United States Postal Service

Draft Redline 04/03/24

Discount and Incentive prices listed within are subject to change.

Postage Statement—Package Services and Parcel Select Destination Entry

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

Use this form for all Package Services (Bound Printed Matter,Library Mail,Media Mail) and Parcel Select Destination Entry. Library Mail and Media Mail may be combined.

Mailer

Permit Holder Name, Address, Email, Telephone

EPS Cust. Ref. No. _____ CRID _____

Mailing Agent (If other than permit holder) Name, Address, Telephone

CRID _____

Mail Owner (If other than permit holder) Name, Address

CRID _____

Mailing

Post Office of Mailing	Mailer's Mailing Date	Federal Agency Cost Code	Statement Seq. No.	Hold For Pickup (HFPU) # of pieces _____	No. and type of Containers _____ Sacks _____ Flat Trays _____ Pallets _____ Other
Type of Postage ☐ Permit Imprint ☐ Metered	Processing Category ☐ Flats ☐ Parcels	Total # of Pieces in Mailing	SSF Transaction#		
		Total Weight	Permit #		
For Barcoded Pieces, Enter Date of Address Matching and Coding __ __/__ __/__ __ __ __	Packaging Based on ☐ Piece Count ☐ Weight ☐ Both	Weight of a Single Piece __ __.__ __ __ __ pounds		Customer Generated Electronic Labels ☐ DelCon ☐ SigCon	
		Combined Mailing ☐ Mixed Class ☐ Single Class ☐ Catalogs			

New Checkbox

Postage

Parts Completed (Select all that apply): ☐ A ☐ B ☐ C ☐ S

1	**Subtotal Postage** (Add parts totals)	
2	Price at Which Postage Affixed (Check one). ☐ Correct ☐ Lowest ☐ Neither Complete if mailing includes pieces bearing metered/PC Postage. __ pcs. x $_____._____ = **Postage Affixed**	-
3	**Incentive/Discount Flat Dollar Amount**	-
4	**Fee Flat Dollar Amount**	+
5	**Permit #** _____ **Net Postage Due (Line 1 +/- Lines 2, 3, 4)**	

USPS Use Only

Additional Postage Payment (State reason)		
Add additional payment to net postage due for affixed or permit imprint—choose one only.	**Total Adjusted Postage Affixed**	
Postmaster: Report Total Postage in **AIC 131** (Permit Imprint Only)	**Total Adjusted BPM Postage Permit Imprint**	
Postmaster: Report Total Postage in **AIC 124** (Permit Imprint Only)	**Total Adjusted Media Mail/Library Mail Postage Permit Imprint**	
Postmaster: Report Total Postage in **AIC 211** (Permit Imprint Only)	**Total Adjusted Parcel Select Postage Permit Imprint**	

Certification

Incentive/Discount Claimed: _____ Type of Fee: _____

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.

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 __ __.__ __ __ __ pounds	Total Weight	Are postage figures at left adjusted from mailer's entries? ☐ Yes ☐ No If yes, reason:	Round Stamp (Required) Payment Date
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.***

Package Services

Part A — Bound Printed Matter

Nonpresorted — Flats

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
A1	Origin						

Carrier Route — Flats

	Entry	Piece Price	No. of Pieces	Pieces Subtotal	Pound Price	No. of Pounds	Pounds Subtotal	Subtotal Postage	Discount Total*	Fee Total	Total Postage
A2	None										
A3	DNDC										
A4	DSCF										
A5	DDU										

Carrier Route — Flats with Simplified Addressing

	Entry	Piece Price	No. of Pieces	Pieces Subtotal	Pound Price	No. of Pounds	Pounds Subtotal	Subtotal Postage	Discount Total*	Fee Total	Total Postage
A6	None										
A7	DNDC										
A8	DSCF										
A9	DDU										

Presorted — Flats

	Entry	Piece Price	No. of Pieces	Pieces Subtotal	Pound Price	No. of Pounds	Pounds Subtotal	Subtotal Postage	Discount Total*	Fee Total	Total Postage
A10	None										
A11	DNDC										
A12	DSCF										
A13	DDU										
A14	Detached Address Label										
A15	Detached Marketing Label										

* May contain both Full Service Intelligent Mail and other discount-see Instructions page for additional information.

A16	**BPM Flats Subtotal** (Add lines A1 — A15) **New**	

Catalog Incentive** New Section

A17	Nonpresorted Flats - Number of Eligible Pieces _____ x $0.XXX =	
A18	Carrier Route Flats - Number of Eligible Pieces _____ x 0.XXX =	
A19	Presorted Flats - Number of Eligible Pieces _____ x 0.XXX =	

**This mailing contains pieces that meet the requirements for the Catalog Incentive.

A20	**Catalog Incentive Total** (Add lines A17 — A19)	

A21	**BPM Flats Total** (Line A16 minus line A20) **New**	

Full Service Intelligent Mail Option

A22	DISPLAY ONLY	Flats-Number of Pieces that Comply _____ x $0.001 =	

New Page

Package Services

Move Section from Page 2

Part A — Bound Printed Matter - Continued

Nonpresorted — Parcels

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
A23	Origin						

Carrier Route — Parcels

	Entry	Piece Price	No. of Pieces	Pieces Subtotal	Pound Price	No. of Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
A24	None										
A25	DNDC										
A26	DSCF										
A27	DDU										

Presorted — Parcels

	Entry	Piece Price	No. of Pieces	Pieces Subtotal	Pound Price	No. of Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
A28	None										
A29	DNDC										
A30	DSCF										
A31	DDU										

A32	**BPM Parcels Subtotal** (Add lines A23 — A31) **New**	

Catalog Incentive* New Section

A33	Nonpresorted Parcels - Number of Eligible Pieces _____ x $0.XXX=	
A34	Carrier Route Parcels - Number of Eligible Pieces _____ x 0.XXX =	
A35	Presorted Parcels - Number of Eligible Pieces _____ x 0.XXX =	

*This mailing contains pieces that meet the requirements for the Catalog Incentive.

A36	**Catalog Incentive Total** (Lines A33 - A35) **New**	

A37	**BPM Parcels Total** (Line A32 minus A36) **New**	

A38	**Part A Total** (Line A21 or A37)	

Package Services

Part B — Library Mail and Media Mail

Library Mail

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B1	Basic						
B2	Single-Piece						
B3	5-Digit						

Media Mail

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B4	Basic						
B5	Single-Piece						
B6	5-Digit						

B7	**Part B Total** (Add lines B1 — B6)	

Parcel Select

Part C — Destination Entry

Parcel Select

	Entry	Parcel/Oversized/Dimensional	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C1	DNDC	Parcels 5-Digit NSA Only						
C2	DNDC	Parcels						
C3	DSCF	Parcels 5-Digit NSA Only						
C4	DSCF	Parcels						
C5	DHUB	Parcels						
C6	DDU	Parcels						
C7	DNDC	Oversized 5-Digit NSA Only						
C8	DNDC	Oversized						
C9	DSCF	Oversized 5-Digit NSA Only						
C10	DSCF	Oversized						
C11	DHUB	Oversized						
C12	DDU	Oversized						
C13	DNDC	Dimensional 5-Digit NSA Only						
C14	DNDC	Dimensional						
C15	DSCF	Dimensional 5-Digit NSA Only						
C16	DSCF	Dimensional						
C17	DHUB	Dimensional						
C18	DDU	Dimensional						

C19	**Part C Total** (Add lines C1 — C18)	

Extra Services and Fees

Part S

		Fee	No. of Pcs. or Lbs.	Subtotal Postage	Discount Total	Total Postage
S1	Certificate of Mailing (3 or more - Form 3665)					
S3	Collect on Delivery (COD)					
S4	USPS Tracking (parcels only)					
S5	Insurance					
S7	Signature Confirmation Restricted Delivery					
S8	Return Receipt Electronic					
S9	Return Receipt (Form 3811)					
S11	Signature Confirmation (parcels only)					
S12	Parcel Airlift (PAL)					
S15	Adult Signature 21 Required					
S16	Adult Signature 21 Restricted Delivery					
S17	Picture Permit Imprint					
S19	Certificate of Bulk Mailing (Form 3606-D)					
S20	Sunday Delivery					
S21	Same Day					
S22	Extended Coverage					
S23	IMpb Noncompliance Fee					
~~S25~~	~~Live Animal Transportation~~ **Remove line - not applicable to products within statement**					
S26	Next Day					
S28	Hazardous Material Transportation					
S29	Perishables					
S31	Insurance Restricted Delivery					
S32	Collect on Delivery Restricted Delivery					
S35	USPS Tracking Plus					
S37	Adult Signature 18 Required NSA Only					
S38	Adult Signature 18 Restricted Delivery NSA Only					
S47	Nonstandard Fee - DNDC/DSCF > 22" </= 30"					
S48	Nonstandard Fee - DDU/DHUB > 22" </= 30"					
S50	Nonstandard Fee - DNDC/DSCF > 30"					
S51	Nonstandard Fee - DDU/DHUB > 30"					
S53	Nonstandard Fee - DNDC/DSCF > 2 Cubic Ft					
S54	Nonstandard Fee - DDU/DHUB > 2 Cubic Ft					

Items mailed with Extra Services must meet the mailing standards for the extra service.

S99	**Part S Total** (Add lines S1 — S54)	

Package Services and Parcel Select Destination Entry — Instructions

Use this form for all Package Services (Bound Printed Matter, Library Mail, Media Mail) and Parcel Select Destination Entry.

Step 1: Complete Mailer and Mailing sections on page 1. The Mailer section must be completely filled in, including the Permit Holder in the first box, the Mailing Agent, if any as described below, in the second box, and the Mail Owner, as described below, if other than the Permit Holder, in the third box.

Mailing Agent: The mailing agent is a business entity, organization, or individual acting on behalf of one or more mail owners by providing mailing services for which the mail owners compensate the mailing agent. A business entity, organization, or individual whose services define it as a mailing agent may also be considered a mail owner, but only for its own mail or the mail of its subsidiaries. Mailing agents include, but are not limited to the following: Printer, letter shop, address list provider/manager; mail preparer, postage payment provider, mailing logistics provider, mailing tracking provider, ad agency, and mailing information manager.

Mail Owner: The mail owner is the business entity, organization, or individual who makes business decisions regarding the mailpiece content, directly benefits from the mailing, and ultimately pays for postage on the mailpiece directly or by way of a mailing agent.

Step 2: Determine which part(s) to complete for your mailing, as follows: **Part A:** Bound Printed Matter (BPM) Flats or Parcels; **Part B:** Library Mail and Media Mail; **Part C:** Parcel Select Destination Entry; **Part S:** Extra Services

Step 3: Complete applicable part(s) as follows:

Part A: Nonpresorted BPM is charged a per-piece price based on weight and zone. Enter applicable per-piece price in "Price" column. Multiply per-piece price by corresponding number of pieces and enter in "Total" column.

All pieces must be reported on the appropriate line at the full published price (not including the Full Service Intelligent Mail incentive). Pieces that comply with the Full Service Intelligent Mail option requirements are additionally reported on the line provided.

Permit Imprint mailings, round off to four decimal places. Add line-item totals and enter sum in Part A Total box. Do not round.

Presorted and Carrier Route BPM are charged a per-pound price and a per-piece price. Note: For pieces weighing one pound or less, calculate per-pound postage for a one pound piece.

Permit Imprint: Enter corresponding per-piece price for all zones in column one. Multiply applicable per-piece price by number of pieces per zone and enter in "Pieces Subtotal" column. Compute per-pound postage by multiplying the unrounded weight of a single piece (one pound per piece, minimum) by the number of pieces per zone; enter result in "No. of Pounds" column. Multiply the applicable Pound Price by the number of pounds. Do not round. Enter result in Pound Subtotal column. Add Pieces Subtotal, Pound Subtotal, any Discounts or Fees Totals, and enter result in "Total" column. Add line-item totals and enter sum in Part/Total box. Do not round.

Parts B-C: These categories of mail are charged a per-piece price.

Permit Imprint: Multiply number of pieces by applicable per-piece price. Round each result off to four decimal places. Add the products and enter in "Total" column. Add line-item totals and enter sum in Part/Total box. Do not round.

Postage Affixed: Compute applicable postage for a single piece. Round up to next tenth of a cent (three decimal places). Enter single-piece amount(s) in appropriate line in "Price" column; multiply times corresponding number of pieces; enter result in "Total" column. Add line-item totals and enter sum in Part/Total box. Do not round.

Part S: Extra Services are charged a per-piece price.

Permit Imprint: Multiply price for requested extra service(s) by number of pieces. Enter result in "Total" column. Add the line-item totals and enter sum in Part S Total box.

Postage Affixed: Multiply price for requested extra service(s) by number of pieces. Round off to three decimal places. Enter result in "Total" column. Add line-item totals and enter sum in Part S Total box. Do not round.

Instructions continued on next page

Package Services and Parcel Select Destination Entry — Instructions — Continued

Use this form for all Package Services (Bound Printed Matter, Library Mail, Media Mail) and Parcel Select Destination Entry.

Step 4: Go to Postage section on page 1. Place a check mark in the appropriate box(es) to show which part(s) you have completed. Add the postage from the Part/Total box for each completed section; round off to the nearest whole cent (two decimal places); enter sum in Total Postage. For postage affixed mailings round off to three decimal places.

Step 5: Complete the line for Postage Affixed mailings. Check the box for the Price at Which Postage Affixed (Correct, Lowest, or Neither). Multiply the number of pieces by the postage affixed. Put the total in the Postage Affixed block.

Step 6: Calculate Net Postage Due by subtracting Postage Affixed from the Total Postage. For permit imprint mailings, the Net Postage Due is the amount that will be withdrawn from the permit imprint account listed in the Permit # box in the Mailing section. For postage affixed mailings, the Net Postage Due is the amount that must be tendered in addition to that already affixed to the mail, and it may be tendered by any of the applicable methods including withdrawal from an advance deposit account that can be listed by Permit # on the Net Postage Due line.

Step 7: Read and sign the Certification section, including your telephone number. Attach all completed parts and submit with the mailing. (Do not include blank pages.)

Further Information About Discount Total Column

Mailings that qualify for Full Service Intelligent Mail Option will report the discount in the Discount Total column of each line of the postage statement. The Full Service Intelligent Mail Option lines are for display and data gathering purposes only.

When there is a Full Service discount but no other incentive discount, the Full Service discount is reported directly in the Discount Total column.

When there is both a Full Service discount and an incentive discount, the Discount Total must include both discounts so it must be calculated in an offline calculation with the resulting value reported in the Discount Total column. The calculation is performed as follows:

The Subtotal Postage (SP) amount is not affected and is calculated in the usual way. The Discount Total (DT) is calculated by, first, determining the Full Service discount (FSD) by multiplying the number of Full Service pieces by the per-piece Full Service discount. Then you must calculate the Incentive Discount (ID) by subtracting the Full Service discount (FSD) from the Subtotal Postage (SP) and multiplying the result by the Incentive Discount percentage (ID%) expressed in decimal form, such as .02. Then add the Full Service discount (FSD) and the Incentive Discount (ID) to get the Discount Total (DT).

This calculation can be expressed as an equation as follows:
DT = FSD + ID or DT = FSD + ((SP — FSD) x ID%)

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