Po ar	ost Id	I States Post tage Sta First-Clas	itemen ass Pa	ckage	Servi			Post Office: Note Mail Arriv Date & Time (Do Not Round	
Mailer	Pe	ermit Holder ⊧	Name, Address,	Email, Telephone		ailing Agent (If other me, Address, Telephone	r than permit holder)	Mail Owner (If other Name, Address	han permit holder)
	CAF	PS Cust. Ref. No	(		CR	ID		CRID	
	Pos	t Office of Mailing	Mailer's I	Mailing Date	Fed	deral Agency Cost Code	Statement Seq. No.	Permit #	No. and type of Containers
D		e of Postage Processing Permit Imprint Category Precanceled Letters Stamps Flate	egory Letters	For Mail Enclos within Another	Class ail <u> </u>	ight of a Single Piece	SSF Transaction ID#	Parcels Only Hold For Pickup (HFPU) No. of pieces	1 ft. Letter Trays
Mailing	Stamps Flats Flats Parcels Move Update Method		Bound Printe		al Pieces	Total Weight	Customer Generated Electronic Labels	2 ft. Letter Trays EMM Letter Trays	
	Ancillary Service Alternative Method		d Media Mail		ter or flat-size mailpieces c Round Trip ONLY: One DV		For Automation Price Pieces, Enter Date of Address	Flat Trays	
		Endorsement Multiple NCOA <sup>Link</sup> OneCode ACS ACS n/a Alternative		Combined Mail		This is a Political Campaign Mailing Yes No		Matching and Coding	Pallets Other
	Par	ts Completed (Selec	Address Format t all that apply):	AB [		S NSA		//	
	1       Subtotal Postage (Add parts totals)								
Postage	2       Price at Which Postage Affixed (Check one).       Correct       Lowest       Neither								-
	3 Incentive/Discount Flat Dollar Amount								-
	4 Fee Flat Dollar Amount +								+
	5	Permit #				Net P	ostage Due (Line	1 +/- Lines 2, 3, 4)	
Only	Additional Postage Payment (State reason)								
S Use		For postage affixed, add additional payment to net postage due; for permit imprint, add additional payment to total postage.							
NSPS	Pos	tmaster: Report Tota	al Postage in <b>AIC</b>	2 121		Tot			
Certification	The the age forn clain forn	agent certifies that h nts may be liable for n is accurate, truthful med; and that the ma	ertifies acceptan e or she is autho any deficiencies I, and complete; ailing does not co nation requested	rized to sign on be resulting from mat that the mail and th ontain any matter p on this form may l	d agreement half of the ma ters within th ne supporting prohibited by lo be subject to	ailer and that the mailer is bo eir responsibility, knowledge documentation comply wit aw or postal regulation. I ur criminal and/or civil penaltie	ound by the certification and e, or control. The mailer here h all postal standards and th	g, subject to appeal. If an agent agrees to pay any deficiencies. by certifies that all information hat the mailing qualifies for the p urnishes false or misleading info sonment.	In addition, furnished on this rices and fees
	Sigr	nature of Mailer or Ag	gent		Printed Nam	ne of Mailer or Agent Signin	g Form	Telephone	
	sites	Weight of a Single	Piece 1 pounds	otal Weight		Are postage figures at lef entries? Yes	t adjusted from mailer's ]No If yes, reason:	Round Stamp (Required) Payment Date	
N	alOne	Total Pieces	T	otal Postage					
) Only	-Post	Presort Verification	Performed? (If	required) 🗌 Yes	No	_		_	
USPS Use	completed in non-PostalOne!	I CERTIFY that this each item below if (1) eligibility for pos (2) proper preparat (3) proper completi	required: stage prices clai tion (and presort	med; where required);		Date Mailer Notified	Contact		
D		<ul><li>(4) payment of annu</li><li>(5) sufficient funds</li></ul>	ual fee; and			By (Initials)	Time AM PM		
	To be	USPS Employee's	Signature			Print USPS Employee's N	Name		

# **First-Class Mail**

## Part A—Automation prices Check box if prices are populated in this section.

### 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)

#### Full Service Intelligent Mail Option

A12	DISPLAY ONLY	Postcards—Number of Pieces that Complyx \$0.003 =	
A13	DISPLAY ONLY	Letters-Number of Pieces that Complyx \$0.003 =	
A14	DISPLAY ONLY	Flats-Number of Pieces that Complyx \$0.003 =	

# **First-Class Mail**

# Part B—Nonautomation prices Check box if prices are populated in this section.

### Postcards (eligible for postcard price)

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

#### Letters

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

#### **Nonmachinable Letters**

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B7	Presorted						
B8	Nonpresorted/Single-Piece						
B9	Single-Piece From USPS Marketing Mail Mailing						
B10	Nonmachinable Surcharge** (for presorted letters)						
B11	Nonmachinable Surcharge** (for single-piece letters)						

#### Flats

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B12	Presorted						
B13	Single-Piece						
B14	Single-Piece From USPS Marketing Mail Mailing						

#### **Permit Reply Mail**

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B15	Single-Piece Letter (1 oz. or less)						
B16	Single-Piece Letter (over 1 oz. to 3.5 oz.)						
B17	Single-Piece Flat (1 oz. or less)						
B18	Single-Piece Flat (over 1 oz. to 13 oz.)						
B18	Single-Piece Flat (over 1 oz. to 13 oz.)						

\* First-Class Mail metered letter price

\*\* Only on FCM letters with one or more nonmachinable characteristics

Part B Total (add lines B1–B18)	

## **First-Class Package Service**

### Part C—Parcels Check box if prices are populated in this section.

#### Commercial Parcels (less than 16 oz.)

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

#### **Commercial Parcels—NSA**

	Zone	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C10	1&2						
C11	3						
C12	4						
C13	5						
C14	6						
C15	7						
C16	8						
C17	9						
C18	Irregular shape surcharge						

#### **Commercial Parcels—NSA**

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C19	Single-Piece						
C20	Irregular shape surcharge						

### Retail Parcels (13 oz. or less)

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

#### Retail Parcels (13 oz. or less) from USPS Marketing Mail

	Zone	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C29	1&2						
C30	3						
C31	4						
C32	5						
C33	6						
C34	7						
C35	8						
C36	9						
	Part C Total (add lines C1-	–C36)					

# Round Trip DVD, CD, or Other Disc Mail

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

Check box if prices are populated in this section.

#### **Automation Letters**

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

#### **Presort Letters**

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D4	Presorted						
D5	Single-Piece						

#### **Automation Flats**

		Price	No. of Pieces	Subtotal Postage	Discount Total*	Fee Total	Total Postage
D6	5-Digit						
D7	3-Digit						
D8	ADC						
D9	Mixed ADC						

#### **Presort Flats**

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D10	Presorted						
D11	Single-Piece						

#### **Permit Reply Mail**

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D12	Single-Piece Letter (1 oz. or less)						
D13	Single-Piece Flat (2 oz. or less)						

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

D14	Part D Total (add lines D1–D13)	

#### **Full Service Intelligent Mail Option**

D15	DISPLAY ONLY	Letters-Number of Pieces that Comply	x \$0.003 =	
D16	DISPLAY ONLY	Flats—Number of Pieces that Comply	x \$0.003 =	

# **Extra Services and Fees**

**Part S** Check box if prices are populated in this section.

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

		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*					
S13	Fragile					
S14	Certified Mail Adult Signature Required					
S15	Adult Signature Required					
S16	Adult Signature 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 Non-Compliance Fee					
S25	Live Animal Transportation					
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	COD Restricted Delivery					
* Availat	ale for parcels only			,		

\* Available for parcels only

Part S Total (Add lines S1-S32)

## First-Class Mail—Instructions

Use this form for First-Class Mail and First-Class Package Service.

**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.
- 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.

# First-Class Mail—Instructions—Continued

Use this form for First-Class Mail and First-Class Package Service.

#### **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  $DT = FSD + ((SP - FSD) \times ID\%)$ 

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