

## 314 Postage Payment and Documentation

### Overview

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### 1.0 Basic Standards for Postage Payment Options

Federal agency and USPS official Priority Mail Express may use the appropriate indicia, subject to [703.7.0](#). The mailer is responsible for proper payment of postage. Customers may pay postage with a permit imprint via the electronic verification system (eVS) program to manifest Priority Mail Express items, according to [705.2.9.9](#).

#### 1.1 Commercial Base Pricing

Commercial Base Priority Mail Express postage may be paid with:

- a. A USPS Corporate Account (see [2.0](#)), including federal agency accounts.
- b. Click-N-Ship.
- c. USPS-approved PC Postage products by registered end-users in conjunction with a qualifying shipping label managed by the PC Postage system used.
- d. USPS-approved IBI postage meters that print the IBI with the appropriate price marking (see [302.3.1](#)) and transactional data is electronically transmitted to USPS with an approved Priority Mail Express shipping label.
- e. Permit imprint through the Electronic Verification System (eVS) under [705.2.9](#).

#### 1.2 Commercial Plus Pricing

Commercial Plus Priority Mail Express postage may be paid with:

- a. A USPS Corporate Account (see [2.0](#)), including federal agency accounts.
- b. USPS-approved PC Postage products by registered end-users in conjunction with a qualifying shipping label managed by the PC Postage system used.
- c. Permit imprint through the Electronic Verification System (eVS) under [705.2.9](#).
- d. USPS-approved IBI postage meters that print the IBI with the appropriate price marking (see [402.2.1](#)) and transactional data is electronically transmitted daily to USPS for all mailpieces and mail categories with an approved Priority Mail Express shipping label.

### 2.0 Corporate Accounts

#### 2.1 Availability

A USPS Corporate Account (USPSCA) is available to any mailer, subject to [2.3](#) through [2.6](#) and the terms on Form 5639. The address provided by the mailer on Form 5639 must be valid as a condition of an account being opened.



#### **2.2 Account**

Written application is required to mail with a USPS Corporate Account. Mailers must pay postage through a USPS Corporate Account for all Priority Mail Express items accepted under the terms of a Priority Mail Express Manifesting agreement in [705.2.6](#).

#### **2.3 Postage Liability**

The mailer must pay all postage and fees resulting from shipments presented bearing the assigned account number while the account is active and up to 30 days after the account is closed. After that, any shipment bearing the account number is refused and returned to the mailer.

#### **2.4 Payment Method**

For opening and maintaining an account, the mailer may do any of the following:

- a. Use a personal or business credit card.
- b. Authorize the USPS to originate an Automated Clearing House (ACH) debit from a specified bank account.
- c. Participate in the Centralized Account Processing System (CAPS) debit only if combined with other PostalOne! accounts such as permit imprint, Periodicals, and Business Reply Mail.
- d. Existing USPSCA customers who deposit cash and checks in local trust accounts must maintain a minimum balance in the account equal to an average week's postage and fees, or \$100, whichever is higher.

#### **2.5 USPS Report**

By the 10th of the month, the account holder receives a mailing activity report for the previous month. This report includes beginning and ending balances; deposits made; and postage and fees deducted. Accounts with activity have an itemized page included in the report. This itemization lists each piece mailed, the mailing date, label number, origin and destination ZIP Codes, and postage and fees. Deposits, withdrawals, and adjustments also are itemized.

#### **2.6 Closing Account**

The USPS may close an account with 10 days' written advance notice to the account holder, (and reserves the right to refer closed corporate accounts with negative balances or unpaid mailings to a collection agency), for any of the following reasons:

- a. The ending balance on the mailing activity report is below the minimum balance required for two consecutive months.
- b. The account remains inactive for one year, unless circumstances warrant otherwise (e.g., a seasonal mailer, positive balance, etc.).
- c. For any unpaid mailings.
- d. There are repetitive unpaid mailings due to rejection of payment by the account holders' credit card company or ACH institution. The closing of an account due to repetitive unpaid mailings caused by the rejection of the payment by the banking institution is subject to review by the manager, Business Mail Entry.



