United States Postal Service

Draft Redline 03/04/24

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***.

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

Mailer

Permit Holder Name, Address, Email, Telephone

USPS Nonprofit Auth. No. _____

CRID _____

Federal Agency Cost Code	Statement Seq. No.	Weight of a Single Piece
Total Pieces	Processing Category ☐ Letters ☐ Flats	0.__ __ __ __ pounds
Total Weight	Permit #	☐ Mailpiece is a product sample

Mailing

Post Office of Mailing	Mailer's Mailing Date	☐ Letter-size or flat mailpiece contains DVD/CD or other disk	No. & Type of Containers
			____ Sacks
			____ Trays
			____ Pallets

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

Move Update Method
- ☐ Ancillary Service Endorsement
- ☐ NCOA^Link
- ☐ ACS
- ☐ Alternative Method
- ☐ Multiple
- ☐ OneCode ACS
- ☐ n/a Alternative Address Format

Political Campaign Mailing	☐ Yes	☐ No
Election Mail - Official Ballots	☐ Yes	☐ No
Election Mail - Non-Ballot Materials	☐ Yes	☐ No

Revisions and new line for Election Mail

Postage

Total Postage (Add parts totals)	
Price at Which Postage Affixed (Check one). ☐ Correct ☐ Lowest ☐ Neither Complete if mailing includes pieces bearing metered/PC Postage or precanceled stamps.	____ pcs. x $ _____ . _____ = **Postage Affixed**
Permit # _____ **Net Postage Due (Subtract postage affixed from total postage)**	

USPS Use Only

Additional Postage Payment (State reason)	
For postage affixed, add additional payment to net postage due; for permit imprint, add additional payment to total postage.	**Total Adjusted Postage Affixed**
Postmaster: Report Total Postage in **AIC 125** (Permit Imprint Only)	**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. 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.

Privacy Notice: For information regarding our Privacy Policy visit *www.usps.com.*

Signature of Mailer or Agent	Printed Name of Mailer or Agent Signing Form	Telephone

USPS Use Only

To be completed in non-PostalOne! sites

Weight of a Single Piece	Total Weight	Are postage figures at left adjusted from mailer's entries?	Round Stamp (Required) Payment Date
__ __.__ __ __ __ pounds		☐ Yes ☐ No If yes, reason:	
Total Pieces	Total Postage		
Presort Verification Performed? (If required) ☐ Yes ☐ 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	

This form and mailing standards are available on Postal Explorer at ***pe.usps.com.***

Nonprofit USPS Marketing Mail Postage

Part B — Nonautomation Letters

Machinable Letters 3.5 oz. (0.2188 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Total Postage
B1	None	AADC	$		
B2	None	Mixed AADC			
B3	DNDC	AADC			
B4	DNDC	Mixed AADC			
B5	DSCF	AADC			

Nonmachinable Letters 4 oz. (0.25 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Total Postage
B6	None	5-Digit	$		
B7	None	3-Digit			
B8	None	ADC			
B9	None	Mixed ADC			
B10	DNDC	5-Digit			
B11	DNDC	3-Digit			
B12	DNDC	ADC			
B13	DNDC	Mixed ADC			
B14	DSCF	5-Digit			
B15	DSCF	3-Digit			
B16	DSCF	ADC			

Nonmachinable Letters Over 4 oz. (0.25 lbs.) but less than 16 oz. (1 lbs.)

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

Remove column

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.

B28	**Part B Total** (Add lines B1 — B27)	

Part E — Nonautomation Flats

Flats 4 oz. (0.25 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Total Postage
E1	None	5-Digit	$		
E2	None	3-Digit			
E3	None	ADC			
E4	None	Mixed ADC			
E5	DNDC	5-Digit			
E6	DNDC	3-Digit			
E7	DNDC	ADC			
E8	DNDC	Mixed ADC			
E9	DSCF	5-Digit			
E10	DSCF	3-Digit			
E11	DSCF	ADC			

E12	**Part E Total** (Add lines E1 — E11)	

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

Use this form only for nonautomation letters or flats at regular 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***.