United States Postal Service

Postage Statement—First-Class Mail and First-Class Package Service

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

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

Mailer	Pe	rmit Hold	er Name,	Address, E	mail, Telephone			Agent (If o		an perr	nit holde	er)	Mail Owner (If oth Name, Address	er than permit holder
	CAF	PS Cust. Ref. No	o	CF	RID		CRID						CRID	
	Pos	t Office of Mailii	ng	Mailer's M	ailing Date		Federal Age	ency Cost Code		Staten	nent Se	ą. No.	Permit #	No. and type of Containers
Mailing	Type of Postage Permit Imprint Precanceled Stamps Metered Processing Category Letters Flats Parcels		•	within Another Marketing Marketing Marketing Marketing	within Another Class		Single Piece poun	ds	SSF Ti	ransacti Veight	on ID#	Parcels Only Hold For Pickup (HFPU) No. of pieces Customer Generated	Sacks 1 ft. Letter Trays 2 ft. Letter Trays	
M	Move Update Method		ative Method	Periodicals Media Mail		Round T	t-size mailpiece rip ONLY: One	DVD/C	CD or o	,		Electronic Labels SigCon For Automation Price Pieces, Enter Date of Address	EMM Lette	
	=	NCOA ^{Link} ACS	n/a Alt	ode ACS ernative	Combined Mail Single Class			litical Campaigr		ng	Yes	No No	Matching and Coding	Pallets Other
	Par	ts Completed (S		ss Format nat apply):	<u> </u> Па Пв [D S	NSA					//	
	1	, ,								Subt	otal l	Postag	je (Add parts totals)
age	2				ck one).		Lowest age.	Neither	_	pcs	s. x \$		= Postage Affixed	d -
Postage	3							lı	ncer	ntive	/Disc	ount l	Flat Dollar Amoun	t -
	4											Fee I	Flat Dollar Amoun	t +
	5	Permit #						Net	Pos	stage	e Due	(Line	1 +/- Lines 2, 3, 4)
Only	Additional Postage Payment (State reason)													
Use	For postage affixed, add additional payment to net postage due; for permit imprint, add additional payment to total postage.								Т	otal A	djuste	ed Postage Affixed	d	
USPS	Postmaster: Report Total Postage in AIC 121						Т	otal	Adj	usted	l Post	age Permit Imprin	t	
Certification	The the age forn clair forn	mailer's signatu agent certifies th nts may be liable n is accurate, tru med; and that th n or who omits in	re certifies hat he or sl e for any de othful, and he mailing o	s acceptance ne is authorize ficiencies re complete; the does not con requested c	zed to sign on be esulting from mat at the mail and tl	nd agreem half of the tters within he suppor prohibited be subject	mailer and to their respo ting docume by law or po to criminal a	that the mailer is nsibility, knowle entation comply stal regulation. and/or civil pen	s boun edge, o with a I unde	d by th or contr II posta rstand	e certificol. The real stands that any	cation and nailer here irds and th one who fi	g, subject to appeal. If an agg agrees to pay any deficiencie by certifies that all informatic at the mailing qualifies for the urnishes false or misleading i sonment.	es. In addition, n furnished on this e prices and fees
0	Sign	nature of Mailer	or Agent			Printed N	lame of Mai	ler or Agent Sig	ning F	orm			Telephone	
	ne! sites	Weight of a Sir — — — — — Total Pieces		unds	tal Weight tal Postage		Are po entries	estage figures at s? Yes		•	from m		Round Stamp (Required) Payment Date	
Only	non-PostalOne! sites	Presort Verific	ation Perfo	ormed? (If re	equired) Yes	No							_	
USPS Use	completed in nor	(3) proper com	ow if requir r postage paration (a apletion of	ed: prices claim nd presort v postage sta	ed; vhere required);			Mailer Notified		ontact				
	pe	(4) payment of (5) sufficient fu	unds on de	posit (if req	uired)		By (Ini	tials) JSPS Employee		ime —— ne		AM PM	_	
	<u>م</u>	2. O Z.iipidyi	o.g.ia											

Firs	t-Class Mai	1					
Par	t A—Autom	ation pric	es Check box if	prices are populated in	n this section.		
Post	cards (eligible fo	or postcard p	rice)				
		Price	No. of Pieces	Subtotal Postage	Discount Total*	Fee Total	Total Postage
A1	5-Digit			_			
A2	AADC						
A3	Mixed AADC						
Lette	ers						
		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 c	ontain both Full Service	Intelligent Mail and	other discount-see Ins	tructions page for addition	onal information.		
A11	Part A Total (add	lines A1–A10)					
Full S	ervice Intelligent N	lail Option					
A12	DISPLAY ONLY	-	Postcards-Numb	er of Pieces that Co	mply	x \$0.003 =	
A13	DISPLAY ONLY			er of Pieces that Co	· ·	x \$0.003 =	
A14	DISPLAY ONLY			er of Pieces that Co		x \$0.003 =	

Firs	t-Class Mail						
Part	B—Nonautomation price	S C	neck box if prices	are populated in this s	section.		
Posto	cards (eligible for postcard price)						
		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B1	Presorted			_			
B2	Single-Piece						
Lette	rs			·			
		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
 B3	Presorted	FIICE	No. of Fieces	Subtotal Postage	DISCOURT TOTAL	ree iotai	Total Fostage
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						
Monn	nachinable Letters		<u> </u>				,
NOIII			l.,	10		l – –	l - - .
	B	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	1	110101110000	- Castota: : Cotago	2.0000 1010		- rotai r ootago
B13	Single-Piece						
B14	Single-Piece From USPS Marketing Mail Mailing						
Perm	it Reply Mail					l	l
		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.)						
	Class Mail metered letter price on FCM letters with one or more nonmachinable char	acteristics					
	Part B Total (add lines B1–B18)						
	1 (55 = 1 - 1.5)	1					I

First-Class Package Se	rvice
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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.

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\sim u	LUIII	аиог	I FEITEL9

		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					
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* Available	tor	parceis	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.