



**A. CENTRALIZED ACCOUNT PROCESSING SYSTEM (CAPS)**

CAPS is an electronic postage payment system that gives business mailers a centralized, convenient, and cost-effective way to fund items such as Permit Imprint, Express Mail Corporate Accounts, Address Element Correction, and more. The system provides an electronic alternative to presenting checks and cash for postage and fees at multiple Post Office™ locations.

Use this form to apply for a CAPS account. Customers can choose from two account types:

- 1. Centralized trust account.** Customers use electronic funds transfer (EFT) to deposit funds in the CAPS bank before mailing. The CAPS account is automatically reduced when local Post Offices process postage statements. If you are applying for a trust account, submit PS Form 6002, *Accounts and Services to Be Paid Through CAPS*, along with this form.
- 2. Centralized debit account.** Customers designate a debit-enabled bank account for postage charges. The bank account is debited for the total day's postage on the next bank business day. If you are applying for a debit account, submit PS Form 6002 and PS Form 6003, *CAPS Electronic Funds Transfer Authorization Agreement*, along with this form.

When you have completed the forms, print and mail the originals to: CAPS SERVICE CENTER, U.S. POSTAL SERVICE, 2700 CAMPUS DR, SAN MATEO CA 94497-9433.

For more information about CAPS, see page 2 and the CAPS website at <http://caps.usps.gov>.

**B. APPLICATION FOR ACCOUNTS**

- Trust account *(Submit this form and PS Form 6002.)*
- Debit account *(Submit this form and PS Forms 6002 and 6003.)*

**C. COMPANY INFORMATION (Please print)**

Name of Company	Taxpayer ID No.		
Street Address			
City		State	ZIP + 4

**Primary Contact Person**

Original Signature		Date (DD/MM/YYYY)
Name and Title		
Telephone No.	FAX No.	E-mail

**Other Company Contact(s) (Continue on page 2 if necessary.)**

Name and Title		
Telephone No.	FAX No.	E-mail
Name and Title		
Telephone No.	FAX No.	E-mail
Name and Title		
Telephone No.	FAX No.	E-mail
Name and Title		
Telephone No.	FAX No.	E-mail
Name and Title		

## D. INFORMATION ABOUT CAPS ACCOUNTS

1. It takes 10–14 days to process a CAPS application. When the Postal Service accepts the application, the CAPS Service Center mails a “welcome package” that includes a CAPS account number, password, EFT instructions, and other information.
2. For a CAPS Debit account application, the CAPS Service Center must complete a pre-note test successfully to validate your bank information before permit linking can proceed. The pre-note process can take 5–7 days to complete.
3. For a CAPS Trust account application, you must complete a US\$1.00 test successfully before permit linking can proceed.
4. Use PS Form 6002 to provide information about permits to be paid through a CAPS account. You may also use PS Form 6002 to link additional permits in the future. To link additional permits, submit account information on PS Form 6002, or on company letterhead signed by an authorized contact person for the CAPS account, to the CAPS Service Center at the address in Section A. You must establish a permit at the mailing Post Office before the Postal Service can add the permit to a CAPS account.
5. Submit a change of company contacts, address, or name of the company to the CAPS Service Center in either of the following ways:
  - a. Through the Account Inquiry page at <http://caps.usps.gov>.
  - b. On company letterhead, signed by an authorized contact person for the CAPS account, mailed to the address in Section A or sent by FAX to 650-377-5336.
6. To update bank information for an existing CAPS Debit account, submit PS Form 6003 with a cover letter on company letterhead, signed by an authorized contact person for the CAPS account, and mail the originals to the address in Section A.
7. For the Postal Service to accept mail paid for by a CAPS Trust account, sufficient postage funds must be in the account when you present the mail under any permit linked to that account. All products and services payable through CAPS affect the account balance.
8. For returned debit transactions, you must submit the applicable funds via wire transfer immediately upon notification by the CAPS Service Center. Returns for insufficient funds and failure to transfer funds immediately may result in revocation of debit account status or termination of the CAPS account.
9. If a CAPS account is inactive for 24 months or more, the Postal Service automatically closes it. In such a case, if the CAPS Trust account has a balance of more than \$100.00, the CAPS Service Center mails a refund to the account address of record. Send a request for a refund on company letterhead, signed by an authorized contact person for the CAPS account, to the address in Section A.