

# 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).

<b>Mailer</b>	Permit Holder Name, Address, Email, Telephone		Federal Agency Cost Code	Statement Seq. No.	Weight of a Single Piece																				
	USPS Nonprofit Auth. No. _____		Total Pieces	Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> Flats	0. _____ pounds																				
	CRID _____		Total Weight	Permit #	<input type="checkbox"/> Mailpiece is a product sample																				
<b>Mailing</b>	Post Office of Mailing	Mailer's Mailing Date	<input type="checkbox"/> Letter-size or flat mailpiece contains DVD/CD or other disk		No. & Type of Containers																				
	Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered	Move Update Method <input type="checkbox"/> Ancillary Service Endorsement <input type="checkbox"/> NCOA <sup>Link</sup> <input type="checkbox"/> ACS	<input type="checkbox"/> Alternative Method <input type="checkbox"/> Multiple <input type="checkbox"/> OneCode ACS <input type="checkbox"/> n/a Alternative Address Format		____ Sacks ____ Trays ____ Pallets																				
	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>	<b>Total Postage (Add parts totals)</b>																								
	Price at Which Postage Affixed (Check one). <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither Complete if mailing includes pieces bearing metered/PC Postage or precanceled stamps.		_____ pcs. x \$ _____ = <b>Postage Affixed</b>																						
	Permit # _____		<b>Net Postage Due (Subtract postage affixed from total postage)</b>																						
<b>USPS Use Only</b>	<b>Additional Postage Payment (State reason)</b>																								
	For postage affixed, add additional payment to net postage due; for permit imprint, add additional payment to total postage.		<b>Total Adjusted Postage Affixed</b>																						
	Postmaster: Report Total Postage in AIC 125 (Permit Imprint Only)		<b>Total Adjusted Postage Permit Imprint</b>																						
<b>Certification</b>	<p>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. The mailer hereby certifies that all information furnished on this form is accurate, truthful and complete; that the mail and supporting documentation comply with all postal standards and that 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.</p> <p><b>Privacy Notice:</b> For information regarding our Privacy Policy visit <a href="http://www.usps.com">www.usps.com</a>.</p>																								
	Signature of Mailer or Agent		Printed Name of Mailer or Agent Signing Form		Telephone																				
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td rowspan="5" style="width:30px; text-align:center; vertical-align:middle;"><b>USPS Use Only</b></td> <td rowspan="5" style="width:30px; text-align:center; vertical-align:middle;"><b>To be completed in non-PostalOne! sites</b></td> <td>Weight of a Single Piece _____ pounds</td> <td>Total Weight</td> <td rowspan="3">Are postage figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, reason:</td> <td rowspan="5">Round Stamp (Required) Payment Date</td> </tr> <tr> <td>Total Pieces</td> <td>Total Postage</td> </tr> <tr> <td colspan="2">Presort Verification Performed? (If required) <input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td colspan="2" rowspan="2">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)</td> <td>Date Mailer Notified</td> <td>Contact</td> </tr> <tr> <td>By (Initials)</td> <td>Time AM PM</td> </tr> <tr> <td colspan="2">USPS Employee's Signature</td> <td colspan="3">Print USPS Employee's Name</td> </tr> </table>					<b>USPS Use Only</b>	<b>To be completed in non-PostalOne! sites</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:	Round Stamp (Required) Payment Date	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	By (Initials)	Time AM PM	USPS Employee's Signature		Print USPS Employee's Name	
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				By (Initials)		Time AM PM																			
USPS Employee's Signature		Print USPS Employee's Name																							

# Nonprofit USPS Marketing Mail Postage—Continued

## Part B—Letters

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

	Entry	Price Category	Price	No. of Pieces	Total Postage
B1	None	AADC	\$0.172		
B2	None	Mixed AADC	0.185		
B3	DNDC	AADC	0.148		
B4	DNDC	Mixed AADC	0.161		
B5	DSCF	AADC	0.141		

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

	Entry	Price Category	Price	No. of Pieces	Total Postage
B6	None	5-Digit	\$0.364		
B7	None	3-Digit	0.435		
B8	None	ADC	0.458		
B9	None	Mixed ADC	0.531		
B10	DNDC	5-Digit	0.340		
B11	DNDC	3-Digit	0.411		
B12	DNDC	ADC	0.434		
B13	DNDC	Mixed ADC	0.507		
B14	DSCF	5-Digit	0.333		
B15	DSCF	3-Digit	0.404		
B16	DSCF	ADC	0.427		

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

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Total Postage
B17	None	5-Digit	\$0.109				\$0.764			
B18	None	3-Digit	0.193				0.764			
B19	None	ADC	0.245				0.764			
B20	None	Mixed ADC	0.277				0.764			
B21	DNDC	5-Digit	0.109				0.601			
B22	DNDC	3-Digit	0.193				0.601			
B23	DNDC	ADC	0.245				0.601			
B24	DNDC	Mixed ADC	0.277				0.601			
B25	DSCF	5-Digit	0.109				0.553			
B26	DSCF	3-Digit	0.193				0.553			
B27	DSCF	ADC	0.245				0.553			

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 B Total** (add lines B1–B27)

## Part E—Flats

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

	Entry	Price Category	Price	No. of Pieces	Total Postage
E1	None	5-Digit	\$0.300		
E2	None	3-Digit	0.384		
E3	None	ADC	0.436		
E4	None	Mixed ADC	0.468		
E5	DNDC	5-Digit	0.259		
E6	DNDC	3-Digit	0.343		
E7	DNDC	ADC	0.395		
E8	DNDC	Mixed ADC	0.427		
E9	DSCF	5-Digit	0.247		
E10	DSCF	3-Digit	0.331		
E11	DSCF	ADC	0.383		

**Part E Total** (add lines E1–E11)

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# Nonprofit USPS Marketing Mail NZ—Easy Nonautomation Letters or Flats—Instructions

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

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**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](https://pe.usps.com).