United States Postal Service

**Postage Statement—Nonprofit USPS Marketing Mail Easy—Nonautomation Letters or Flats**

This form may be used only for a single nonautomation price mailing of identical-weight pieces. Use PS Form 3602-N for all other regular Nonprofit USPS Marketing Mail mailings. Checklists and other tools for mailers are available on the Postal Explorer website at [pe.usps.com](http://pe.usps.com).

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### Permit Holder
- Name, Address, Email, Telephone

### Mailer
- USPS Nonprofit Auth. No.
- CRID

### Post Office of Mailing
- Mailer’s Mailing Date

### Type of Postage
- Permit Imprint
- Precanceled Stamps
- Metered

### Move Update Method
- Ancillary Service
- Endorsement

### Weight of a Single Piece
- Postage Affixed
- Net Postage Due
- Total Postage

### Permit 
- Permit #

### Federal Agency Cost Code
- Statement Seq. No.

### Total Adjusted Postage Affixed

### Additional Postage Payment (State reason)
- For postage affixed, add additional payment to net postage due; for permit imprint, add additional payment to total postage.

### Permit Imprint Only
- 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.

Privacy Notice: For information regarding our Privacy Policy visit [www.usps.com](http://www.usps.com).

### Signature of Mailer or Agent

### USPS Employee’s Signature

### USPS Use Only
- Weight of a Single Piece
- Total Weight
- Total Pieces

### Are postage figures at left adjusted from mailer’s entries?
- Yes
- No

### Date Mailer Notified

### Office Use Only
- Move Update Method
- Embellishment
- Endorsement

### Presort Verification Performed?
- Yes
- No

### Certification
- 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)

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This form and mailing standards are available on Postal Explorer at [pe.usps.com](http://pe.usps.com).
### Part B—Letters

#### Machinable 3.5 oz. (0.2188 lb.) or less

<table>
<thead>
<tr>
<th>Entry</th>
<th>Price Category</th>
<th>Price</th>
<th>No. of Pieces</th>
<th>Total Postage</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1</td>
<td>None</td>
<td>AADC</td>
<td>$0.167</td>
<td></td>
</tr>
<tr>
<td>B2</td>
<td>None</td>
<td>Mixed AADC</td>
<td>0.184</td>
<td></td>
</tr>
<tr>
<td>B3</td>
<td>DNDC</td>
<td>AADC</td>
<td>0.141</td>
<td></td>
</tr>
<tr>
<td>B4</td>
<td>DNDC</td>
<td>Mixed AADC</td>
<td>0.158</td>
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</tr>
<tr>
<td>B5</td>
<td>DSCF</td>
<td>AADC</td>
<td>0.133</td>
<td></td>
</tr>
</tbody>
</table>

#### Nonmachinable over 4 oz. but less than 16 oz.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Price Category</th>
<th>Piece Price</th>
<th>Or Amount Affixed</th>
<th>No. of Pieces</th>
<th>Pieces Subtotal</th>
<th>Pound Price</th>
<th>Pounds</th>
<th>Pounds Subtotal</th>
<th>Total Postage</th>
</tr>
</thead>
<tbody>
<tr>
<td>B17</td>
<td>None</td>
<td>5-Digit</td>
<td>$0.093</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.794</td>
</tr>
<tr>
<td>B18</td>
<td>None</td>
<td>3-Digit</td>
<td>0.162</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.794</td>
</tr>
<tr>
<td>B19</td>
<td>None</td>
<td>ADC</td>
<td>0.213</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.794</td>
</tr>
<tr>
<td>B20</td>
<td>None</td>
<td>Mixed ADC</td>
<td>0.246</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.794</td>
</tr>
<tr>
<td>B21</td>
<td>DNDC</td>
<td>5-Digit</td>
<td>0.093</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.633</td>
</tr>
<tr>
<td>B22</td>
<td>DNDC</td>
<td>3-Digit</td>
<td>0.162</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.633</td>
</tr>
<tr>
<td>B23</td>
<td>DNDC</td>
<td>ADC</td>
<td>0.213</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.633</td>
</tr>
<tr>
<td>B24</td>
<td>DNDC</td>
<td>Mixed ADC</td>
<td>0.246</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.633</td>
</tr>
<tr>
<td>B25</td>
<td>DSCF</td>
<td>5-Digit</td>
<td>0.093</td>
<td></td>
<td></td>
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<td>0.585</td>
</tr>
<tr>
<td>B26</td>
<td>DSCF</td>
<td>3-Digit</td>
<td>0.162</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>0.585</td>
</tr>
<tr>
<td>B27</td>
<td>DSCF</td>
<td>ADC</td>
<td>0.213</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.585</td>
</tr>
</tbody>
</table>

For affixed postage mailings as described in DMM 243, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

#### Part E Total (add lines B1–B27)

### Part E—Flats

#### Flats 4 oz. (0.25 lb.) or less

<table>
<thead>
<tr>
<th>Entry</th>
<th>Price Category</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>E1</td>
<td>None</td>
<td>5-Digit</td>
</tr>
<tr>
<td>E2</td>
<td>None</td>
<td>3-Digit</td>
</tr>
<tr>
<td>E3</td>
<td>None</td>
<td>ADC</td>
</tr>
<tr>
<td>E4</td>
<td>None</td>
<td>Mixed ADC</td>
</tr>
<tr>
<td>E5</td>
<td>DNDC</td>
<td>5-Digit</td>
</tr>
<tr>
<td>E6</td>
<td>DNDC</td>
<td>3-Digit</td>
</tr>
<tr>
<td>E7</td>
<td>DNDC</td>
<td>ADC</td>
</tr>
<tr>
<td>E8</td>
<td>DNDC</td>
<td>Mixed ADC</td>
</tr>
<tr>
<td>E9</td>
<td>DSCF</td>
<td>5-Digit</td>
</tr>
<tr>
<td>E10</td>
<td>DSCF</td>
<td>3-Digit</td>
</tr>
<tr>
<td>E11</td>
<td>DSCF</td>
<td>ADC</td>
</tr>
</tbody>
</table>

#### Part E Total (add lines E1–E11)

PS Form 3602-NZ, January 2017 (Page 2 of 2)
Nonprofit USPS Marketing Mail NZ—Easy Nonautomation Letters or Flats—Instructions

Use this form only for nonautomation letters or flats at Nonprofit USPS Marketing Mail prices.

Step 1: Complete Mailer and Mailing sections on pages 1 and 2 applicable to the mailing presented. For all sections not applicable, enter N/A.

Step 2: Complete the Postage section for applicable category, Presorted Letters and Flats, as follows: Fill in the number of pieces at each presort and entry discount level on the appropriate line in section B or section E. Multiply the number of pieces by the corresponding postage price. For Permit Imprint mailings, round off to four decimal places. On Postage Affixed mailings round off to three decimal places.

Step 3: Add the applicable postage (part B or E). Enter the subtotal for Part B or Part E on the appropriate Part B or E Subtotal line. Enter the Total Postage, rounded off to two decimal places on the Total Postage line. (For postage affixed round off to three decimal places.)

Step 4: Complete the line for Postage Affixed (if applicable). Check the box for the Price at Which Postage Affixed (Correct, Lowest, or Neither). Multiply the number of pieces times the postage affixed and put the total in the blank line for Postage Affixed. Subtract the amount of Postage Affixed from the Total Postage; enter remainder in Net Postage.

Step 5: Read and sign the Certification section, including your telephone number.

For more information on mailing standards, prices, and fees, please go to Postal Explorer at pe.usps.com.