

# Postage Statement—Priority Mail—Permit Imprint

Use this form for Priority Mail.

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

<b>Mailer</b>	<b>Permit Holder</b> Name, Address, Email, Telephone  CAPS Cust. Ref. No. _____ CRID _____		<b>Mailing Agent</b> (If other than permit holder) Name, Address, Telephone  CRID _____		<b>Mail Owner</b> (If other than permit holder) Name, Address  CRID _____
	Post Office of Mailing  Hold For Pickup (HFPU) No. of pieces _____		Mailing Agent's Mailing Date  Customer Generated Electronic Labels <input type="checkbox"/> SigCon		Federal Agency Cost Code  Total Pieces  Total Weight  Statement Seq. No.  SSF Transaction ID#  Permit #
<b>Mailing</b>	Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Parcels  <input type="checkbox"/> Priority Mail Open and Distribute (PMOD)		For Mail Enclosed Within Another Class <input type="checkbox"/> Marketing Mail <input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> First-Class Mail <input type="checkbox"/> Parcel Select <input type="checkbox"/> Periodicals  <input type="checkbox"/> Library Mail <input type="checkbox"/> Media Mail <input type="checkbox"/> First Class Package Services <input type="checkbox"/> Parcel Select Lightweight		No. and type of Containers _____ Sacks _____ 1 ft. Letter Trays _____ 2 ft. Letter Trays _____ EMM Letter Trays _____ Flat Trays _____ Pallets _____ Other
	Weight of a Single Piece ____ . ____ pounds		This is a Political Campaign Mailing <input type="checkbox"/> Yes <input type="checkbox"/> No		
	This is Official Election Mail <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>Postage</b>	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"/> S <input type="checkbox"/> Commercial Base <input type="checkbox"/> Commercial Plus				
	<b>Total Postage (Add parts totals)</b>				
<b>USPS Use Only</b>	Additional Postage Payment (State reason)				
	<b>Total Adjusted Postage Permit Imprint</b>				
<b>Certification</b>	Incentive/Discount Claimed: _____ Type of Fee: _____ The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. 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 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 <a href="http://www.usps.com">www.usps.com</a> .				
	Signature of Mailer or Agent		Printed Name of Mailer or Agent Signing Form		Telephone
<b>USPS Use Only</b>	Weight of a Single Piece ____ . ____ pounds		Total Weight		Are postage figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, reason:
	Total Pieces		Total Postage		
	Presort Verification Performed? (If required) <input type="checkbox"/> Yes <input type="checkbox"/> No				
	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					
Round Stamp (Required) Payment Date					

# Priority Mail—Permit Imprint

**Part A**  Check box if prices are populated in this section.

## Flat Rate & Commercial Prices

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
A1	Flat Rate Envelopes (EP 14 B, F, H, GT)						
A2	Padded Flat Rate Envelope						
A3	Legal Flat Rate Envelope						
A4	Small Flat Rate Box						
A5	Medium Flat Rate Box						
A6	Large Flat Rate Box						
A7	Large Flat Rate Box APO/FPO/DPO						
A8	Local, Zones 1 & 2						
A9	Zone 3						
A10	Zone 4						
A11	Zone 5						
A12	Zone 6						
A13	Zone 7						
A14	Zone 8						
A15	Zone 9						
A16	Pieces from USPS Marketing Mail						

## Permit Reply Mail

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
A17	Flats						

## Dimensional and Balloon Prices

		Dim-Weight Price	Balloon Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
A18	Local, Zones 1 & 2							
A19	Zone 3							
A20	Zone 4							
A21	Zone 5							
A22	Zone 6							
A23	Zone 7							
A24	Zone 8							
A25	Zone 9							

<b>Part A Total</b> (add lines A1–A25)								
--	--	--	--	--	--	--	--	--

# Priority Mail—Permit Imprint—Com. Base/Com. Plus

## Part B—Regional Rate Box\* Check box if prices are populated in this section.

### Box A (Maximum Weight 15 lbs.)

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B1	Local, Zones 1 & 2						
B2	Zone 3						
B3	Zone 4						
B4	Zone 5						
B5	Zone 6						
B6	Zone 7						
B7	Zone 8						
B8	Zone 9						

### Box B (Maximum Weight 20 lbs.)

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B9	Local, Zones 1 & 2						
B10	Zone 3						
B11	Zone 4						
B12	Zone 5						
B13	Zone 6						
B14	Zone 7						
B15	Zone 8						
B16	Zone 9						

\* USPS-produced Regional Rate Box packaging required.

<b>Part B Total</b> (add lines B1–B16)	
--	--

# Priority Mail—Permit Imprint—Commercial Plus

## Part C—Cubic\* Check box if prices are populated in this section.

Tier 1 (Up to .10)		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C1	Local, Zones 1 & 2						
C2	Zone 3						
C3	Zone 4						
C4	Zone 5						
C5	Zone 6						
C6	Zone 7						
C7	Zone 8						
C8	Zone 9						
Tier 2 (Up to .20)		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C9	Local, Zones 1 & 2						
C10	Zone 3						
C11	Zone 4						
C12	Zone 5						
C13	Zone 6						
C14	Zone 7						
C15	Zone 8						
C16	Zone 9						
Tier 3 (Up to .30)		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C17	Local, Zones 1 & 2						
C18	Zone 3						
C19	Zone 4						
C20	Zone 5						
C21	Zone 6						
C22	Zone 7						
C23	Zone 8						
C24	Zone 9						
Tier 4 (Up to .40)		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C25	Local, Zones 1 & 2						
C26	Zone 3						
C27	Zone 4						
C28	Zone 5						
C29	Zone 6						
C30	Zone 7						
C31	Zone 8						
C32	Zone 9						
Tier 5 (Up to .50)		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C33	Local, Zones 1 & 2						
C34	Zone 3						
C35	Zone 4						
C36	Zone 5						
C37	Zone 6						
C38	Zone 7						
C39	Zone 8						
C40	Zone 9						

\* C1–C40 for Commercial Plus Cubic eligible mailers only.

<b>Part C Total</b> (add lines C1–C40)							
--	--	--	--	--	--	--	--

# Priority Mail—Permit Imprint—Negotiated Service Agreement (NSA)

**Part D**  Check box if prices are populated in this section.

## Flat Rate & Commercial Prices—NSA

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D1	Flat Rate Envelopes (EP 14 B, F, H, GT)						
D2	Padded Flat Rate Envelope						
D3	Legal Flat Rate Envelope						
D4	Small Flat Rate Box						
D5	Medium Flat Rate Box						
D6	Large Flat Rate Box						
D7	Large Flat Rate Box APO/FPO/DPO						
D8	Local, Zones 1 & 2						
D9	Zone 3						
D10	Zone 4						
D11	Zone 5						
D12	Zone 6						
D13	Zone 7						
D14	Zone 8						
D15	Zone 9						
D16	Pieces from USPS Marketing Mail						

## Dimensional and Balloon Prices—NSA

		Dim-Weight Price	Balloon Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage	
D17	Local, Zones 1 & 2								
D18	Zone 3								
D19	Zone 4								
D20	Zone 5								
D21	Zone 6								
D22	Zone 7								
D23	Zone 8								
D24	Zone 9								
D25	<b>Part D Subtotal</b> (Add lines D1–D24)								

Part D continued on next page

# Priority Mail—Permit Imprint—Negotiated Service Agreement (NSA)—Continued

## Part D—Cubic\* Check box if prices are populated in this section.

<b>Tier 1 (Up to .10)</b>		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D26	Local, Zones 1 & 2						
D27	Zone 3						
D28	Zone 4						
D29	Zone 5						
D30	Zone 6						
D31	Zone 7						
D32	Zone 8						
D33	Zone 9						
<b>Tier 2 (Up to .20)</b>		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D34	Local, Zones 1 & 2						
D35	Zone 3						
D36	Zone 4						
D37	Zone 5						
D38	Zone 6						
D39	Zone 7						
D40	Zone 8						
D41	Zone 9						
<b>Tier 3 (Up to .30)</b>		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D42	Local, Zones 1 & 2						
D43	Zone 3						
D44	Zone 4						
D45	Zone 5						
D46	Zone 6						
D47	Zone 7						
D48	Zone 8						
D49	Zone 9						
<b>Tier 4 (Up to .40)</b>		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D50	Local, Zones 1 & 2						
D51	Zone 3						
D52	Zone 4						
D53	Zone 5						
D54	Zone 6						
D55	Zone 7						
D56	Zone 8						
D57	Zone 9						
<b>Tier 5 (Up to .50)</b>		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D58	Local, Zones 1 & 2						
D59	Zone 3						
D60	Zone 4						
D61	Zone 5						
D62	Zone 6						
D63	Zone 7						
D64	Zone 8						
D65	Zone 9						

\* D26–D65 for NSA Commercial Plus Cubic eligible mailers only.

D66	<b>Part D Cubic Subtotal</b> (add lines D26–D65)						
-----	--	--	--	--	--	--	--

**Part D continued on next page**

# Priority Mail—Permit Imprint—Negotiated Service Agreement (NSA)—Continued

## Part D—Regional Rate Box\* Check box if prices are populated in this section.

### Box A (Maximum Weight 15 lbs.)

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D67	Local, Zones 1 & 2						
D68	Zone 3						
D69	Zone 4						
D70	Zone 5						
D71	Zone 6						
D72	Zone 7						
D73	Zone 8						
D74	Zone 9						

### Box B (Maximum Weight 20 lbs.)

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D75	Local, Zones 1 & 2						
D76	Zone 3						
D77	Zone 4						
D78	Zone 5						
D79	Zone 6						
D80	Zone 7						
D81	Zone 8						
D82	Zone 9						

\* USPS-produced Regional Rate Box packaging required.

D83	<b>Part D Regional Rate Box Subtotal</b> (add lines D67–D82)						
	<b>Part D Total</b> (add lines D25, D66, D83)						

# Priority Mail—Open and Distribute—Negotiated Service Agreement (NSA)

## Part E Check box if prices are populated in this section.

<b>Half Tray Box—DDU Entry</b>		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
E1	Local, Zones 1 & 2						
E2	Zone 3						
E3	Zone 4						
E4	Zone 5						
E5	Zone 6						
E6	Zone 7						
E7	Zone 8						
E8	Zone 9						

<b>Half Tray Box—All Other Entry</b>		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
E9	Local, Zones 1 & 2						
E10	Zone 3						
E11	Zone 4						
E12	Zone 5						
E13	Zone 6						
E14	Zone 7						
E15	Zone 8						
E16	Zone 9						

<b>Full Tray Box—DDU Entry</b>		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
E17	Local, Zones 1 & 2						
E18	Zone 3						
E19	Zone 4						
E20	Zone 5						
E21	Zone 6						
E22	Zone 7						
E23	Zone 8						
E24	Zone 9						

<b>Full Tray Box—All Other Entry</b>		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
E25	Local, Zones 1 & 2						
E26	Zone 3						
E27	Zone 4						
E28	Zone 5						
E29	Zone 6						
E30	Zone 7						
E31	Zone 8						
E32	Zone 9						

<b>EMM Tray Box—DDU Entry</b>		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
E33	Local, Zones 1 & 2						
E34	Zone 3						
E35	Zone 4						
E36	Zone 5						
E37	Zone 6						
E38	Zone 7						
E39	Zone 8						
E40	Zone 9						

Part E continued on next page



# Priority Mail—Open and Distribute—Negotiated Service Agreement (NSA)—

## Continued—Part E Check box if prices are populated in this section.

<b>EMM Tray Box—All Other Entry</b>		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
E41	Local, Zones 1 & 2						
E42	Zone 3						
E43	Zone 4						
E44	Zone 5						
E45	Zone 6						
E46	Zone 7						
E47	Zone 8						
E48	Zone 9						

<b>Flat Tub Tray Box—DDU Entry</b>		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
E49	Local, Zones 1 & 2						
E50	Zone 3						
E51	Zone 4						
E52	Zone 5						
E53	Zone 6						
E54	Zone 7						
E55	Zone 8						
E56	Zone 9						

<b>Flat Tub Tray Box—All Other Entry</b>		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
E57	Local, Zones 1 & 2						
E58	Zone 3						
E59	Zone 4						
E60	Zone 5						
E61	Zone 6						
E62	Zone 7						
E63	Zone 8						
E64	Zone 9						

<b>Pallets (Surface Only)</b>		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
E65	Local, Zones 1 & 2						
E66	Zone 3						
E67	Zone 4						
E68	Zone 5						

<b>Half Pallet Box (Surface Only)</b>		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
E69	Local, Zones 1 & 2						
E70	Zone 3						
E71	Zone 4						
E72	Zone 5						

<b>Full Pallet Box (Surface Only)</b>		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
E73	Local, Zones 1 & 2						
E74	Zone 3						
E75	Zone 4						
E76	Zone 5						

<b>Part E Total</b> (add lines E1–E76)							
--	--	--	--	--	--	--	--

# Priority Mail—Open and Distribute—Commercial Plus

**Part F**  Check box if prices are populated in this section.

<b>Half Tray Box—DDU Entry</b>		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
F1	Local, Zones 1 & 2						
F2	Zone 3						
F3	Zone 4						
F4	Zone 5						
F5	Zone 6						
F6	Zone 7						
F7	Zone 8						
F8	Zone 9						

<b>Half Tray Box—All Other Entry</b>		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
F9	Local, Zones 1 & 2						
F10	Zone 3						
F11	Zone 4						
F12	Zone 5						
F13	Zone 6						
F14	Zone 7						
F15	Zone 8						
F16	Zone 9						

<b>Full Tray Box—DDU Entry</b>		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
F17	Local, Zones 1 & 2						
F18	Zone 3						
F19	Zone 4						
F20	Zone 5						
F21	Zone 6						
F22	Zone 7						
F23	Zone 8						
F24	Zone 9						

<b>Full Tray Box—All Other Entry</b>		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
F25	Local, Zones 1 & 2						
F26	Zone 3						
F27	Zone 4						
F28	Zone 5						
F29	Zone 6						
F30	Zone 7						
F31	Zone 8						
F32	Zone 9						

<b>EMM Tray Box—DDU Entry</b>		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
F33	Local, Zones 1 & 2						
F34	Zone 3						
F35	Zone 4						
F36	Zone 5						
F37	Zone 6						
F38	Zone 7						
F39	Zone 8						
F40	Zone 9						

**Part F continued on next page**

# Priority Mail—Open and Distribute—Commercial Plus—Continued

**Part F**  Check box if prices are populated in this section.

## EMM Tray Box—All Other Entry

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
F41	Local, Zones 1 & 2						
F42	Zone 3						
F43	Zone 4						
F44	Zone 5						
F45	Zone 6						
F46	Zone 7						
F47	Zone 8						
E48	Zone 9						

## Flat Tub Tray Box—DDU Entry

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
F49	Local, Zones 1 & 2						
F50	Zone 3						
F51	Zone 4						
F52	Zone 5						
F53	Zone 6						
F54	Zone 7						
F55	Zone 8						
F56	Zone 9						

## Flat Tub Tray Box—All Other Entry

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
F57	Local, Zones 1 & 2						
F58	Zone 3						
F59	Zone 4						
F60	Zone 5						
F61	Zone 6						
F62	Zone 7						
F63	Zone 8						
F64	Zone 9						

<b>Part F Total</b> (add lines F1–F64)							
--	--	--	--	--	--	--	--

# 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					
S34	Return Receipt for Merchandise					
<b>Part S Total</b> (Add lines S1–S34)						

---

# Priority Mail—Instructions

---

Use this form for Priority Mail.

Priority Mail must use either Commercial Base or Commercial Plus Prices. Do not combine both on one form.

---

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

**Part A:** Priority Mail. Enter total in Part A Total box.

**Part B:** Priority Mail—Regional Rate Box—Commercial Base/Commercial Plus. Enter total in Part B Total box.

**Part C:** Priority Mail—Commercial Plus Cubic. Enter total in Part C Total box.

**Part D:** Priority Mail—NSA. Enter total in Part D Total box.

**Part E:** Priority Mail—Open and Distribute—NSA. Enter total in Part E Total box.

**Part F:** Priority Mail—Open and Distribute—Commercial Plus. Enter total in Part F 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:** Complete only applicable part(s), as follows:

1. Determine the per-piece price based on the zone and actual weight or dim weight of a single piece.
2. Multiply the number of addressed pieces by corresponding postage price. Do not round.
3. Include all surcharges that apply.
4. In Part/Total box for each completed part, enter sum of the (unrounded) postage amounts for that part.

**Step 4:** Go to Postage section on page 1.

1. Place a check mark in the applicable box(es) to show which part(s) you have completed.
2. Add postage from Part/Total box for each completed part; enter that sum in Total Postage, rounded off to nearest whole cent (two decimal places).

**Step 5:** Read and sign the Certification section, including your telephone number. Attach all completed pages together to submit with the mailing. (Do not include blank pages.)

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