

# 424 Postage Payment and Documentation

## Overview

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## 1.0 Basic Standards for Postage Payment

### 1.1 Postage Payment Options

#### 1.1.1 Commercial Base Pricing

[\[1-4-10\]](#) [\[10-5-09\]](#) Commercial base Priority Mail postage may be paid with:

- a. Click-N-Ship.
- b. USPS-approved PC Postage products when registered end-users use a qualifying shipping label.
- c. Information-based indicia (IBI) postage meter in conjunction with an approved shipping label that bears a confirmation services barcode with a postal routing code (see [708.5.0](#)).
- d. Permit imprint with a postal routing barcode on the mailpiece (see [708.5.0](#)). Flat-shaped mailpieces with permit imprints may bear a POSTNET or Intelligent Mail barcode (see [708.4.0](#)) instead of the postal routing barcode.
- e. USPS-approved IBI postage meters that print the IBI with the appropriate price marking (“Commercial Base Price,” “Commercial Base Pricing,” or “ComBasPrice”) and electronically transmit transactional data to the USPS.
- f. Permit holders using Merchandise Return Service (MRS) for Priority Mail mailpieces when all MRS requirements are met ([507.11.0](#)).

#### 1.1.2 Commercial Plus Pricing

[\[1-4-10\]](#) Commercial plus Priority Mail postage may be paid with:

- a. USPS-approved PC-Postage products when registered end-users use a qualifying shipping label.
- b. Permit imprint with a postal routing barcode on the mailpiece (see [708.5.0](#)). Flat-shaped mailpieces with permit imprints may bear a POSTNET or Intelligent Mail barcode (see [708.4.0](#)) instead of the postal routing barcode.
- c. Permit holders using MRS for Priority Mail items who qualify for commercial base prices and whose account volumes exceed 100,000 pieces in the previous calendar year or who have a customer commitment agreement with the USPS (see [1.3.2](#)).

#### 1.1.3 Commercial Plus Cubic Pricing

[\[2-1-10\]](#) Commercial plus cubic prices may be paid with:

- a. USPS-approved PC-Postage products when registered end-users use a qualifying shipping label.



424.1.2

- b. Permit imprint under [2.0](#). Mailers also must use the Electronic Verification System (eVS) program or submit an electronic postage statement with a computerized manifest under [705.2.0](#).

### **1.2 Affixing Postage—Single-Piece Mailings**

In a postage-affixed Priority Mail mailing, the mailer must affix to each piece a value equal to at least the postage required (including any surcharges).

## **2.0 Postage Paid With Permit Imprint**

### **2.1 Advance Deposit Account**

A mailer may be authorized to mail material without affixing postage when payment is made at the time of mailing from a permit imprint advance deposit account established with the USPS for that purpose. Each mailpiece must have a postal routing barcode (see [708.5.0](#)). Flat-shaped mailpieces may bear a POSTNET or Intelligent Mail barcode (see [708.4.0](#)) instead of the postal routing barcode. This payment method may be used for postage and extra service fees. This method must not be used to pay postage on any mailpiece that is designed for reply purposes.

### **2.2 Minimum Quantity**

Permit imprint mailings must contain at least 200 pieces or 50 pounds submitted under the terms of an approved manifest mailing system agreement with exceptions allowed under a minimum volume reduction provision.

### **2.3 Postage Statement**

A completed postage statement must accompany each mailing paid with a permit imprint.