

# Postage Statement—First-Class Mail— Easy Nonautomation Letters, Cards, or Flats

Use this form for First-Class Mail.

<b>Mailer</b>	<b>Permit Holder</b> Name, Address, Email, Telephone  CRID _____						
	Federal Agency Cost Code		Statement Seq. No.	Total Pieces	Permit No.	Weight of a Single Piece <b>0.</b> _ _ _ _ pounds	
<b>Mailing</b>	Post Office of Mailing		Mailer's Mailing Date	Total Weight	Processing Category <input type="checkbox"/> Letters (including postcards) <input type="checkbox"/> Flats	No. & Type of Containers ____ Sacks ____ Trays ____ Pallets	
	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	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>Category</b>		<b>Presort Level</b>	<b>Price</b>	<b>Number of Pieces</b>	<b>Total Postage</b>	
	<b>Postcards Eligible for Postcard Prices</b>		<b>B1 Presorted</b>	<b>\$0.280</b>	X		
			<b>B2 Single-Piece</b>	<b>\$0.35</b>	X		
	<b>Letters</b>		<b>B3 Presorted</b>		X		
			<b>B5 Nonpresorted/Single-Piece</b>		X		
	<b>Flats</b>		<b>B12 Presorted</b>		X		
			<b>B13 Single-Piece</b>		X		
<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>			
<b>Permit #</b> _____		<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 <b>AIC 121</b> (Permit Imprint Only)				<b>Total Adjusted Postage Permit Imprint</b>		
<b>Certification</b>	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 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. <b>Privacy Notice:</b> 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:	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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# First Class Mail EZ—Instructions

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Use this form for postcards, letters, or flats eligible for First-Class Mail nonautomation prices.

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

**Step 2:** Complete the Postage section for the applicable category—Cards Eligible for Card Prices, Letters or Flats, as follows:

Determine the per-piece price for Cards Eligible for Card Prices, presorted or single piece.

Determine the per-piece price for Letters or Flats based on the weight of a single piece and the presort level.

Multiply the number of pieces by the corresponding postage price. (Permit Imprint mailings, round off to four decimal places; Postage Affixed mailings, round off to three decimal places).

**Step 3:** Add the postage. Enter sum in Total Postage, rounded off to two decimal places.

**Step 4:** Mailings with postage affixed, complete the Postage Affixed line. (Permit Imprint go to Step 5).

Check the applicable box, Price at Which Postage Affixed - Correct, Lowest, or Neither. Multiply the number of pieces times the actual amount of postage affixed.

Enter the result in the Total column.

Subtract the amount of Postage Affixed from the Total Postage and enter the remainder in Net Postage Due.

**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).