

# Postage Statement - Nonprofit Standard Mail

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

<b>Mailer</b>	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 Mail Owner <i>(If other than permit holder)</i>
	USPS Nonprofit Auth. No. _____ CAPS Cust. Ref. No. _____ CRID _____			CRID _____	

<b>Mailing</b>	Post Office of Mailing	Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Marketing Parcels <input type="checkbox"/> Parcels - Machinable <input type="checkbox"/> Parcels - Irregular <input type="checkbox"/> CMM <input type="checkbox"/> Catalogs	Mailer's Mailing Date	Federal Agency Cost Code	Statement Seq. No.	No. and Type of Containers _____ Sacks _____ 1 ft. Letter Trays _____ 2 ft. LetterTrays _____ EMM Letter Trays _____ Flat Trays _____ Pallets _____ Other	
	Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered	SSF Transaction #	Total # of Pieces in Mailing		Total Weight		
	Permit #	Weight of a Single Piece 0 . _____ pounds	Combined Mailing <input type="checkbox"/> Mixed Class <input type="checkbox"/> Single Class	Mailpiece is a product sample. _____ % Samples			
	For Automation Pieces, Enter Date of Address Matching and Coding ____/____/____	For Mail Enclosed within Another Class <input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> Library Mail <input type="checkbox"/> Media Mail	For Carrier Route Pieces, Enter Date of Address Matching and Coding ____/____/____	For Carrier Route Price Pieces, Enter Date of Carrier Route Sequencing ____/____/____	For Pieces Bearing a Simplified Address Enter Date of Delivery Statistics File or Alternative Method ____/____/____		

Move Update Method:  Ancillary Service Endorsement  NCOALink  ACS  Alternative Method  Multiple  OneCode ACS  n/a Alternative Address Format

This is a Political Mailing  Yes  No      This is Official Election Mail  Yes  No       Letter-size or flat mailpiece contains DVD/CD or other disk.

Parts Completed (Select all that apply)  A  B  C  D  E  F  G  H  I  J  L  M  S  NSA

<b>Postage</b>	1	<b>Subtotal Postage (Add Parts Totals)</b>	
	2	Price at Which Postage Affixed (Check one). Complete if the mailing includes pieces bearing metered/PC Postage or precanceled stamps. <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither      _____ pcs. x \$ _____ = <b>Postage Affixed</b>	-
	3	Incentive/Discount Flat Dollar Amount:	-
	4	Fee Flat Dollar Amount:	+
	5	<b>Permit # _____ Net Postage Due (Line 1 +/- Lines 2, 3, 4)</b>	

<b>USPS Use</b>	Additional Postage Payment (State reason)	
	For postage affixed, add additional payment to net postage due; for permit imprint add additional payment to total postage.	<b>Total Adjusted Postage Affixed</b>
	Postmaster: Report Total Postage in <b>AIC 125</b> (Permit Imprint Only, Excluding Simplified Addressing (EDDM))	<b>Total Adjusted Postage Permit Imprint</b>
	Postmaster: Report Total Postage in <b>AIC 208</b> (Simplified Addressing (EDDM), Permit Imprint Only)	<b>Total Adjusted Postage Simplified Addressing (EDDM)</b>

Incentive/Discount Claimed: \_\_\_\_\_ Type of Fee: \_\_\_\_\_

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 [www.usps.com](http://www.usps.com).*

Signature of Mailer or Agent	Printed Name of Mailer or Agent Signing Form	Telephone
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<b>USPS Use Only</b> To be completed in non-PostalOne! sites	Weight of a Single Piece _____ pound	Are postage figures at left adjusted from mailer's entries? If yes, reason: <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>USPS Use Only</b> To be completed in non-PostalOne! sites
	Total Pieces      Total Weight		
	Total Postage	Round Stamp (Required) Payment Date	
	Presort Verification Performed? (If required) <input type="checkbox"/> Yes <input type="checkbox"/> No (Check one) 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)      Time      AM PM	
		Print USPS Employee's Name	

# Nonprofit Standard Mail

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

**Part B**  
Nonautomation Letters

**Machinable Letters** 3.3 oz. (0.2063 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B1	None	AADC	\$0.173					
B2	None	Mixed AADC	0.191					
B3	DNDC	AADC	0.139					
B4	DNDC	Mixed AADC	0.157					
B5	DSCF	AADC	0.128					

**Nonmachinable Letters** 3.3 oz. (0.2063 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B6	None	5-Digit	\$0.334					
B7	None	3-Digit	0.427					
B8	None	ADC	0.458					
B9	None	Mixed ADC	0.546					
B10	DNDC	5-Digit	0.300					
B11	DNDC	3-Digit	0.393					
B12	DNDC	ADC	0.424					
B13	DNDC	Mixed ADC	0.512					
B14	DSCF	5-Digit	0.289					
B15	DSCF	3-Digit	0.382					
B16	DSCF	ADC	0.413					

**Nonmachinable Letters** Over 3.3 oz. but less than 16 oz.

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
B17	None	5-Digit	\$0.140				\$0.676						
B18	None	3-Digit	0.208				0.676						
B19	None	ADC	0.262				0.676						
B20	None	Mixed ADC	0.313				0.676						
B21	DNDC	5-Digit	0.140				0.510						
B22	DNDC	3-Digit	0.208				0.510						
B23	DNDC	ADC	0.262				0.510						
B24	DNDC	Mixed ADC	0.313				0.510						
B25	DSCF	5-Digit	0.140				0.460						
B26	DSCF	3-Digit	0.208				0.460						
B27	DSCF	ADC	0.262				0.460						

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.

**Part B Total** (Add lines B1-B27)

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# Nonprofit Standard Mail - Instructions

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Use this form for Nonprofit Standard Mail prices.

**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 M and S. Complete the part(s) that **pertain to** your mailing. 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 line provided. The following information will help you to determine which parts to complete:

**Parts A-C: Letters**

Part A: Automation Letters. Enter total in Part A Total box.

Part B: Nonautomation Letters. Enter total in Part B Total box.

Part C: Carrier Route Letters. Enter total in Part C Total box.

**Parts D-F: Flats**

Part D: Automation Flats. Enter total in Part D Total box.

Part E: Nonautomation Flats. Enter total in Part E Total box.

Part F: Carrier Route Flats. Enter total in Part F Total box.

**Part G-H: Marketing Parcels (Reserved)**

Part G: Marketing Parcels. Enter total in Part G Total box.

Part H: Carrier Route Marketing Parcels. Enter total in Part H Total box.

**Parts I-J: Parcels**

Part I: Machinable Parcels. Enter total in Part I Total box.

Part J: Irregular Parcels. Enter total in Part J Total box.

**Part L: Customized MarketMail (CMM)** - 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.

**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.

**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.

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# Nonprofit Standard Mail - Instructions

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**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.

## 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:

$$DT = FSD + ID \quad \text{or} \quad DT = FSD + ((SP - FSD) \times ID\%)$$

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