



# 144 Postage Payment and Documentation

## Overview

- 1.0 Basic Standards for Postage Payment
- 2.0 Mailing Documentation

## 1.0 Basic Standards for Postage Payment

### 1.1 Postage Payment Options

The mailer is responsible for proper postage payment. Postage for EDDM-Retail flats must be paid with a postage evidencing system indicia (604.4.0) of the correct amount of postage affixed to each piece or at the time of mailing by cash, check, debit card, or credit card.

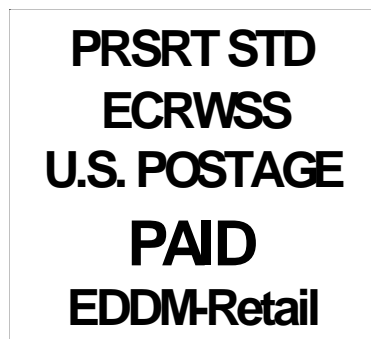
### 1.2 Customer Registration

Mailers must obtain a Customer Registration ID (CRID), available online at <https://gateway.usps.com/bcg/login.htm>.

### 1.3 Postage Indicia

A postage indicia must be on each piece mailed as EDDM-Retail, printed above and to the right of the simplified address. See [Exhibit 1.3](#) for the required wording of the indicia.

#### Exhibit 1.3 EDDM-Retail Indicia



## 2.0 Mailing Documentation

### 2.1 Completing Postage Statements

Each mailing of EDDM-Retail flats be accompanied by a postage statement (PS Form 3587) completed and signed by the mailer.

### 2.2 Basic Documentation Standards

Documentation for mailings of EDDM-Retail flats includes the postage statement (see 2.1), a sample mailpiece, and (if applicable) a list of “do not deliver” addresses.



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## **Retail Mail:** Standard Mail Flats–EDDM–Retail Postage Payment and Documentation

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144.2.2