Part K Total

For affixed postage mailings as described in DMM 243, 343 and 443, compute and enter the rate for each piece in the amount affixed column, multiply by number of pieces and complete the total column.

Customized MarketMail

Part L
 Customized MarketMail Rates - Pieces 3.3 oz. (0.2063) or Less
 Rates include \$0.242 residual shape surcharge.

Check box at left if rates are populated in this section.

CMM Rate X Number of Pieces = Total

Part L Total

L1 Basic .605 X _____ = \$ _____

Repositionable Notes

Part M
 Repositionable Notes (RPNs) —
 Rate includes only charge for RPN, it does not include applicable postage charges. If using RPNs all pieces in mailing must include RPNs.

Check box at left if rates are populated in this section.

RPN Rate X Number of Pieces = Total

Part M Total

M1 Repositionable Notes (Standard Mail) .015 X _____ = \$ _____

Extra Services

Part S
 Extra Services S4 and S5 are available only if mail includes residual shape surcharge (Parts F, G, H and I).

Check box at left if rates are populated in this section.

Domestic Service Fee Number of Pieces Total

S4 Delivery Confirmation (electronic option only) .14 X _____ = \$ _____
 S5 Insured Mail (bulk only) _____ X _____ = \$ _____
DMM 503.4.4

Part S Total

Standard Mail — Instructions

Use this form for regular Standard Mail rates.

Step 1: Complete Mailer and Mailing sections on page 1.

Step 2: Before you complete the Postage section, go to parts A through M and S. Complete the part(s) that pertain to your mailing. The following information will help you to determine which parts to complete:

Parts A-D: Letters and Flats Not Subject to Surcharge

- Part A: Automation Rate Letters and Flats. Enter total in Part A Total box.
- Part B: Presorted Rate Letters and Flats. Enter total in Part B Total box.
- Part C: Enhanced Carrier Route (ECR) Rate Letters and Flats. Enter total in Part C Total box.
- Part D: Letters and Flats more than 3.3 oz. (0.2063 lb). Enter total in Part D Total box.

Parts E-I: Letters, Flats, and Parcels Subject to Surcharge

- Part E: Presorted Nonmachinable Letter Rates. Enter total in Part E Total box.
- Part F: Presorted Nonletter Rates. Enter total in Part F Total box.
- Part G: Presorted Nonletter Rates - Pieces More Than 3.3 oz. Enter total in Part G Total box.
- Part H: ECR Nonletter Rates - Pieces 3.3 oz. or Less. Enter total in Part H Total box.
- Part I: ECR Nonletter Rates - Pieces More Than 3.3 oz. or Less. Enter total in Part I Total box.

Parts J-K: Heavy Letters

- Part J: Automation Heavy Letters. Enter total in Part J Total box.
- Part K: ECR Heavy Letters. Enter total in Part K Total box.

Part L: Customized MarketMail Rates - Enter total in Part L Total box.

Part M: Repositionable Notes (RPN) - Enter total in Part M Total box.

Part S: Extra Services - 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. Once completed, return to the Postage section on page 1. Check the boxes that correspond to all applicable parts completed. Enter the Total Postage, rounded off to two decimal places.

Step 4: Complete the line for Postage Affixed (if applicable). Check the box for the Rate at Which Postage Affixed (Correct, Lowest, or Neither). Multiply the number of pieces times the postage affixed. Put the total in the Postage Affixed block. Subtract the amount of Postage Affixed from the Total Postage and enter the remainder in Net Postage Due.

Step 5: Read and sign the Certification section, including your telephone number. Attach all completed pages and submit with the mailing.