



FY

Month

Post Office

# Mailer Notification Log for Disqualified Mailings

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Date of Mailing	PC # PI # MT # PE #	Name of Mailer/Agent Include Name of Owner (if applicable)	Volume	Class of Mail	Point Mail Disqual.	Reason Code for Disqual.	Presort Verif. Error %	Cost Avoidance	Additional Postage from Presort Failures	Additional Postage from Other Disqual.	Name of Person Notified Date Time Contacted	Person Who Notified Mailer	Disposition Code   Date		MERLIN Mailing ID# (ID#) Machine# (MA#)
1																ID# MA#
2																ID# MA#
3																ID# MA#
4																ID# MA#
5																ID# MA#
6																ID# MA#
7																ID# MA#
8																ID# MA#
9																ID# MA#
<b>COLUMN B</b>		<b>COLUMN F</b>		<b>COLUMN G</b>			9 - Classification Identification			<b>COLUMN N</b>			<b>IMPORTANT: Mailing ID# (ID#) and Machine # (MA#) are required on all MERLIN verification failures.</b>  <b>Note:</b> Leave disposition block blank until mail is returned to the customer or cleared and released to Operations.  <b>Monthly TOTALS:</b> Cost Avoidance (Col. I) \$ _____ Add'l Postage PV (Col. J) \$ _____ Add'l Postage Other (Col. K) \$ _____			
PC = Precanceled PI = Permit Imprint MT = Metered PE = Periodicals  (Permit Type & Permit Number)		I = Initial Verification  F = Final Verification		1 - Presort Errors 2 - Insufficient Funds 3 - Fees Not Paid 4 - Postage Statement Irregularities 5 - Indicia/meter Irregularity 6 - Piece Count Difference 7 - Improper Endorsement 8 - Automation Incompatible			10 - Supporting Documentation not submitted/incorrect  11 - MERLIN Failure a. Barcode Readability b. Presort c. Shortpaid Meter Sampling d. Reason Code for Disqual. e. Other			A - Problem Corrected - Mail Reentered  B - Mailer Notified - Additional Postage/Authorized/Collected -- Mail Reentered  C - Mail Returned to Customer						