

## 136 Deposit

### Overview

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### 1.0 Deposit for First-Class Mail and USPS Ground Advantage – Retail

Retail First-Class Mail (letters, cards, flats) and USPS Ground Advantage – Retail mail must be deposited as follows:

- a. Except as provided in 1.0b, items may be deposited into any collection box, mail receptacle, or at any place where mail is accepted if the full required postage is paid with postage stamps.
- b. Items bearing only postage stamps as postage payment and that weigh more than 10 ounces, or measure more than one half-inch in thickness, may not be deposited into any collection box, picked up during the normal delivery and collection of mail, or through Pickup on Demand service. The sender must present such items to an employee at a Post Office location. Improperly presented items will be returned to the sender for proper deposit.

### 2.0 Pickup on Demand Service

Pickup on Demand service ([507.7.0](#)) is available for a fee only from designated ZIP Codes and can be requested online at [www.usps.com](http://www.usps.com).

