PS Form 8158
MMS Sampling/Postage Adjustment Worksheet
Batch Manifest Mailings

Note: For detailed instructions on completing this form see **Exhibit 16A**, Publication 401.

1. Name of Authorized MMS Mailer	2. Sample Date	3. Class of Mail	
	4. Manifest Sequence Number	5. Total Manifest	
		Postage $	Pieces
6. Destination Entry Rate Claimed (Drop Shipment only) ☐ BMC ☐ SCF ☐ DDU ☐ None	7. Form 8125 Sequence ID Number (Drop Shipment Only)		
8. Complete sampling worksheet on reverse side for selected samples.			

9. Computation for Postage Adjustment Factor (PAF)

- If 8d and 8e agree, complete **Item 11** and the Quarterly MMS Accuracy Worksheet.
- If 8d and 8e differ, calculate **Item 9.**
- If PAF is equal to or greater than .985 and does not exceed 1.015 **STOP.**
  Accept mail without adjustment. Complete **Item 11** and the Quarterly MMS Accuracy Worksheet.
- If PAF is less than .985 **STOP**. Accept mail without adjustment. Complete **Item 11.**
  Give copy of this worksheet to mailer. Complete the Quarterly MMS Accuracy Worksheet.
- If PAF is greater than 1.015, complete **Items 10 and 11**. Give copy of this worksheet to mailer. Complete Quarterly MMS Accuracy Worksheet.
  Special Circumstances: If results of the sampling are out of the ordinary, this may indicate that the system has failed and usual postage adjustment procedures do not apply. For example, the PAF is unusually high or it is zero (caused by no sample pieces on the manifest), then you must contact your district business mail entry office for guidance and resolution.

$ _____ ÷ $_____ = _____ . _____ _____ _____

(8d)	(8e)	(9)
Total Postage Actual of Batches Sampled	Total Postage Manifest of Batches Sampled	Postage adjustment Factor (PAF) (Round off to 3 decimal places 0.000)

10. Calculation of Total Corrected Postage and Additional Postage Payment

10a. Total Postage Manifest (Amount from 5)	$	11. Signature of Employee
10b. Postage Adjustment Factor (Value from 9)	___ . ___ ___ ___	
10c. Total Corrected Postage (10a x 10b)	= $	Round Stamp
10d. Total Manifest Postage (Amount from 5) Deduct this amount from mailer's trust account.	$	
10e. Additional Postage Due Subtract (10d) from (10c). Deduct this amount from mailer's trust account at adjustment screen of Permit System and state in comments section, "Adjustment due to MMS sampling procedure."	$	

8. Sampling/Postage Adjustment Worksheet

Note: Batches selected for the postage verification should be drawn randomly. Total number of pieces in all batches must equal sample size as shown in **Exhibit 21**

8a. Batch Sample	8b. ID Number Range	8c. Number of Pieces	8d. Batch Postage Actual	8e. Batch Postage Manifest	8f. Discrepancies/Comments
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
TOTALS		8c.	8d.	8e.	

TOTALS - Transfer 8d. and 8e. totals to front page.