

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>	
	USPS Nonprofit Auth No. _____			Dun & Bradstreet No. _____			USPS Nonprofit Auth No. _____	
	CAPS Cust. Ref. 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	
	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"/> Periodicals <input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> Library Mail <input type="checkbox"/> Media Mail <input type="checkbox"/> Parcel Post		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 (DMM 708.3.3) ____/____/____		For Enhanced Carrier Route Rate Pieces, Enter Date of Address Matching and Coding (DMM 708.3.3) ____/____/____		For Enhanced Carrier Route Rate Pieces, Enter Date of Carrier Route Sequencing (DMM 245/345/445) ____/____/____		Detached Address Labels? (DMM 602.4) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Parts Completed (Select all that apply) <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 (Add parts totals)								
Postage	Rate at Which Postage Affixed (Check one) (DMM 244, 344, 444) <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither _____ pcs. x \$ _____ = Postage Affixed							
	Net Postage Due (Subtract postage affixed from total postage)							
	For USPS Use Only: Additional Postage Payment (State reason)							
	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 125				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 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.							
	Privacy Notice: For information regarding our Privacy Policy visit www.usps.com .							
	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," Reason: <input type="checkbox"/> Yes <input type="checkbox"/> No					
	Total Pieces Total Weight							
	Total Postage		Round Stamp (Required)					
	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 and presort; (3) proper completion of postage statement; and (4) payment of the annual fee.							
	Date Mailed		Contact		By (Initials)			
	Verifying Employee's Signature		Print Verifying Employee's Name		Time AM PM			

Nonprofit 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	.118	X	_____	=	\$ _____	
	A2 3-Digit Letter	.133	X	_____	=	\$ _____	
	A3 AADC Letter	.140	X	_____	=	\$ _____	
	A4 Mixed AADC Letter	.148	X	_____	=	\$ _____	
	A5 3/5 Flat	.171	X	_____	=	\$ _____	
	A6 Basic Flat	.195	X	_____	=	\$ _____	
DBMC	A7 5-Digit Letter	.096	X	_____	=	\$ _____	
	A8 3-Digit Letter	.111	X	_____	=	\$ _____	
	A9 AADC Letter	.118	X	_____	=	\$ _____	
	A10 Mixed AADC Letter	.126	X	_____	=	\$ _____	
	A11 3/5 Flat	.149	X	_____	=	\$ _____	
	A12 Basic Flat	.173	X	_____	=	\$ _____	
DSCF	A13 5-Digit Letter	.091	X	_____	=	\$ _____	
	A14 3-Digit Letter	.106	X	_____	=	\$ _____	
	A15 AADC Letter	.113	X	_____	=	\$ _____	
	A16 3/5 Flat	.144	X	_____	=	\$ _____	
	A17 Basic Flat	.168	X	_____	=	\$ _____	
							Part A Total
							<div></div>

☐ 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	.158	X	_____	=	\$ _____	
	B2 Basic Letter	.170	X	_____	=	\$ _____	
	B3 3/5 Flat	.189	X	_____	=	\$ _____	
	B4 Basic Flat	.237	X	_____	=	\$ _____	
DBMC	B5 3/5 Letter	.136	X	_____	=	\$ _____	
	B6 Basic Letter	.148	X	_____	=	\$ _____	
	B7 3/5 Flat	.167	X	_____	=	\$ _____	
	B8 Basic Flat	.215	X	_____	=	\$ _____	
DSCF	B9 3/5 Letter	.131	X	_____	=	\$ _____	
	B10 Basic Letter	.143	X	_____	=	\$ _____	
	B11 3/5 Flat	.162	X	_____	=	\$ _____	
	B12 Basic Flat	.210	X	_____	=	\$ _____	
							Part B Total
							<div></div>

Nonprofit 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	.105	X		=	\$
	C2 High Density Letter	.113	X		=	\$
	C3 Basic Letter	.140	X		=	\$
	C4 Basic Auto Letter	.117	X		=	\$
	C5 Saturation Flat	.116	X		=	\$
	C6 High Density Flat	.122	X		=	\$
	C7 Basic Flat	.140	X		=	\$
DBMC	C8 Saturation Letter	.083	X		=	\$
	C9 High Density Letter	.091	X		=	\$
	C10 Basic Letter	.118	X		=	\$
	C11 Basic Auto Letter	.095	X		=	\$
	C12 Saturation Flat	.094	X		=	\$
	C13 High Density Flat	.100	X		=	\$
	C14 Basic Flat	.118	X		=	\$
DSCF	C15 Saturation Letter	.078	X		=	\$
	C16 High Density Letter	.086	X		=	\$
	C17 Basic Letter	.113	X		=	\$
	C18 Basic Auto Letter	.090	X		=	\$
	C19 Saturation Flat	.089	X		=	\$
	C20 High Density Flat	.095	X		=	\$
	C21 Basic Flat	.113	X		=	\$
DDU	C22 Saturation Letter	.072	X		=	\$
	C23 High Density Letter	.080	X		=	\$
	C24 Basic Letter	.107	X		=	\$
	C25 Basic Auto Letter	.084	X		=	\$
	C26 Saturation Flat	.083	X		=	\$
	C27 High Density Flat	.089	X		=	\$
	C28 Basic Flat	.107	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 PLUS Subtotal	Pound Rate	X	Pounds =	Pound Subtotal	=	Total
NONE	D1 Saturation ECR	.031		X		=		.411	X		=	\$	
	D2 High Density ECR	.037		X		=		.411	X		=	\$	
	D3 Basic ECR	.055		X		=		.411	X		=	\$	
	D4 3/5 Automation	.047		X		=		.602	X		=	\$	
	D5 Basic Automation	.071		X		=		.602	X		=	\$	
	D6 3/5 Presort	.065		X		=		.602	X		=	\$	
	D7 Basic Presort	.113		X		=		.602	X		=	\$	
DBMC	D8 Saturation ECR	.031		X		=		.306	X		=	\$	
	D9 High Density ECR	.037		X		=		.306	X		=	\$	
	D10 Basic ECR	.055		X		=		.306	X		=	\$	
	D11 3/5 Automation	.047		X		=		.497	X		=	\$	
	D12 Basic Automation	.071		X		=		.497	X		=	\$	
	D13 3/5 Presort	.065		X		=		.497	X		=	\$	
	D14 Basic Presort	.113		X		=		.497	X		=	\$	
DSCF	D15 Saturation ECR	.031		X		=		.279	X		=	\$	
	D16 High Density ECR	.037		X		=		.279	X		=	\$	
	D17 Basic ECR	.055		X		=		.279	X		=	\$	
	D18 3/5 Automation	.047		X		=		.470	X		=	\$	
	D19 Basic Automation	.071		X		=		.470	X		=	\$	
	D20 3/5 Presort	.065		X		=		.470	X		=	\$	
	D21 Basic Presort	.113		X		=		.470	X		=	\$	
DDU	D22 Saturation ECR	.031		X		=		.245	X		=	\$	
	D23 High Density ECR	.037		X		=		.245	X		=	\$	
	D24 Basic ECR	.055		X		=		.245	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

Nonprofit Standard Mail — Subject to Surcharge

☐ **Part E** **Presorted Nonmachinable Letter Rates — Pieces 3.3 oz. (0.2063 lb.) or Less** *Rates include a \$0.021 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	.179	X		=	\$
	E2 Basic	.191	X		=	\$
DBMC	E3 3/5	.157	X		=	\$
	E4 Basic	.169	X		=	\$
DSCF	E5 3/5	.152	X		=	\$
	E6 Basic	.164	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.*

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

Entry	Rate Category	Rate		Number of Pieces		Total
NONE	F1 3/5	.431	X		=	\$
	F2 Basic	.479	X		=	\$
DBMC	F3 3/5	.409	X		=	\$
	F4 Basic	.457	X		=	\$
DSCF	F5 3/5	.404	X		=	\$
	F6 Basic	.452	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.*

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	.307		X		=			.602	X		=	\$		
	G2 Basic	.355		X		=			.602	X		=	\$		
DBMC	G3 3/5	.307		X		=			.497	X		=	\$		
	G4 Basic	.355		X		=			.497	X		=	\$		
DSCF	G5 3/5	.307		X		=			.470	X		=	\$		
	G6 Basic	.355		X		=			.470	X		=	\$		
	G7 Subtract Barcoded Discount						\$0.03 per piece	X			barcoded pieces	-	\$		

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

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

Entry	Rate Category	Rate		Number of Pieces		Total
NONE	H1 Saturation	.327	X		=	\$
	H2 High Density	.333	X		=	\$
	H3 Basic	.351	X		=	\$
DBMC	H4 Saturation	.305	X		=	\$
	H5 High Density	.311	X		=	\$
	H6 Basic	.329	X		=	\$
DSCF	H7 Saturation	.300	X		=	\$
	H8 High Density	.306	X		=	\$
	H9 Basic	.324	X		=	\$
DDU	H10 Saturation	.294	X		=	\$
	H11 High Density	.300	X		=	\$
	H12 Basic	.318	X		=	\$

Part H Total

Nonprofit 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 PLUS Subtotal	Pound Rate	X	Pounds	=	Pound Subtotal	=	Total
None	I1 Saturation	.242		X		=		.411	X		=		\$	
	I2 High Density	.248		X		=		.411	X		=		\$	
	I3 Basic	.266		X		=		.411	X		=		\$	
DBMC	I4 Saturation	.242		X		=		.306	X		=		\$	
	I5 High Density	.248		X		=		.306	X		=		\$	
	I6 Basic	.266		X		=		.306	X		=		\$	
DSCF	I7 Saturation	.242		X		=		.279	X		=		\$	
	I8 High Density	.248		X		=		.279	X		=		\$	
	I9 Basic	.266		X		=		.279	X		=		\$	
DDU	I10 Saturation	.242		X		=		.245	X		=		\$	
	I11 High Density	.248		X		=		.245	X		=		\$	
	I12 Basic	.266		X		=		.245	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 I Total

Nonprofit 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 PLUS Subtotal	Pound Rate	X	Pounds	=	Pound Subtotal	=	Total
None	J1 5-Digit	-.006		X		=		.602	X		=		\$	
	J2 3-Digit	.009		X		=		.602	X		=		\$	
	J3 AADC	.016		X		=		.602	X		=		\$	
	J4 Mixed AADC	.024		X		=		.602	X		=		\$	
DBMC	J5 5-Digit	-.006		X		=		.497	X		=		\$	
	J6 3-Digit	.009		X		=		.497	X		=		\$	
	J7 AADC	.016		X		=		.497	X		=		\$	
	J8 Mixed AADC	.024		X		=		.497	X		=		\$	
DSCF	J9 5-Digit	-.006		X		=		.470	X		=		\$	
	J10 3-Digit	.009		X		=		.470	X		=		\$	
	J11 AADC	.016		X		=		.470	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 J Total

☐ 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 PLUS Subtotal	Pound Rate	X	Pounds	=	Pound Subtotal	=	Total
None	K1 Saturation	.020		X		=		.411	X		=		\$	
	K2 High Density	.028		X		=		.411	X		=		\$	
	K3 Basic Auto	.032		X		=		.411	X		=		\$	
DBMC	K4 Saturation	.020		X		=		.306	X		=		\$	
	K5 High Density	.028		X		=		.306	X		=		\$	
	K6 Basic Auto	.032		X		=		.306	X		=		\$	
DSCF	K7 Saturation	.020		X		=		.279	X		=		\$	
	K8 High Density	.028		X		=		.279	X		=		\$	
	K9 Basic Auto	.032		X		=		.279	X		=		\$	
DDU	K10 Saturation	.020		X		=		.245	X		=		\$	
	K11 High Density	.028		X		=		.245	X		=		\$	
	K12 Basic Auto	.032		X		=		.245	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 K Total

Nonprofit Standard Mail — Subject to Surcharge

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	.479	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	Part S Total
S4	Delivery Confirmation (electronic option only)	.14	X		=	\$	
S5	Insured Mail (bulk only)		X		=	\$	

Nonprofit Standard Mail — Instructions

Use this form for Nonprofit 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.