YES	NO	N/A	*Verification Procedures* Permit/Publication#
			Check In *(Balance and Fees or Customer Transactions)*
			Are required fees paid? If not, do not accept the mail
			Are sufficient funds on deposit? (PI and Periodicals mailings) If not, do not accept the mail
			Is this an authorized Nonprofit Organization?
			Is there an eMIR report for this mailer? (If so, examine current mailing for similar errors)
			For hardcopy postage statements, verify there's no eDoc statement for the mailing on the Dashboard. If none, enter date and time of arrival in upper right corner.
			Determine the weight of a single piece using a minimum 10 piece sample (identical weight)
			Enter postage statement into *PostalOne!* - Record postage statement ID#
			Mailpiece Review Verification *(Prompted by PBV)*
			✴ Is the processing category claimed on the postage statement correct?
			✴ Does the postage payment method meet format and legibility requirements?
			✴ Does the mailpiece meet all machinable criteria?
			Is the Ancillary Service Endorsement correct and in an authorized location?
			Are markings correct? (ECR, Auto, STD, First-Class Mail, Nonprofit Org, etc.)
			Is there a return address on the mailpiece? (Required for PC, nonprofit, ASE, etc.)
			Does the mailpiece meet the machinable criteria? (Tabbing, DPBC, IMb)
			Is the mailer claiming the FULL SERVICE price? If so, conduct IMb device scan
			Mailing Review Verification *(Prompted by PBV)*
			✴ Are the containers and/or handling units stable and safe for transport?
			Labeling Review Verification *(Prompted by PBV)*
			✴ Are the containers and/or handling units properly labeled?
			Are sack / tray labels correct and legible? (Destination, content, origin)
			Are origin trays made for each 3D of SCF for the origin office? (If required)
			Postage Statement/ Documentation Review Verification *(Prompted by PBV)*
			✴ Has the mailer completed all applicable sections of the postage statement and is it the correct postage statement?
			✴ Does the mailer-provided documentation support the pieces and rates claimed on the postage statement? (Auto/CR-RT)
			Is the postage statement signed and dated in ink by the mailer and does it include the permit number and postage amount?
			Are CASS dates current on the postage statement? (Automation and carrier route mailings)
			Is the Move Update Section completed? (First-Class Mail and Standard Mail)
			Are all postage computations correct?
			Was the postage statement entered electronically (PW or Mail.dat)? If yes, check the JAT
			Complete required verifications as prompted by *PostalOne!* (8040, 6116, Tap Test, Barcode Review, Bundle Prep, 2866, MPCV, Manifest sampling, Content Eligibility Review)
			Enter verification results into *PostalOne!*
			Complete PS Form 8075 *Mailer Notification Log for Disqualified Mailings*
			Finalize postage statement in *PostalOne!* or on MERLIN
			Non-*PostalOne!* sites complete the USPS section of a hard copy postage statement (*PostalOne!* sites complete only when *PostalOne!* is down)

Note: This form is to be used to aid clerks in the acceptance of mail. As the clerk completes each step, place a check mark in the appropriate column – YES, NO, or N/A if not applicable.