



Application to Mail Under the Periodicals Centralized Postage Payment (CPP) System

Instructions to the Publisher: Please ensure that all information is complete. Please type or print legibly.

- 1. The publisher of the publication named in Item 1b. must complete this application.
2. Before you complete this application, read Publication PO 406, Guide to the Centralized Postage Payment System for Periodicals Mail, and applicable Domestic Mail Manual requirements in their entirety.
3. Complete a separate application for each publication you wish to mail under the CPP system.

- 4. Submit your completed application and any other supporting documentation to:

NY RATES AND CLASSIFICATION SVC CTR
US POSTAL SERVICE
1250 BROADWAY 14TH FL
NEW YORK NY 10095-9599

Identify all supporting documentation appropriately, as prescribed on this application.

Part 1 General Information

Form with fields: 1a. USPS Number, 1b. Publication Name, 1c. Address, 1d. Contact Person Name, 1e. Original Entry Post Office, 1f. Frequency of Issue, 1g. Attach a list of all additional entry post offices, 1h. Alternate Contact Person Name.

Part 2 Printing and Mailing Information

Enter the name(s) and address(es) of printer/printer plant(s) for publication. If you have more than two plants, attach an additional sheet including all information as shown below. Identify it as "Attachment 2."

Form with fields: 2a. Printer/Mailer Name, 2b. Printer/Mailer Name, 2c. Is/are your plant(s) currently staffed with postal employees?

Part 3 Editions

Form with fields: 3a. Are the issues of this publication prepared in geographic/demographic editions?, 3b. If you checked "Yes" in 3a., describe how edition codes are assigned..., 3c. Are edition codes shown in the address area of mailing pieces..., 3d. Are mailpieces claimed at the automation rate..., 3e. Is your presort software PAVE Certified?

Part 4 Postage Payment and Postage Statements

4a. Which postage deposit/payment method will you be using?

Single Payment per Issue

Multiple Payments per Issue

Qualified publishers who chose the multiple payment per issue must attach a completed *Centralized Postage Payment System - Multiple Payment Schedule Worksheet*. (See Publication 406.)

4b. You must be able to produce the required computer-generated individual postage statements, a summary of postage statements, and a register of postage statements before applying for CPP system authorization. Include with this application a complete issue of individual computerized postage statements on diskette, and a hard copy of the summary of postage statements and register of postage statements. Identify these as "Attachment 4b."

4c. Where will the computerized postage statements be prepared?

4d. When will the computerized postage statements be prepared in relationship to the dispatch of the last regular mailing of an issue?

4e. Describe how data for the postage statement generation is input. Attach a flowchart that describes the flow of information necessary to complete the postage statements. The narrative and flowchart must include a description of how information concerning the mailing of back issues or supplemental mailings is included in the final postage statements. Identify the flowchart and accompanying narrative as "Attachment 4e."

Part 5 - Advertising/Non-Advertising Percentages and per Copy Weights

5a. Describe how, where, and by whom copies are marked to identify advertising/non-advertising content and percentages for each edition/issue.

5b. What method of measurement is used to develop advertising/non-advertising percentages?

Column Inches

Page

P.A.G.E

Square Inches

Other (Describe):

5c. How and when is the information regarding advertising/percentages provided to the unit that generates postage statements?

5d. How and when is per copy weight data for each edition/issue provided to the unit that generates postage statements?

Statement of Adherence

I certify that the information provided in this application is accurate to the best of my knowledge. Upon approval of this application to mail under the CPP system, I will comply with all applicable postal standards governing Periodicals mail. I recognize that failure to comply will result in revocation of CPP authorization.

Title (Please print)

Signature

Date

Submit the completed application and all required attachments to the Manager of the New York Rates and Classification Service Center.

Checklist of Required Attachments

- 1g. List of additional entry post offices
- 2. List of printer/mailer plant(s), including contact person(s)
- 3b. Listing of edition codes for recent issue and corresponding production schedule
- 3c. Sample of address label and sack or pallet label showing edition code
- 3d. Supporting documentation for automation rate mailpieces.
- 4b. Set of computer-generated mailing statements on diskettes and a hard copy of the summary of postage statements and register of postage statements.
- 4e. Flowchart of information (and narrative) necessary for completion of postage statements.